

Academic Office (TA Team)

# Work Manual for Lecture TAs

If you have any questions regarding the contents of this manual or your work in general,  
please contact the Academic Office TA Team.

TEL: 0977-78-1122

Email: [ta-jobs@apu.ac.jp](mailto:ta-jobs@apu.ac.jp)

URL: <http://www.apu.ac.jp/academic/>

## 1. Introduction

Teaching Assistants (TAs) are graduate and undergraduate students who have been employed by the University to assist with courses and programs as stipulated in their contract. Please carefully read the contents of this manual, understand the role and responsibility of a TA, and always keep in mind that you are expected to serve as a role model for other students both on and off campus. Moreover, as outlined in the manual, please perform your duties as a TA with the understanding that you must notify/consult with the Academic Office if you encounter irregular work conditions.

## 2. Basic Duties of the TA

The Academic Office will pay wages to TAs for work performed in accordance with this manual. However, please note that the Academic Office may not be able to pay TAs for unrequested work that was performed without advance notification. TAs should therefore make sure they fully understand the contents of this manual, and notify/consult with the Academic Office if they encounter irregular work conditions.

### **[1] Work during Class Hours**

TAs must attend classes as instructed by the instructor; in principle, this means all 14 classes, **If you must be absent for unavoidable reasons, be sure to receive the instructor's permission in advance and then notify the Academic Office prior to the class.** Please check with the faculty in advance whether a substitute TA will be needed in case that you will be absent from work. (Please refer to "6. Tardiness and Absences [2] Finding a substitute TA for absences " for information on substitute TAs.). If TAs are absent from work without permission more than twice, an interview will be held with the professor in charge of the class and the Academic Office. **If no improvements can be seen, employment as a Lecture TA may be cancelled.**

### **[2] Meeting with the Instructor**

Please meet with your instructor as needed. Please meet with your instructor prior to the first class in order to go over the work expected of you as a TA in detail. Graduate students, in particular, need to confirm with the instructor whether they will be requested to work as a proctor during mid-term and final exams. If they are requested to work as a proctor, they will need to apply to become a proctor and undergo the preliminary explanations for proctors.

- Confirmation of work style. (classroom, online, etc.)
- Tasks that should be done during class time (you must not engage in tasks not connected with the class during class time).
- How attendance sheets should be distributed / collected and how TAs should input the attendance data.
- How to work during mid-term and final exams.
- Tasks that should be done outside of class time

### **[3] Maintaining Confidentiality of Information Encountered through Work**

For details, refer to "7. Protection of Personal Information".

### 3. TA Duties

The main TA duties are to assist with class management (class support). Lecture TAs are asked to perform the following duties as instructed by the class instructor or the Academic Office.

TA duties are summarized in the "List of Duties in which Lecture TAs are Permitted to Engage" (Attachment 1). Once you have familiarized yourself with the content below, please refer to the "List of Duties in which Lecture TAs are Permitted to Engage" (Attachment 1).

#### **[1] Assist in Class**

- Manage attendance; facilitate discussions; clean blackboards/whiteboards; set up, support, and clean up electronic equipment; organize and assist with proctoring for quizzes; collect and organize reports and other class assignments; assist with class and class preparations however needed.
- Attendance cards should be counted on the day of class either in the TA Room or in the instructor's faculty office. It is forbidden to take attendance cards off campus.

#### **[2] Assist with duties related to class (also known as "work out of class hours")**

Work time outside of class support may be approved only when indicated by the professor. This is called "work out of class hours".

Specific duties are preparing, editing, and printing class handouts and presentation materials, advising students, etc.

#### **[3] Other**

Additional duties recognized as necessary for class management and instructed by either the class instructor or the Academic Office

#### **[4] Items to Note**

Note 1 Lecture TAs are not permitted to engage in any work involving grading midterm exams, final exams, or reports; managing or entering grades; or evaluating grades. Only faculty are permitted to engage in this work.

Note 2 Lecture TAs are not eligible to assist in proctoring the Final Exam.

In general, only graduate students can work as proctors (exam supervisors) for on-campus part-time work. However, even for graduate students, if you are going to work as a proctor (exam supervisor), be sure that you complete the designated procedures! If you do not complete the designated procedures, you will not be eligible to work as a proctor (exam supervisor) even if you are a graduate student!

※ If a faculty member requests the TA to work as a proctor, please consult with the exam team at the Academic Office (examteam@apu.ac.jp).

**Note 3** Lecture TAs are forbidden to enter the classroom while final exams are being held. In the unlikely event that it is confirmed that a Lecture TA was present in the classroom during a final exam, it is possible that that student's employment as a TA may be terminated.

**Note 4** During midterms only, if a faculty member requests the TA to work, the TA must be sure to contact the Academic Office prior to working.

**Note 5** If a regular class is held in the first or second half of class time when midterm tests or final examinations are conducted, TAs are only permitted to enter the classroom when class is being held. However, if circumstances such as these occur, the TA must be sure to contact the Academic Office prior to working.

