

# Rules Regarding TA Room Use

Academic Office

Please observe the rules below when using the TA Room.

## Eligible Users

- Users of the TA Room are restricted to Lecture TAs, Student Success Workshop TAs(SSW), Multicultural Cooperative Workshop TAs(MCW), Foundation for Global Leadership TAs, IWATA TAs, and other approved students.

## Using the TA Room

- The room can be used only during the period of employment.
- Open: Monday-Friday **8:00 – 21:00**
- If you find that the F Building is locked, please contact (visit) Central Security and have them unlock the F Building north hallway entrance (the one opposite the entrance to the Library).

## Activities Permitted in the TA Room

- Hold meetings with instructors
- Prepare paperwork and handouts
- Check class attendance sheets etc.

※Meetings held before and after Workshop classes must be held in the respective classrooms, not in the TA Room.

※Using the TA Room for personal business is strictly forbidden.

(If you use the TA Room for personal business, you will be denied access to the TA Room.)

## Basic Do's and Don'ts

- Make sure to wear your TA name tag while in the TA Room.
- It is prohibited to loan out your TA name tag or borrow someone else's.
  - Please report to the Academic Office if you forget to bring your TA name tag.
- No food or drink is allowed in the TA Room.
- The TA Room is a shared space, so do not leave personal property in the TA Room. Also, please make sure you have not left anything when you leave the TA Room.
- Please do not connect personal Wifi router telecommunication devices (“pocket Wifi”) to the TA Room network as there is the concern that they could interfere with the on-campus network.
- If you have any garbage, please put it in the trash box outside the TA Room.
  - Cleaning staffs do not enter the TA Room, so please remember to keep it clean.
- The meeting space can be used for a maximum of 1.5 hours per meeting.
  - Please avoid situations where a single group uses the meeting space for an extended period of time, preventing other TAs from being able to use the space.

## Equipment and Supplies

The equipment and supplies listed below are equipped in the TA Room.

[Equipment and Supplies Provided] PC × 2 / Printer × 1 / White board × 1
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NOTE Since these items are provided for everyone to use, please handle them with care and please do not monopolize them.

## Use of the TA's PC for Work

High-volume printing from the PCs is strictly prohibited. Please use the rotary press machine in the printing room (next to the Academic Office).