

January 13, 2023

To Students Applying for the Teaching Fellow Positions

Toshihiro Tanaka  
Executive Vice President of Education

### Teaching Fellow Training (Spring time)

Osaka University restructured the conventional Junior Teaching Assistant (JTA) and Senior Teaching Assistant (STA) System and has introduced a new Teaching Assistant (TA) and Teaching Fellow (TF) System since AY2017. TF aims to improve leadership skills as well as to cultivate education development skills. TF serves as participating in the process of planning and developing lectures under guidance of academic staff and are required to have advanced and comprehensive perspectives, design prowess and ability to take action.

Teaching Fellow training, requirements for TF position, will be held as attached. This training is designed to help would-be TFs acquire the basic knowledge and skills necessary to ensure a high-quality learning experience for Osaka University students. Without attending the training, you cannot work as a TF.

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

#### • How to apply for the TF training

**Answer the questionnaire “Application for TF Training (Spring time)” on KOAN general surveys. We will inform students who answer the questionnaire of the details of CLE course. Those who apply for the TF training need to take CLE course by the deadline.**

**Application deadline: Monday, February 20th, 2023**

#### 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 in 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.

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

# TF Training (Spring time)

Attachment

## ● Eligible Students

Doctoral students (including those who are going to enroll in doctoral program in April 2023)

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

## ● Schedule for attending the TF training

1. Apply for the training on KOAN questionnaire [By 20th February]

↓

2. Take the CLE course (Watch the lecture and take quizzes) [By 15th March]

↓

3. Attend the TF training on online [Held on 16th March]

※Students who have already obtained the credits of "Course Design and Teaching I" are exempt from attending the TF training (Even in that case, you need to watch the lecture and take quizzes on CLE course by 15th March.) .

Please send an email to "Contact for Inquiries" by 20th February if you would like to be exempt from attending the TF training. Its subject line is to be "Apply for Exemption from TF training" and let us know the followings on the content of the email.

I) your Student Number, II) affiliation graduate school, III) your name and IV) the academic year of obtaining the credits of "Course Design and Teaching I"

## 1. Apply for the training on KOAN questionnaire

**Application deadline : 20th February, 2023 [Be punctual]**

Answer the questionnaire "Application for TF Training (Spring time)" on KOAN general surveys. We will inform students who answer the questionnaire of the details of CLE course.

Those who apply for the TF training need to take CLE course.

\*Application will be completed by answering the questionnaire.

If you will not attend the training, do not answer this questionnaire.

## 2. Take the CLE course

**Watch the lecture and take quizzes on CLE by 15th March 2023.**

### 【Contents】

Lecture on the status and tasks as TFs (Lecturer: Prof. Tsushima)

### 【How to take CLE course】

We will inform students who answer the questionnaire of the details of CLE course after application deadline (20<sup>th</sup> February).

### 【Evaluation criteria】

You need to get more than 80 points on quizzes.

\* You can take quizzes again and again until you get more than 80 points.

### 【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)



### 3. Attend the TF training on online

**【Date and time】 Thursday, 16th March 2023**

<Attending registration> 13:35-13:50 [Be punctual]

<TF training> 13:50-16:30 [Schedule]

(Including of explanation by administrative staff)

**【How to take TF training on online】**

We will inform students who answer the questionnaire by 20th February of the details of ZOOM URL.

**【Schedule】**

- Registration (13:35-13:50; Enter the ZOOM meeting during this time.)
- TF training (13:50-16:30; explanation and TF training)

Before class

Task1 Check the syllabus

Task2 Prepare handouts that are easy to understand and easy to read

Task3 Ensure safety of the classroom and lab

Task4 Prepare for blended class

During class

Task5 Teach clearly

Task6 Encourage active learning

Task7 Facilitate group work

Task8 Distribute and collect handouts efficiently

Task9 Deal with problems

After class

Task10 Grade student's works effectively and fairly

[Notes for the TF training]

\*If you are late or leave early, you will not be allowed to get a qualification to work as a TF.

\*TF training will be held on ZOOM. If you use ZOOM for the first time, please prepare it in advance.

\*Please prepare headphones and a microphone and a camera for the group work.

\*We cannot respond to inquiries about your learning environment (such as PC troubles, internet connection, etc.). Please make your own preparations.

#### ● Notes

- If you have ever taken the TF training since April 2019, you don't need to attend the training this time.
- This training only gives a qualification to work as a TF. Whether you are hired as a TF depends on the policies and tasks of the graduate schools/centers that seek TFs.
- There is no reward (including transportation expenses) for the TF training (CLE course, and online training on 16th March).

■ Contact for inquiries:

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

Email: [gakusei-gakumu-gakumu@office.osaka-u.ac.jp](mailto:gakusei-gakumu-gakumu@office.osaka-u.ac.jp)