**<Point of Note for Graduate TAs Only>** Under the premise that faculty will perform a final check and will bear responsibility, graduate students only are permitted to be in charge of some areas related to daily grading, such as short reports, quizzes and attendance. They are permitted to be in charge of simple types of marking such as for multiple-choice questions, preliminary checks of answers or reports, aggregating attendance records, and the like; however, under no circumstances is a TA permitted to engage in scoring, grading (e.g. A+, A, B, C, F, etc.), or the management or inputting of grades, etc.

※Regardless of what is written on the syllabus, "midterm exam" refers to all exams designated so by the class instructor.

※"Final Exam" refers to the exam specified as such in the syllabus.

## 4. TA Work Hours

TA work hours are pre-designated as below. Extra work is not allowed except in special cases. If you are requested to work outside your designated work hours, please contact the Academic Office promptly.

### **【1】Working Hours**

#### **◎Assist in Class**

The standard work hours are **1hrs45mins per class** (support in class).

\*Work hours per class will total 105 minutes [100 minutes of class time + 5 minutes before and after class].

(\*) Please enter work hours as described in "Table 1" on "5. Online Work Attendance Records.

#### **◎Handling of support work out of class hours.**

Work time outside of class support may be approved only when indicated by the professor. Support work out of class hours is **permitted for a maximum of 90 minutes per class session** (koma). **For work outside of**

class, please adhere to the total of up to 21 hours (90 minutes x 14 times (number of class times)) over the course of the lecture period.

For cases in which the amount of work may exceed total of 21 hours for the class period or 90 minutes per 1 class session (koma), please contact the Academic Office in advance.

**【2】** Note that late-night work between the hours of 22:00-5:00 is prohibited.

### **【3】 Management of Total Hours Worked**

Based on the Ritsumeikan Trust Work Regulations for Hourly Non-teaching Staff and also University regulations, limits on the amount of time students can work per week are as outlined below.

#### ● Work Hours

Max per day	Max per week (Total on-campus work)	Max per week (As a Lecture TA)
8 hours	28 hours (with Saturday as the starting of the week)	16 hours (with Saturday as the starting of the week)

#### ● Breaks

You shall be given a break of at least 45 minutes when you work more than 6 hours, or at least 60 minutes when working more than 8 hours.

#### ● Days Off

You shall be given at least one day off per week. That is to say, you can work a maximum of 6 days per week; working 7 consecutive days is prohibited.

### **【4】 Items to Note**

Note 1 Ordinarily, one course is composed of 14 classes. (Final exams will not be regarded as classes when working as Lecture TAs.)

Note 2 TAs are not permitted to engage in work after the day of the final exam for their class (includes the day of the final exam).

## 5. Online Work Attendance Records

The deadline for submitting online work attendance records is 9:00 am on the first day of each month.

**【1】** Be sure to enter your hours each time you finished working.

**【2】** Enter your work hours as they appear in the "Shift" section of the Monthly screen.

- Showing “Shift” may take some time depending on when you signed up the contract. In that case, please enter the work hours according to (Table 1).
- Work hours per class are 105 minutes [100 minutes of class time + 5 minutes before and after class]. **However, in order to avoid complicated procedure, please enter the work hours in the form of [from 5 minutes before the class starts to the end of the class].**

(Table 1) [5 minutes before the beginning of the class to the end of the class].

	Regular		Make-up Class Day	
	Start	End	Start	End
1 <sup>st</sup> Period	8:40	10:25	8:40	10:25
2 <sup>nd</sup> Period	10:30	12:15	10:30	12:15
3 <sup>rd</sup> Period	12:25	14:10	13:00	14:45
4 <sup>th</sup> Period	14:15	16:00	14:50	16:35
5 <sup>th</sup> Period	16:05	17:50	16:40	18:25
6 <sup>th</sup> Period	17:55	19:40	18:30	20:15

**【3】** Be sure to enter the following in the Remarks field. If the information is not entered correctly, it may not be considered as work. Please check the lecture CD in the e-mail when you receive the employment announcement or on the timetable on the Academic Office website.

- Work in class hours: "Lecture CD"  
(e.g.) "037113JA"
- Work out of class hours: "A+Lecture CD"  
(e.g.) "A037113JA"

**【4】** Entering of Transportation Expenses

• No transportation allowance is provided. However, as an exception, if your class requires you to work off-campus (e.g., leading students off-campus, etc.), you will receive a commuting allowance from your home to your destination. Please contact the Academic Office Lecture TA Team in advance, if you will be required to work in this manner.

**【5】** Items to Note

**Note 1** In the event of a make-up class, enter your work on the date that the make-up class was held. Further, be careful when entering your work for a make-up class, because make-up classes are not always held at the same time as the regular classes.  
If you are absent from class or if class is canceled, do not enter anything.(5. **【2】** (Table1))

**Note 2** Be sure to submit your Online Work Attendance Record by the deadline. If you miss the deadline, it will cause serious problems in the payment of your salary.

