

Student Assistant (SA) / Teaching Assistant (TA) Training Workshop

Hokkaido National Higher Education and Research System
Obihiro University of Agriculture and Veterinary
Medicine



Aims, Target and Position of SA/TA (1)



Obihiro University of Agriculture and Veterinary Medicine

Aims: The purpose of SA/TA is to provide allowances for excellent students by having them as teaching assistants under educational consideration, and to enhance university education by providing detailed guidance, etc., and to provide training opportunities for students who will assume leadership roles in the future, such as teachers and researchers.

Target [SA]: Upper 3rd grade students of Undergraduate School
[TA]: All students of Graduate School

Position: Part-time employee as provided by 'Employment Regulations for Part-time employees of Hokkaido National Higher Education and Research System'

Aims, Target and Position of SA/TA (2)



Obihiro University of Agriculture and Veterinary Medicine

■ What is SA/TA?

Excellent students who **are employed as part-time stuff** and **are paid a salary** by the University, and **take charge of classroom assistance services**.

■ What is the aims of SA/TA?

1. To provide excellent students with opportunities to **experience in educational instruction to prepare them to become teachers, researchers and other professionals** in the future.
2. To enhance university education by **providing detailed guidance** by SAs and TAs for areas that teachers alone cannot reach.

Role of SA/TA



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What is the role of SA/TA?

- * Assistance with classes and Advice for students
- * Implementation assistance with practices/exercises
- * Preparation and Cleanup of teaching materials
- * Supervision or Assistant Supervision of examinations
- * Advice and Consultation on study for students

NOTE: The fundamentals of a course, such as substitute for classes, grading for a course, decision of evaluation, syllabus preparation, and etc., **are outside the scope of services for SA/TA.**

The duties of SA/TA vary depending on the type of class and the instructor in charge. Be sure to check with the instructor in charge in advance.

Hints on SA/TA (1)



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- SAs and TAs are the part-time employees engaged in education for the University

SA/TA is not just a part-time job. Each SA/TA is **one of the staff who is engaged in education for the University** accordance with 'Employment Regulations for Part-time Employees'. So be aware of that when performing your educational support duties as SA/TA.

- 1) Read carefully the syllabus of the course you are responsible for, and comprehend the purpose, contents, goals and etc. of the course in advance. If you don't know, talk over to the responsible teacher.
- 2) Acquire well knowledge and methods of experiments and practical training necessary for your responsible course in advance. Re-study if needed.
- 3) Check carefully the handling of laboratory equipment and chemicals to be used in advance.
- 4) Check the content of the class before class with the responsible teacher.
- 5) Be sure to follow the responsible teacher and take appropriate safety precautions as hazardous materials may be handled.

Hints on SA/TA (2)



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■ SA/TA is one of a teacher

SA/TA has a property as a teacher educating and instructing students even though assistant to the responsible teacher. So it is demanded for SA/TA to treat students with moderation and also to behave appropriately as a member of the University educational community.

- 1) Never be absent or late without permission.
- 2) Be attentive to appropriate dress, grooming, and language.
- 3) Study and practice in advance the knowledge and skills you lack regarding your responsible course, so as not to be at a loss to questions by students.
- 4) Particularly be mind handling of student personal information. Never let out the personal information obtained in the business of SA/TA.
- 5) Strive to prevent the occurrence of campus harassment.

Prevention of Campus Harassment (1)



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■ What is campus harassment?

It is a general term collectively called sexual harassment, academic harassment, power harassment, moral harassment and etc. which might be caused by university officials, both inside and outside of university.

◆ Sexual Harassment

Sexual or physical conduct or behavior that is offensive to the other person

◆ Academic Harassment

Inappropriate and unjust words, deeds, or actions by the supervisor, etc. using his/her authority in the educational or research activities

◆ Power Harassment

Inappropriate and unjust words, deeds, or actions using power due to differences in position (e.g. faculty and students, seniors and juniors)

◆ Moral Harassment

Controlling or cornering the other party by so-called "invisible violence" such as words or attitudes

Prevention of Campus Harassment (2)



Obihiro University of Agriculture and Veterinary Medicine

■ Prevention of campus harassment

Hokkaido National Higher Education and Research System has established "Regulations Concerning the Prevention of Harassment" and "Guidelines Concerning the Prevention of Harassment" to prevent the occurrence of campus harassment.

