



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 stacked attendance slips. Each slip has a header with '出席書' (Attendance Slip) and '出席者' (Attendee) fields. Below the header is a table with columns for '氏名' (Name), '学号' (Student ID), and '出席' (Attendance). The slips are color-coded: yellow, cyan, pink, and orange.

【Reaction Papers: B5, A4, B4】



The image shows a large lined reaction paper form. It has a header with '反応書' (Reaction Paper) and '氏名' (Name) fields. Below the header is a large area with horizontal lines for writing.

【Reaction Paper A6】



The image shows a smaller lined reaction paper form. It has a header with '反応書' (Reaction Paper) and '氏名' (Name) fields. Below the header is a smaller 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)

*When borrowing a PC as a TA, please check one out on the first floor of 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).

*For inquiries regarding the use of facilities at the Mejiro Seibo Campus classrooms, please consult the staff member in charge at Room 202, 2nd Floor, Building 1, Mejiro Seibo Campus.



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



← Counter of the ICT Faculty Support Desk
(Inside the Office of Environmental and Facility 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 is a learning support system used for academic courses. Instructors can upload syllabi, lecture materials, and other resources online, assign coursework, grade submitted assignments, administer quizzes with multiple-choice or written-response questions, and manage grades.

Students can download lecture materials, take quizzes, and submit assignments as files. Moodle can also be used to post announcements from instructors and to facilitate discussion and exchange of ideas among students.

If the instructor requests a TA for a course that uses Moodle, please ask the instructor to grant you the “Teacher” role for the course. If you have any questions about Moodle, please consult the ICT Office (3F, Building 2)

IV. Points to be noted before starting as a TA

- Graduate students primarily have academic engagements . Your research and studies shall not be neglected for TA 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 TA should bear in mind the following points:

1) Self-acknowledgment as an educator

- A TA 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

- TAs may handle personal information, including student ID numbers and names. “Personal information” is information that identifies a particular individual (this includes any information that can be easily collated with other information and thereby used to identify that specific 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.
- All tasks involving the handling of personal information must be performed under the supervision of the responsible instructor. After completing such tasks, either return all paper documents and electronic data to the responsible instructor or, after confirming with the instructor, take appropriate measures such as shredding the documents or deleting the data. Please do not take personal information outside the campus.
- TA duties involve handling personal information and therefore entail confidentiality obligations. Personal information obtained through TA duties must not be disclosed to third parties, discussed with others, or posted on blogs or social media such as X (formerly Twitter).
- Violators shall be treated accordingly. Please exercise the utmost caution when handling personal information.

2) Harassment Prevention

● Definition of Harassment

Sophia University prohibits all forms of harassment and respects the dignity of all members. Among the various forms of harassment that exist in society, the University defines four main types of harassment: sexual harassment, academic harassment, power harassment, and Harassment Related to Pregnancy, Childbirth, and Child/Family Care Leave.

➤ Sexual harassment:

Unwelcome sexual conduct or remarks, or conduct or remarks based on gender discrimination, directed by faculty or staff members or students toward other faculty or staff members or students, including specified entrusted business operators (*). Whether conduct constitutes sexual harassment is determined by how the person receiving the conduct feels.

➤ Academic Harassment:

Inappropriate conduct or remarks directed by faculty members toward other faculty members or students in research, education, or employment, by exploiting power dynamics or hierarchical relationships within the educational and research context.

➤ Power Harassment:

Inappropriate conduct or remarks in the workplace directed by faculty or staff members toward other faculty or staff members, including specified entrusted business operators (*), by exploiting their position, authority, or other work-related advantages.

➤ Harassment Related to Pregnancy, Childbirth, and Child/Family Care Leave

The following inappropriate conduct or remarks (excluding those reasonably necessary for job assignments, safety considerations, etc.) by faculty or staff members toward:

(1) Other female faculty or staff members, including specified entrusted business operators (*), related to pregnancy or childbirth, or the use of systems or measures related to pregnancy.

(2) Other faculty or staff members, including specified entrusted business operators (*), related to the use of childcare leave, caregiver leave, or other systems or measures for childcare or family caregiving.

*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 Note for Preventing Harassment

Some people find certain actions offensive while others do not, making it difficult to categorically determine whether specific instances constitute harassment by simply listing examples. It is therefore important to remain aware of the level of communication and mutual understanding you have with the other person, and to stay attentive to whether your actions or words might make them uncomfortable. Building a relationship in which both parties can openly express their feelings day-to-day helps create an environment that prevents harassment. Also, it is important to recognize that behind communication breakdowns, there is often a power dynamic existed saying “NO” is difficult. Those in positions of guidance, direction, or supervision need to be constantly aware of and attentive to this point.

● How to deal with harassment

- ✓ If you feel you have been subjected to harassment, tell the person directly and clearly that their behavior is unpleasant and that you want it to stop immediately. It is important to make your stance clear. If expressing your feelings has no effect, or if you are unable to express them, please consult the Harassment Consultation Office.
- ✓ To accurately report the harm you suffered, write down in detail the date and time, place, and circumstances of the incident. If there were any witnesses, record them as well.

If you experience harassment, try to consult someone before the situation becomes more serious. Apply to the Consultation Office or counselor you prefer using the method that makes it easiest for you to seek help. There is also a way to consult anonymously.

Our university website provides contact information for applying for harassment consultations and submitting 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 and Mejiro Campus have been designed or seismically strengthened under the guidance of the Ministry of Education, Culture, Sports, Science and Technology (MEXT) to maintain structural strength at approximately 1.3 times the national seismic resistance standards. Therefore, the 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)

2. Initial firefighting using extinguishers: (when possible)

Fire extinguishers are installed throughout the campus in accordance with the Fire Service Act. In every building, fire extinguishers are placed within a walking distance of 20 meters. In particular, facilities such as the Faculty of Science and Technology laboratories and the library are equipped with a greater number or type of fire extinguishers than usual due to the handling of combustible materials and chemicals. In large open spaces such as gymnasiums, fire extinguishers are primarily located near entrances and along walls.

*TAs who enter classrooms should check the location of the fire extinguisher near their assigned classroom in advance.

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) When you find someone lying on the ground

Take appropriate action based on the person's condition. First, call out to the person. If there is no response, contact the emergency contacts listed above in Section 2.

If CPR (cardiopulmonary resuscitation) is necessary as part of first aid, an AED (Automated External Defibrillator) will also be required. The locations of AEDs on campus are shown in the map below.

*For information on CPR, please see the link provided by the Tokyo Fire Department.

https://www.tfd.metro.tokyo.lg.jp/lfe/kyuu_adv/life01-2.html

【Yotsuya Campus AED map】



There are Nine AEDs on Yotsuya campus.

- ①Main Gate Guard Station
- ②North Gate Guard Station
- ③In front of Classroom 307 of Building 6 (3F)
- ④Gym control room(B1)
- ⑤Library Information desk(1F)
- ⑥Health and Wellbeing Center Health Services (Hoffmann Hall,2F)
- ⑦Building11, Entrance Hall (1F)
- ⑧South Gate Guard Station
- ⑨Sports Field Management Room of Sanadabori Athletic Field

【Mejiro-Seibo Campus AED Location】

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 (TA) recruitment process

Available TA 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 (TA)
- 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 TA's working hours are determined according to the class schedule. TAs 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 TA 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>

Job offer

- 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
- Work Report

Submission of documents

- 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

Coming to work

- 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 Health Services	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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