

## Recruitment of Teaching Assistants (TA) for First Year Student Workshop I

The Academic Office is conducting recruitment of Teaching Assistants for First-Year Student Workshop I courses as outlined below. We look forward to your applications.

### **1. Subjects requiring Teaching Assistants**

- \* Subject: First-Year Student Workshop I
- \* Semester: Spring Semester 2010
- \* Class Times: **1<sup>st</sup> period every Wednesday**

#### \* Course Details:

Policy-making and problem-solving strategies are applied in this class in order to cultivate students' abilities to recognize problems and issues. Students learn academic skills that are necessary to attain university-level knowledge. Learning methods focus on "knowledge," "experience," and "presentation."

Course includes the following content:

- 1) Gain the ability to understand issues in university-level learning
- 2) Obtain fundamental skills for learning and studying at the university level (information collection, analysis, presentation etc.)

#### \* Teaching Methods

Lectures will be divided by enrollment-basis language with about 50-60 students per class. Each class will have one instructor and 4 TAs. TAs shall follow the instructor's directions to lead a 10-student Workshop group. (ie. Assist students in finding materials, edit reports, give advice on creating presentations).

### **2. TA Qualifications**

- \* First-year Student Workshop: Second-year student or higher during 2010 Spring semester. Must have already obtained credits for First-Year Student Workshop I and .
- \* Must be able to communicate smoothly in either English or Japanese.
- \* Active students who can cooperate with others and display leadership.
- \* Must be able to attend pre-program TA training session (Fri, April, 9 (13:00 ~ )), and meetings which will be held when necessary.

### **3. Role of TA**

- \* To attend classes each week. To carry out the teacher's instructions and provide support for students.
- \* To provide support during lectures by cleaning the blackboard/whiteboard, assist with/pack-up any technical equipment, take class attendance, and provide any other required support.
- \* To assist students with the preparation of research and presentations, edit reports, facilitate workshop discussions and student consultations.
- \* In addition to the above roles, Teaching Assistants are also required to follow the directions of instructors and the Academic Office where necessary.

## **4. Duties of TA**

### **1. Attend class, meetings and training sessions**

\* **TAs must attend class every week, TA meetings and pre-training session.** If you must be absent for unavoidable reasons, be sure to receive the instructor's permission in advance. If a teaching assistant is absent from the class twice or more often without obtaining an approval prior to the class, the instructor or the Academic Office can end the TA's employment contract.

#### **\* About Meetings:**

- TA Group Meetings (to be held as needed)
- Individual TA-Instructor Meetings will be held every week to confirm lecture material

**\* Pre-Training Session: Fri. April, 9, 2010 (13:00 ~)**

**Note: You are not permitted to apply for TA position unless you are sure to attend the Pre-Training Session.**

**2. You must promise not to divulge any privileged information that you may have gained while working as a TA.**

**3. You must fill in and stamp the attendance sheet immediately after each class**

## **5. Conditions**

\* Teaching Assistants will be paid 750 yen per hour.

\* For each class, Teaching Assistants will be paid for two hours of in-class work and for two hours of out-of-class work, for a total of 4 hours. Training sessions and meetings are not included in TA working hours.

\* Attendance record is closed on the 20<sup>th</sup> day of the month. Wages for the month will be paid on the 10<sup>th</sup> day of the following month. To avoid delay in receiving payment, make sure that you enter an inkan stamp in the Attendance sheet immediately after the class/working, and that the stamp impression is clearly entered.

\* Four hours of pay will be deducted for every class not attended.

\* **Teaching Assistants will be unable to register for lecture subjects held at the same time period as subjects they are acting as TA for.**

## **6. Application Method / Numbers**

\* **Recruitment Numbers:** Japanese-basis TAs: about 40 TAs,  
English-basis TAs: about 20 TAs

\* **Application Method:** Submit application on Survey by the deadline.

"<http://survey.apu.ac.jp/surveyja/entry.jsp?id=1265695589426>"

You may apply for both Introduction to APU and Workshop I. However, please be sure to submit a separate application for each class on Survey.

**Application Deadline: Sun. March 14, 2010**

\* **Selection Result:** Will be posted on Campus Terminal on **Mon. March 29, 2010**

\* **Selection Method:** Successful applicants will be chosen based on the submitted documents (Reasons for Applying, and academic grades).

\* **Selection:** Enthusiasm for the position is evaluated from the submitted documents. Reasons for Applying and academic grades are also considered.