* **Any situations in which the other party feels victimized, it is capable of being harassment.** Put yourself in the other party's shoes, endeavor to abstain from words, deeds or actions which might be felt nasty.

* Even if the other party does not express any intension clearly, there might be cases in which he/she can't express his/her intension due to its properties or his/her position. **Do not mistake that for consent or agreement.**

* Even though you're careful, you might be the perpetrator or victim. **When you are in trouble, always you should consult with others without keeping it yourself.**

➡ Consult with university's harassment counselors!

Procedures for Recruitment of SA/TA



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■ Flow chart for SA/TA recruitment

- ◆ By the end of January: Submission of annual recruitment plan
Each responsible teacher of a course submits the annual recruitment plan of the number, names, work time and shift of SA/TA.
- ◆ By the beginning of March: Finalizing total annual recruitment plan
Total annual recruitment plan of SA/TA is finalized after the conferences both of 'Undergraduate Education Division Meeting' and 'Graduate Education Division Meeting'.
- ◆ By the end of March: Submission of employment record for first semester and full-year courses
Educational Affairs Section submits employment records to Personnel Section.
- ◆ In the beginning of April: Distribution of employment letter to each
Personnel Section distribute employment letter to each SA/TA.
- ◆ By the end of September: Submission of employment record for second semester
Educational Affairs Section submits employment records to Personnel Section.
- ◆ In the beginning of October: Distribution of employment letter to each
Personnel Section distribute employment letter to each SA/TA.

If you wish to be employed as SA/TA, please talk to the responsible teacher of the course after talking to your supervisor and his/her approval.

Procedures after Adoption (1)



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■ When hired as a SA/TA...

◆ To be submitted at the beginning of employment

1) **Application form for salary and other account transfers**

* This form is necessary for all SAs and TAs to submit absolutely.

2) **Copy of your Bank Book**

* Present it to Educational Affairs Section. (Only for International Student)

◆ To be submitted for every month you work as SA/TA

3) **Report of results of SA/TA services**

* This form is necessary to be submitted by noon of the first weekday of the next month following the month you work. If your submission is late for it, you can't receive your salary for the month on the prescribed payday.

Besides that, this form is necessary to be signed or stamped by both of the responsible teacher and yourself.

◆ Each form can be downloaded at:

https://www.obihoro.ac.jp/st-get_forms

• Report of results of SA/TA services

• Application form for salary and other account transfers



Procedures after Adoption (2)



Obihiro University of Agriculture and Veterinary Medicine

□ にチェックを付けてください。 年 月 日

北海道国立大学機構給与等の振込口座申出書

(フリガナ) 氏名

現住所 (源泉徴収票に記載します) 道・都・府・県

電話番号

生年月日 (西暦) 年 月 日 性別 ☐ 男性 ☐ 女性

所属等 所属(機構外者) 役職(機構外者)

学籍番号(三大学学生) (左詰め)

原則、振込先口座は以下どちらか同一とし、その場合両方にチェックを付けてください。

1. 登録区分 ☐ 新規 ☐ 変更 2. 振込区分 ☐ 給与 ☐ 給与以外(立替払、謝金、旅費)

3. 法定外控除 次の法定外控除を ☐ 希望します (該当する控除にチェック)。 ☐ 希望しません。
(給与天引き対象者のみ) ☐ 職員退職金 ☐ 生命・損害保険料 (団体掛け) ☐ 財産形成貯蓄 ☐ 国庫金 ☐ 国庫金 ☐ 寄附金

4. 振込先口座 (注) 本人名義の普通預金口座に限ります。(当座預金の場合は備考・要望欄に記載のこと)

ゆうちょ銀行 銀行コード 9 9 0 0 支店 支店コード (3桁)
記号番号 (5桁-8桁) (右詰め)
口座名義(カナまたは英字) *

ゆうちょ銀行以外 (口銀行 口信用金庫 口労働金庫)
銀行コード (4桁) 支店 支店コード (3桁)
口座番号 (7桁) (右詰め)
口座名義(カナまたは英字) *

