



# SOPHIA UNIVERSITY TEACHING ASSISTANT HANDBOOK





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## **I. Teaching Assistant system**

The Teaching Assistant (TA) system aims to enhance university education and to provide outstanding graduate school students an opportunity to gain training experience by having them perform teaching assistant duties, including tutoring (advising) undergraduate students and supporting laboratory experiments and Seminar courses, as well as to pay a fee for their services in order to help improve the financial situation of graduate students. (Central Council for Education “Graduate School Education in a Globalized Society” January 2011)

For the purpose of enhancing the TA system at Sophia University, we have formulated and published the “Sophia University Teaching Assistant Handbook.” Students look up to TAs as an academic staff member, and therefore, TAs embrace various obligations pertaining to their work assignments or services. We have high expectations that this Handbook will be thoroughly read and effectively used to achieve higher quality in your educational engagements.

\*This Handbook contains general information relevant to TAs. Some of the information pertains to divisions and centers other than the Center for Academic Affairs, and TAs are asked to respond appropriately as required. If you should have any questions regarding your duties, please directly inquire the relevant divisions and centers provided in the “X. Office directory.”

## **II. Objectives of Sophia University’ s system**

Sophia University’ s TA system aims to enable TAs to accumulate teaching experience and thus confirm the knowledge acquired in their classes. It also bears an important role in fostering the qualities expected of university faculty members, including the capability to teach knowledge and skills with a wide perspective, in addition to high expertise.

### III. Description of TA work assignments

There are 2 types of TAs at Sophia University.

TA1 work assignment: instruct and assist laboratory work and practical training, which involves a significant amount of technical skills (instruction and assistance of laboratory work/practical training, guidance and proofing of report assignments, answering questions raised in classes, preparing teaching materials, etc.)

TA2 work assignment: simple and assisting tasks that do not include the duties of TA1 (set up and operate equipment/devices, take attendance, collect/manage Reaction Papers, prepare/print/distribute teaching materials, etc.)

\* Assistants performing tasks of both TA1 and TA2 shall be paid the wage rate for TA1.

\*\* TAs will assist in supervising final exams as a part of their TA1 or TA2 work assignments.

#### 1) Attendance Slips and Reaction Papers

Attendance slips and Reaction Papers are available at the Center for Academic Affairs, 1F, Building 2 at Yotsuya Campus or the Office of Mejiro Seibo Campus.

\* Attendance slips: name card size, Reaction papers: sizes A6, B5, A4, B4

【Attendance slips】

The image shows four vertical attendance slips stacked on top of each other. Each slip has a header section with fields for name, ID, and department, followed by a grid for recording attendance. The colors of the slips are yellow, light blue, light pink, and light orange from top to bottom.

【Reaction Papers: B5, A4, B4】

The image shows a vertical reaction paper form. It has a header section with fields for name, ID, and department, followed by a large area with horizontal lines for writing.

【Reaction Paper A6】

The image shows a horizontal reaction paper form. It has a header section with fields for name, ID, and department, followed by a large area with horizontal lines for writing.



## 2) Using classroom equipment

- Please confirm the classroom to be used with the instructor in advance, and if necessary, consult the relevant sections for the details of the equipment to be used.

**Regular Classrooms** : ICT Office, ICT Faculty Support Desk (1F, Building 2)\*

**PC Room** : ICT Office (3F, Building 2)

- Should you wish to use AV equipment that the classroom is not equipped with, please ask the ICT Faculty Support Desk (1F, Building 2)\*.

\*Regarding rooms in Buildings 10,11, and Kioizaka Building, equipment and keys can also be picked up at the AV Equipment Section (1F, Building 11).

\*Regarding rooms on Mejiro Seibo Campus, please consult with staff in Room 202, 2F, Building 1, Mejiro Seibo Campus.



← Entrance of the ICT Faculty Support Desk  
(Inside the Office of Environmental and Faculty Management  
,1F Building 2)



← Counter of the ICT Faculty Support Desk  
(Inside the Office of Environmental and Faculty Management  
,1F Building 2)

## 3) Preparing lecture materials

Please follow the individual instructions provided by the instructor when preparing and printing lecture materials.

## 4) Using Moodle

Moodle (Modular Object-Oriented Dynamic Learning Environment) is a learning support software which is available for use in class and can be accessed anytime from anywhere online. Faculty members may post their syllabus or lecture materials, announce assignments for students, evaluate assignments, carry out quick quizzes with multiple-choice or essay questions, and manage grades using the software.

Students can download lecture materials, take quizzes and submit assignments online.

In addition, Moodle can be used by the instructor to post notices as well as a forum for student-student exchange and communication.

