

January, 29 2020

To Students Applying for the Teaching Fellow Positions

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Executive Vice President of Education

### Teaching Fellow Training (Spring Period)

Osaka University restructured the conventional Junior Teaching Assistant (JTA) and Senior Teaching Assistant (STA) System and introduced a new Teaching Assistant (TA) and Teaching Fellow (TF) System in AY2017. 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, contact your instructor and 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 Period)**” available on KOAN as a general survey. **Then, you will receive an e-mail about CLE work from us. You apply for TF training, be sure to take CLE work. (You have to take part in both CLE work in advance, and TF training in order to be a TF.)**

**Application Deadline: Friday, February 28, 2020 [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 Period)

## ● Dates and Venues

Toyonaka Campus

Date and Time: Monday, March 23, 2020, 14:00~16:30 (scheduled)

Venue: Lecture Room HALC2 (A312) on the 3rd floor of  
Center for Educational in Liberal Arts and Sciences Building A

Suita Campus

Date and Time: Thursday, March 26, 2020, 14:00~16:30 (scheduled)

Venue: Meeting Room 3 on the 2nd floor of Convention Center

## ● TF Training Schedule

Registration 13:30–13:55; (please be punctual)

Group work

Closing 16:30 (scheduled)

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

## ● Eligible Participants

Doctoral students

(including those who are going to enroll in doctoral programs in April 2020)

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.

## ● How to Apply for the Training

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**Application Deadline:**

**Friday, February 28, 2020 [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, we 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.

## ● CLE Work

- We will inform students who answered the questionnaire of KOAN by Friday February 28, 2020 by e-mail with information on CLE course.
- TF system outline explanation
- 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
- Presentations by students who have experience of working as TFs

### 【Other reference materials】

- Osaka University Teaching Assistant/Teaching Fellow Handbook
- Osaka University Teaching Fellow Handbook

[https://www.osaka-u.ac.jp/en/education/academic\\_reform/ta\\_tf/tatf#1](https://www.osaka-u.ac.jp/en/education/academic_reform/ta_tf/tatf#1)



## ● 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.
- 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:

Educational Affairs Section, Education Planning Division, Department of  
Education and Student Affairs

Tel: 06-6105-6036 8:30-17:15 on Weekday (in Japanese only)

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