備考・要望

担当者の場合へ給与 所属 ☐ 小樽 ☐ 帯広 ☐ 北見 部署名:
氏名
E-mail @ 内線番号

*【外国籍の方は、必ず通帳の口座名義人名が記載してあるページのコピーを添付してください。(姓名表記の順序やミドルネーム等の関係で、氏名と口座名義に差異があると、お振り込みができません)】

以下事務使用欄

OfficeCrat ☐ 立替払 ☐ 謝金 ☐ 旅費 U-PDS

相手先コード 職員番号

登録日 年 月 日 登録日 年 月 日

登録者/確認者 / 登録者/確認者 /

ゆうちょ銀行の場合の登録情報

9 9 0 0 - - - - -

例) 1 1 9 4 0 - 1 2 3 4 5 6 7 1

ゆうちょ銀行の記号番号変換は、右記の例を参考にしてください。
(記号番号が0から始まる口座(当座預金)の場合は、webで変換公式を確認してください。)

Application form for salary and other account transfers

別紙3

SA・TA勤務実績報告書

年 月 分

業務課長 担当者 学籍番号 採用区分 ☐ SA ☐ TA

日	曜日	業務内容 主な実施場所 (責任者以外)	勤務時間	備考	日	曜日	業務内容 主な実施場所 (責任者以外)	勤務時間	備考	日	曜日	業務内容 主な実施場所 (責任者以外)	勤務時間	備考
1					11					21				
2					12					22				
3					13					23				
4					14					24				
5					15					25				
6					16					26				
7					17					27				
8					18					28				
9					19					29				
10					20					30				
11										31				

上記のとおり実施したことを報告します。また、他の業務との重複はありません。

年 月 日

科目責任者 (直署又は印字と押印) 実務担当者 (直署又は印字と押印)

合計時間数 0:00

Report of results of SA/TA services

◆Deadlines to submit report

- | | | | |
|----------------------------------|--------------------------------|----------------------------------|-------------------------------|
| ☐ of Apr. | Fri, May 1 st | ☐ of Oct. | Mon, November 2 nd |
| ☐ of May. | Mon, June 1 st | ☐ of Nov. | Tue, December 1 st |
| ☐ of Jun. | Wed, July 1 st | ☐ of Dec. | Mon, January 4 th |
| ☐ of Jul. | Mon, August 3 rd | ☐ of Jan. | Mon, February 1 st |
| ☐ of Aug. | Tue, September 1 st | ☐ of Feb. | Mon, March 1 st |
| ☐ of Sep. | Thu, October 1 st | ☐ of Mar. | Thu, March 18 th |

This form is necessary to be signed or stamped by both of the responsible teacher and yourself, and submitted by noon of each deadline.

Rules for Handling Chemical Substances



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If your assigned course involves working with chemical substances, please make sure to watch the video titled “Rules for Handling Chemical Substances.”

“Rules for Handling Chemical Substances”
(English) video : about 24 min

<https://moodle.obihiro.ac.jp/moodle3/course/view.php?id=615>(Moodle)



【Moodle】

At the Conclusion for Workshop...

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Even though a SA/TA is one of a part-time employee engaged in university's education, **the main role of her/him is a 'Student'**, and her/him **studies must not be interfered** with the duties of SA/TA. SA/TA **must not be forced to do chores of teachers either to work without regard to her/him working hours**. You should talk well with the responsible teacher to prevent that from happening.

◆ **Maximum working hours are 8 hours per day and less than 20 hours per week!**

* The working hours are the total hours you have worked for the University.
If you receive any salary besides SA/TA, note the hours are total hours.

◆ **There is no need to do any miscellaneous tasks unrelated to classes you are in charge!**

◆ **Must not be forced to work without regard to your working hours!**

Please talk over with the responsible teacher about your working hours and tasks in advance. If you are coerced, that might be harassment.

If you can't settle the problem, consult with harassment counselor, your supervisor or Student Affairs Section.