If you are asked to support Moodle operations, then ask the instructor to grant you “Teacher” status . If you should have any questions about Moodle, please consult the ICT Office (3F, Building 2)

## IV. Points to be noted before starting as a T A

- Graduate students primarily have academic engagements . Your research and studies shall not be neglected for T A work.
- In order to understand the contents of the class that you will be assisting, check the syllabus and lecture outline, goals and lesson plans.
- Make sure to meet with the instructor prior to the first class to confirm the details of your work assignment and points that the instructor lays importance upon.

## V. Points to bear in mind

A T A should bear in mind the following points:

### 1) Self-acknowledgment as an educator

- A T A is a graduate student by social status who stands in the position of an educator; and therefore you are asked to act as a responsible educator.
- When on duty, please refrain from any behavior, including using your mobile phone, that is irrelevant to the class.
- Any action in conflict with the interests of the University and any action that defames the university or undermines its trust and any action that will disrupt the order, discipline or rules and regulations of the University, shall prohibited.

## 2) Responsibilities and authority

- The faculty member offering the course is ultimately responsible for each class; and therefore, his/her instructions should be followed.
- The TA shall be responsible for or have authority over part of the class; and therefore shall principally report to and consult with the instructor. Class goals should be achieved based on discussions with the instructor on class procedures and contents.
- Please do not say more than what you have been instructed to say. Students may consult you regarding grades, credits and class registration, but you shall not advise beyond instructions, but encourage the student to ask the instructor himself/herself or the relevant administrative offices.
- The TA does not bear the authority to engage in tasks directly involved with final grades. Furthermore, he/she shall not manage or register grades. Reports, quizzes, attendance books and other material that are associated with grade shall be managed by the instructor.

## 3) Dress code and behavior

- TA work is a formal task of Sophia University. Therefore, a TA is expected to be dressed in clothes suitable for an educator. A TA should not wear offensive or eccentric clothing.  
A TA is expected to behave in accordance with common sense but it is also required of a TA to act in accordance with the common sense of an educator.
- A TA is expected to treat all students fairly and equally. Being in a position to instruct students to be punctual, it is important that the TA minds his/her time.
- It is important for a TA to foster good relationships with students, as it will facilitate his/her tasks. It may be relatively easy to foster friendships with students, but it should be noted that teacher–student relationships should be distinguished from friendships. Friendships tend to develop into informal relationships that will make it difficult for a TA to address the class as a TA. It should be kept in mind that a “good relationship” is not always a close one, but a formal relationship mutually respecting each other’s positions as educator and student.



## VI. Personal information protection and harassment prevention

### 1) Personal Information Protection

- A TA may handle personal information, including student ID numbers and names. “Personal information” is information that identifies a particular individual and the Act on the Protection of Personal Information prohibits the use of personal information in scopes beyond what is required to achieve the purpose of use.
- Operations that involve handling personal information shall be performed under the instruction of the instructor and paper-based or electronic data shall be either returned to the instructor or shredded or fully erased, as deemed appropriate. Personal information shall not be taken out of the university.
- Because TA work involves the handling of personal information, a TA is responsible for confidentiality. Any personal information obtained through TA work shall not be leaked to third parties nor spoken to others or communicated through SNS, including blogs and X (formerly Twitter).
- Violators of these rules shall be treated accordingly; and therefore, personal information shall be handled with due care.

### 2) Preventing Harassment

#### Definition of Harassment

Sophia University prohibits any act of harassment and ensures that education, research, studies, student life and work are conducted in a fair and safe environment, as it respects the individuality of all its members, and recognizes that harassment is an infringement of human rights and an act of discrimination. Society faces various types of harassment; harassments that are likely to occur on campus include sexual harassment, academic harassment, power harassment and harassment regarding maternity, childcare, or family care leave. The definitions and case examples of the four types of harassment are given below.

#### ➤ Sexual harassment

Sexual harassment refers to any unwelcome conduct of a sexual nature and physical behavior or verbal expressions arising from a sexually discriminative disposition. In determining whether a particular act constitutes sexual harassment, consideration will be given to the impression of the offended person (including specified entrusted business operators(\*), in addition to faculty, staff members, and students), whether he/she finds it disagreeable or not.

#### ➤ Academic Harassment :

Academic harassment is inappropriate acts or words primarily by faculty members toward students or other faculty or staff members, etc. in education, research, or employment, by exploiting the power balance or hierarchical relationships in these contexts.

## ➤ Power Harassment :

Power harassment is inappropriate acts or words in employment directed toward other faculty or staff members etc. (including specified entrusted business operators(\*)) by faculty or staff members abusing their position or power etc..

## ➤ Harassment regarding maternity, childcare, or family care leave

It is inappropriate treatment by a faculty or staff member regarding: i) the pregnancy or childbirth of another female colleague etc. (including specified entrusted business operators(\*)) and the use of relevant employee benefits; or ii) the use of child/family care leave and related benefits by another colleague etc. (including specified entrusted business operators(\*)) , excluding measures taken out of safety considerations.