**Note 3** For details, please review "How to Enter Your Work into the Online Work Attendance Record for Lecture TAs".

## 6. Tardiness and Absences

### **【1】 Please be sure to notify tardiness and absences.**

Tardiness and unauthorized absences from work are prohibited. If you must be tardy and absent for unavoidable reasons, be sure to receive the instructor's permission in advance and then notify the Academic Office TA Team (ta-jobs@apu.ac.jp) prior to the class.

### **【2】 Finding a substitute TA for absences**

If you plan to be absent and your instructor requests a substitute TA, please find one independently. If you have arranged for a substitute TA, please be sure to notify the student ID and name of the substitute TA to the Academic Office. In addition, when looking for a substitute TA, please select a student from among other TAs who have both completed a TA employment agreement for the current semester, and have been working as Lecture TA.

### **【3】 Items to Note**

**Note 1** If you frequently fail to notify the Academic Office and your instructor, and you intentionally enter your regular working hours for a day you were absent, tardy, or left early, you may lose your eligibility to work as a TA.

**Note 2** If you are absent from class, you will not be paid for that class.

## 7. Protection of Personal Information

**【1】** TAs must not use any personal information of students acquired through their duties, including grades and contact information, for any purpose outside of performing their TA duties.

**【2】** TAs are only permitted to handle personal information in the TA room or the individual office of the class instructor, and further, must not use their own personal computer for any processing thereof. Also, TAs are not permitted to allow passage of any personal information, regardless of medium or method, to outside the university, including to their own residence.

**【3】** Any handling of information that contains personal information is to occur with permission of and under direction of faculty; the location and storage of such information is to be under the direct control of faculty. • Attendance cards should be counted on the day of class either in the TA Room or in the instructor's faculty office. It is forbidden to take attendance cards off campus.

**【4】** In order to protect personal information, the Academic Office does not pass class lists directly to TAs.

## 8. Notes regarding Use of the Printing Room

- 【1】** Please be sure to wear your TA name tag when working in the printing room.
- 【2】** Please do not leave behind any documents, including lecture documents. Please be sure to check that you have not forgotten either original documents or printed copies in the rotary press or copier.
- 【3】** If you do not know how to use the rotary press, etc., please consult the user manuals provided. If you are still unsure how to use the machine after consulting the user manual, please ask at the Academic Office.
- 【4】** For reference: the printing cost of the rotary printer is 2 yen/page. Please try to avoid misprints.
- 【5】** Please do not use the large-size rotary press No. 5 located in the back left of the printer room except in urgent situations; in general, please do your best to carry out your work using rotary presses No. 1 – No. 4.
- 【6】** As regards misprints or other unneeded papers, if they do not contain any personal information, please place them in the Recycle Box located to the side of the printer. If they do contain personal information, check with the instructor and then please dispose of them according to your instructor's instructions.
- 【7】** Printing room cannot be used from two weeks before the final exam.

### **【8】** Item to Note

**Note 1** Never use the printing room equipments for private use.

## 9. Exchange of Class-related Paperwork with the Instructor and Borrowing Equipment

Students are prohibited from entering the Faculty Lounge. When you need to meet or work with your instructor, please do so as outlined below.

When you need to store or submit materials that contain student personal information (such as class attendance sheets or submitted assignments), please do so as outlined here:

- \* When the Academic Office is open: Submit the materials to office staff at the TA Counter.
- \*When the Academic Office is closed: Store the materials in accordance with the instructions provided by the instructor.

Tools and equipment needed for classes may be borrowed from the designated counter in the Academic Office. Please make sure to wear your name tag when entering the Academic Office.

## 10. Crisis Management

- 【1】** In the case of sudden illness or injury, earthquake, or fire.



Please see Attachment 2, the flowcharts for handling sudden illnesses, earthquakes, and such. In the case that someone loses consciousness, stops breathing, or has received a blow to the head, immediately dial 119 and contact the internal emergency extension 19. If the person has become suddenly ill or injured in another way, contact the internal emergency extension 19. Additionally, in the case of fire, pull the emergency alarm immediately. If there is not an emergency alarm nearby, then dial 119.

### **【2】 Problems between the TA and the Class Instructor**

Should a problem arise with the class instructor while performing duties, the TA should report it to and discuss it with the Academic Office.

### **【3】 Problems between the TA and a Student in the Class**

Should a problem with a student taking the course arise while performing duties, the TA should report it to and discuss it with the class instructor.

### **【4】 Harassment**

TAs should give due consideration to ensuring that none of their words, actions or behavior leads to the harassment of students.

## **11. Others**

- Resignation of Lecture TA is not permitted in principle except for unavoidable reasons. If you should resign Lecture TA, please be sure to find an alternative TA by yourself.
- If disruptions to class operations occur through such behavior as “neglecting duties (unapproved absences,etc.)” or “not following instructions”, an interview may take place through the faculty member and Office depending on the situation. If no chance of improvement can be seen, employment as a Lecture TA may be cancelled.