

To Students Applying for the Teaching Fellow Positions

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### Teaching Fellow Training (Spring time)

Osaka University restructured the conventional Junior Teaching Assistant (JTA) and Senior Teaching Assistant (STA) System and will introduce a new Teaching Assistant (TA) and Teaching Fellow (TF) System in AY2017. Under the new system, TAs will serve as JTAs while TFs will serve as STAs with wider responsibilities that will help them foster educational development skills.

To be more specific, TAs will take over the conventional role of JTAs, while TFs will take on greater responsibilities than STAs, including participating in the process of planning for and developing lectures under guidance of academic staff, which require advanced and comprehensive perspectives, design prowess and ability to take action. Thus, the new system will help TFs enhance their teaching and educational development skills.

Students applying for TF positions must meet certain requirements, including attending preliminary online training which will be held as shown in the attachment. Without attending the training, no one is permitted to work as a TF.

Note that attending the training does not guarantee acceptance as a TF: whether you are hired as a TF or not depends on the policies and tasks of the graduate schools/centers that seek TFs. For more information, inquire at the relevant section of the graduate school/center seeking TAs and TFs.

- How to apply for the training

Fill in the form “**Application for TF Training (Spring time)**” available on KOAN as a general survey. We will inform students who applied for TF training how to attend CLE course. If you apply for TF seminar, be sure to take CLE course by the day when TF online training will be held. (TF online seminar consists of CLE course and TF online training, and if you would like to be a TF, you have to take both.)

**Application deadline: Sunday, February 21, 2021 [The deadline must be met.]**

Reference information

○ TF is stipulated to be “mainly responsible for supporting educational activities deemed necessary by the relevant graduate school/center under educational guidance of academic staff for undergraduate and master’s students, and also for planning for such educational support tasks on his or her own and implementing the tasks while controlling the progress of lectures.” Accordingly, a TF takes on higher-level educational support tasks than a TA.

○ Only students who meet all the following requirements are qualified as TFs.

- (1) Graduate students in doctoral degree programs\* with outstanding academic performance
- (2) Students who have experience of working as a TA for more than 18 hours (including those who are deemed to have equivalent teaching experience at universities or other educational and research institutions)
- (3) Students who have completed TF training conducted within the past four years from the date of acceptance as a TF.

\* In case of students of the Graduate School of Frontier Biosciences, the eligibility is limited to those in the third and subsequent years of the five-year doctoral degree program.

# TF Training (Spring time)

Attachment

## ● Eligible participants

Doctoral students

(including those who are going to enroll in doctoral programs in April 2021)

In case of students of the Graduate School of Frontier Biosciences, eligibility is limited to those in the third and subsequent years of the five-year doctoral degree program.

※Students who completed “Course Design and Teaching I” don’t have to take TF training (However, everyone must take CLE work). In that case, please send an e-mail to “Contact for Inquiries”. Its subject line as is to be “Apply to Exemption from TF training” and let us know your Student Number, affiliation graduate school, your name and its credit acquisition on your message.

## ● CLE course

- We will inform students who answered the questionnaire of KOAN by February 21, 2021 by e-mail with information on CLE course.

- TF system outline explanation(on-demand)

- Questions about the contents of TF 【You will pass at more than 80 points】

【Reference materials in CLE】

- Lecture on the status and tasks of TFs (Tsushima Professor)

【Other reference materials】

- Osaka University Teaching Assistant/Teaching Fellow Handbook

- Osaka University Teaching Fellow Handbook

[http://www.osaka-u.ac.jp/en/education/academic\\_reform/ta\\_tf/tatf](http://www.osaka-u.ac.jp/en/education/academic_reform/ta_tf/tatf)



## ● Dates and Venues

【First time】

Date and Time: Tuesday, March 16, 2021, 14 : 00~16 : 30 (scheduled)

【Second time】

Date and Time: Wednesday, March 17, 2021, 14 : 00~16 : 30 (scheduled)

Method: Online (real time) training (will use ZOOM)

\* **Please attend one day at your convenience.**

## ● Schedule

- [To be done in advance.] CLE course

- \*Details can be found on' ● CLE course 'part.

- Registration (13:45-13:59; Please enter ZOOM during this time.)

- Online training

- Closing (16:30)(scheduled)

[Notes for the day]

\*Please note that if you are late or leave early, you will not be attending this training .

\*ZOOM will be used. If you are using it for the first time, please prepare early. It may take some time to download the app when using it for the first time, so please be prepared in advance.

\*Because there will be group work on the way, please prepare headphones and a microphone and a camera. If you can't prepare them due to various reasons, you can attend the training by chat. In that case, please answer to that effect in the KOAN general questionnaire “Application for TF Training (Spring time)”.

\*We cannot respond to questions regarding the learning environment (such as PCs, internet connection environment, etc.) of the students and troubles caused by these problems. Please prepare by yourself.

● How to apply for the training

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**Application deadline: Sunday, February 21, 2021 [The deadline must be met.]**

\*By answering the survey, you are deemed to have applied for the training. If you do not intend to attend the training, do not answer the survey.

● Other matters to be noted

- If you completed the training within the past four years, you no longer have to attend the training.
- Note that this training only gives a qualification to work as a TF. Whether you are hired as a TF or not depends on the policies and tasks of the graduate schools/centers that seek TFs.
- Please note that there is no reward (including transportation expenses) for the TF training (CLE work and online training on 3/16,3/17).

Contact for inquiries:

Educational Affairs Section, Education Planning Division,  
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