\*Specified entrusted business operators refer to those who are entrusted with services in the service agreement with Sophia School Corporation (Sophia University) and who fall under any of the following items:

- (1) An individual that does not employ any employees;
- (2) A corporation that has no other officers other than a single representative, and that does not employ any employees.

## ● Points to be noted about harassment

An action can offend some and not offend others; and therefore, we cannot simply raise case examples and judge whether they can be identified as harassment or not. Hence, it is important that we are constantly conscious of how much communication we have with our counterparts and be sensitive to whether or not they feel offended. Building trust based on which we can be straightforward with one another will lead to creating environments free of harassment.

It should be understood that where there is little communication, there is often a power relationship that makes it difficult to say “No.” Those whose role is to provide instruction, directions and supervision should always pay attention to their relationship with their colleagues and students.

## ● How to deal with harassment

- ✓ If you should feel that you have been exposed to harassment you should tell the person directly that his/her action was offensive and that you would wish to have it stopped. It is important that your stance is made clear. If your action is ineffective or if your situation does not allow you to take action, you should consult a Consultant Office.
- ✓ The best way to accurately communicate the damage that you have received is to keep a record of it. Write down the date, place and situation of the harassment. Take note of any witnesses.

If you are harassed, do not hesitate to seek consultation. You should seek advice at an early stage before things become serious. Contact the Consultant you wish to see. If you prefer it, you may remain anonymous.

Sophia University's website contains a list of contacts to make appointments for consultations or make inquiries.

List of contacts for inquiries and harassment consultations:

<https://piloti.sophia.ac.jp/eng/soudan/harassment/scheduling/>

## VII. When public transport services are out of service

- When public transport services are shut down due to natural disasters such as typhoons and heavy rainfall or due to accidents or strikes and it is difficult to hold classes or final exams, special measures will be taken to cancel classes or change exam schedules.
- The special measures will be announced on the official university website, My Sophia, the official Facebook or the official X (formerly known as Twitter) page. Please check these sources as needed and contact the instructor to confirm the arrangements for the classes.
- If classes are canceled on the day, make-up classes may be held at a later date. In such cases, please follow the instructions of the instructor.

## VIII. Disaster response

### 1) When an earthquake occurs:

- Consider your own safety first. ⇒Crouch down, cover your head, and do not move.
  - Calmly check the situation after the shaking has stopped.  
⇒ If you are using fire, please suspend use.
  - Follow the emergency broadcast and directions by the staff and instructors around you.
- ※ All buildings at Sophia University, Yotsuya campus meet the national quake-resistance standards. Therefore, buildings will not collapse immediately.

### 2) When you discover a fire:

First, shout out “Fire!” to make the people around you aware of the fire. Then, calmly take the following 3 steps:

#### 1. Report fire: There are 2 ways to report fire

- ① Press the button of the indoor fireplug box.
- ② Make a phone call to the emergency contacts below:

**【Emergency Contact】** ※The last 4 digits are the extension number for calling on campus.

- Guard Station at Main Gat: 03-3238-3000 (available 24 hours)
- Disaster Prevention Center : 03-3238-3119 (available 24 hours)
- Mejiro Seibo Campus Guard Station: 03-3950-6139 (7:00~22:00)

#### 3. Escape: There are 3 points to be considered.

- ✓ Do not mind your clothes or baggage, and stay away from the site.
- ✓ Cover your mouth and nose with a wet handkerchief, etc. and keep a low position while escaping.
- ✓ Do not use the elevators.

### 3) What to do when you find someone lying on the ground

You are asked to act as required by the circumstances. Talk to the person lying on the ground and if he/she is unresponsive or if it is difficult to judge his/her condition, call for help and ask someone nearby to dial the Emergency Contacts indicated above in section 2).

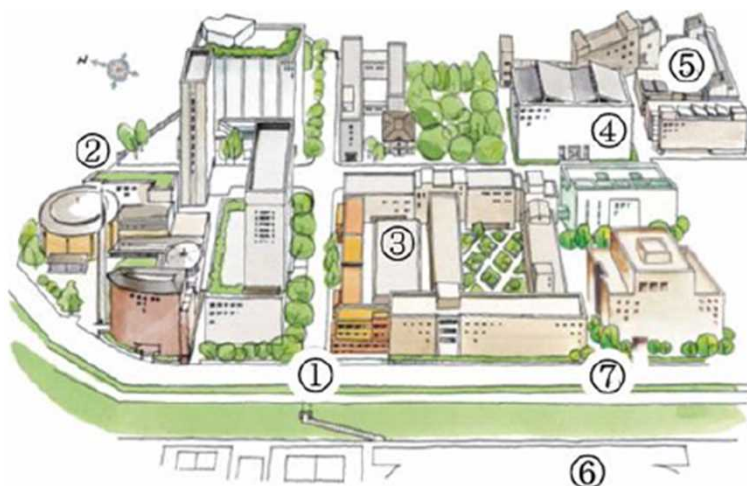
Bring AED (Automated External Defibrillator) when necessary.

