

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 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.

Application deadline: Friday, March 9, 2018 [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 (or JTA in the conventional system).

○ 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 (including STA 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

● Dates and venues

Suita Campus

Date and time: Friday, March 23, 2018, 13:00~16:30 (scheduled)

Venue: Meeting Room 2 on the 2nd floor of Convention Center

Toyonaka Campus

Date and time: Tuesday, March 27, 2018, 13:00~16:30 (scheduled)

Venue: Lecture Room 301 on the 3rd floor of Common Hall for Humanities and Social Sciences

● Eligible participants

Doctoral students (including those who are going to enroll in doctoral programs in April 2018)

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.

● Training schedule

- Registration (12:30–12:55; please be punctual)
- Lecture on the status and tasks of TFs
- Presentations by students who have experience of working as TFs
- Questions and answers
- Group work
- Closing (around 16:30)

***Students who arrive late or leave early from the training will be treated as being absent from the training.**

● How to apply for the training

Fill in the form “**Application for TF Training (Spring time)**” available on KOAN as a general survey.

Application deadline: Saturday, March 9, 2018 [The deadline must be met.]

*Note that if the number of applicants exceeds the quota, students who have already secured TF positions will be given priority for attending the training, which means some applicants may not be accepted for the training. (Only in this case, the university will announce who are accepted and who are not via KOAN.)

*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 (or STA training) within the past four years, you no longer have to attend the training. However, if you only completed supplementary training or part of the training and were given a provisional qualification as a TF (former STA), you must attend the entire course of this training. **(If you fail to do so, your provisional qualification will be withdrawn.)**
- The university will provide supplementary training in early April exclusively for students who are going to work as a TF but cannot attend this training due to schedule conflict. Contact the relevant section of the graduate school/center seeking TAs and TFs to apply for the supplementary 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.

Contact for inquiries:

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