AEDs can be found in the following locations:

\*See the following link for the Tokyo Fire Department for information on CPR (cardiopulmonary resuscitation) .

<http://www.tfd.metro.tokyo.jp/lfe/kyuu-adv/life01-2.html>

#### 【Yotsuya Campus AED map (Automated External Defibrillator, AED)】



There are 7 AEDs on Yotsuya campus.

- ①Main Gate Guard Station    ②North Gate Guard Station    ③Gym control room(B1)
- ④Library Information desk(1st floor)
- ⑤Health and Wellbeing Center Health services (Hoffmann Hall,2nd floor)
- ⑥Sports Field Management Room of Sanadabori Athletic Field    ⑦South Gate Guard Station

#### 【Mejiro-Seibo Campus AED Location (Automated External Defibrillator, AED)】

There are **TWO** locations on the Mejiro Seibo Campus

: the "Guard Room" and the "Entrance of Building 1."

## IX. Recruitment, duties and payment

### ● Teaching Assistance (T A) recruitment process

Available T A positions will be announced by faculties, departments or teachers. Once the employment decision has been finalized, a job offer will be made, accompanied by the following documents. Please be sure to check the terms and conditions of employment and the procedures required.

#### 【Documents provided】

- Terms and Conditions of Employment Notice
- Information for Working as a Teaching Assistant (T A)
- Agreement on Terms and Conditions of Employment
- Salary Transfer Form
- Monthly Work Report Form

\*You will be asked to submit a number of documents, which should be thoroughly completed and submitted promptly.

\*Employment may be suspended if a course fails to reach its minimum capacity.

### ● Duties at work

A T A' s working hours are determined according to the class schedule. T As shall report on his/her work using the Monthly Work Report Form. The faculty member in charge is required to check every work day.

The Work Report should be submitted by the end of each month after having it checked by your section chief.

A T A should know and self-manage his/her work hours. Work Reports should be submitted by the deadline confirmed by the section that you belong to.

\*Delayed submission of Work Reports may not allow enough time for payment of salary the next month.

\*Students taking leave of absence may not come to work. Please consult the faculty member in charge in advance.

### ● Payment of salaries

Monthly salaries shall be paid based on the Monthly Work Report submitted. The pay period for monthly employees begins on the first calendar day of the month and ends on the last calendar day of the month. Payments will be made on the 21st day of the following month. (When the 21st day is a bank holiday, salaries shall be paid on the first business day before said bank holiday.)

## <From job offer to coming to work>



- Terms and Conditions of Employment Notice
- Information for Working as a Teaching Assistant (TA)
- Agreement on Terms and Conditions of Employment
- Salary Transfer Form
- Work Report



- Agreement on Terms and Conditions of Employment
- Salary Transfer Form
- Copy of Residence Card (international students only)

<Place of submission>  
via email to Office of  
Personal Affairs



- Work Report Form

<Place of submission>  
via email to your  
instructor

*Payment of salary*



## X. Office directory

\*When you need to call an ambulance, ask or call Main Guard Station at Main gate. When you have directly contacted Tokyo Fire Department, be sure to report to Main Guard Station afterwards.

Purpose	Office	Location	Phone number	Reference page
AV equipment support in Regular classrooms	ICT Office, ICT Faculty Support Desk	1F, Building 2	03-3238-4311	p. 5
Use of PC Rooms	ICT Office	3F, Building 2	03-3238-3101	p. 5, 6
Use of Moodle				
Emergency (Disaster Prevention)	Main Guard Station	Main gate	03-3238-3000	p. 10, 11
	Disaster Prevention Center	B1F, Building 2	03-3238-3119	
Emergency (First-aid)*	Health and Wellbeing Center	Hoffmann Hall 2F	03-3238-3394	
	Main Guard Station	Main gate	03-3238-3000	
	Tokyo Fire Department	Otemachi 1-3-5, Chiyoda-ku, Tokyo 100-8119	119	
Emergency (Crime Prevention)	Main Guard Station	Main gate	03-3238-3000	
Emergency at Mejiro Seibo Campus	Mejiro Seibo Campus Guard Station	Mejiro Seibo Campus	03-3950-6139	
Attendance Slips, Reaction Papers	Center for Academic Affairs	1F, Building 2	03-3238-3515	p. 4, 5
	Office of the Mejiro Seibo Campus	Mejiro Seibo Campus	03-3950-6151	
Recruitment and Payment	Office of Personnel Affairs	5F, Building 13	03-3238-3192	p. 12, 13
Harassment	Refer to P.9 URL			p. 8, 9

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