



For English

全学教育科目

ティーチング・アシスタント等

(B T A ・ T A ・ T F)

ハンドブック

General Education

Teaching Assistants' (BTA ・ TA ・ TF)

Handbook

2022年4月

東北大学学務審議会教務委員会

April 2022

Academic Affairs Council,
Educational Affairs Committee

This handbook covers common duties, tasks, and set procedures for Teaching Assistants (TAs), Basic Teaching Assistants (BTAs), and Teaching Fellows (TFs). Hereafter, these three types of employee will be collectively referred to as "TAs etc."

BTA (Basic TA):for 3rd&4th year undergraduate students

TA (Teaching Assistant): Mainly for graduate students

TF (Teaching Fellow): Mainly for doctoral course students *pre-training required

【Contents】

1	Introduction	1
1. 1	General Education at Tohoku University	1
1. 2	Goal of employing TAs etc.....	2
2	BTA, TA, and TF Duties and Tasks	3
2. 1	BTA, TA, and TF (hereafter TAs etc.) duties	3
2. 1. 1	Awareness of role as educators.....	3
2. 1. 2	Responsibilities and authority	3
2. 1. 3	Attire and attitude	3
2. 1. 4	Confidentiality	4
2. 1. 5	Harassment prevention	4
2. 1. 6	Working while studying	5
2. 2	TAs etc. tasks	5
2. 2. 1	Scope of tasks	5
2. 2. 2	Tasks not performable by TAs etc.	6
2. 2. 3	Using Student-owned Computers during Classes.....	7
3	TAs etc. working hours and the Work Report	8
3. 1	Notice on TAs etc. working hours	8
3. 2	Submitting the Work Report.....	8
3. 3	TF participation in the "University-wide TF Information Exchange"	8
4	Class schedule and time*	13
4. 1	Academic calendar	13
4. 2	Class schedule	14
4. 3	Class hours.....	15
5	Lecture facilities/equipment*	15
5. 1	Classroom equipment Usage etc.....	15
5. 2	Loan equipment.....	15
5. 3	After using.....	16
6	Emergency situations*	17
6. 1	Accidents during class	17
6. 2	Evacuation due to earthquakes or fire	19
7	Other*	20
7. 1	Classroom seating capacity/facility chart	20
7. 2	Building layout	22
	Lecture Rooms.....	22
	Student Laboratories.....	30
	Multimedia Education and Research Complex	30
	Education and Student Support Center	39
7. 3	Kawauchi Kita Campus Map	40
8	General Education TAs etc. Time-sheet	41

* Items 4 - 7 are reprinted in this handbook from the General Education Instructors'

Companion (全学教育授業担当教員必携) to ensure TAs have access to the same information as instructors.

1 Introduction

1. 1 General Education at Tohoku University

The Tohoku University General Education curriculum is based on our university's mission to foster leaders who will be able to build new communities and academic disciplines. The curriculum's objective is to establish a common educational foundation and provide students with an academic and personal basis on which to develop their specialized and graduate-level education.

To fulfill this mission, General Education subjects implement an educational curriculum comprised of four kinds of subject: Foundational, Advanced, Languages, and Discipline Basics. Each group is in turn comprised of classes, which are implemented to achieve certain goals, as described below.

Foundational Subjects	<ul style="list-style-type: none">▪ This group is composed of subjects dealing with Navigating Academia, Human Sciences, Social Sciences, and Interdisciplinary Subjects.▪ They will cultivate the attitude required in academia by gaining an understanding of research during academic discussions. By having humanities majors take science subjects, and science majors take humanities subjects, we will form a pool of humanities students with backgrounds in the natural sciences, and science students with backgrounds in the humanities. Interdisciplinary subjects foster collaboration and problem solving among all the fields, rather than siloing students within their majors.
Advanced Subjects	<ul style="list-style-type: none">▪ This group is composed of subjects dealing with Contemporary Competencies, and Cutting Edge Subjects..▪ Modern education subjects provide the knowledge/skills required of educated persons in the modern context, and foster in them the habit of taking ownership of problems that require global effort to resolve. Leading science subjects stimulate intellectual curiosity by providing contact with cutting edge scholarship and motivating academic research.
Languages	<ul style="list-style-type: none">▪ This group is composed of subjects dealing with Foreign Languages and Japanese.▪ Fosters language abilities and intercultural understanding necessary for modern/international/educated persons. Aims to provide competence in the 4 skills in English necessary for academic objectives, basic multilingual competence in the students' first and second foreign languages, and basic Japanese competence for international students.
Discipline Basics	<ul style="list-style-type: none">▪ This group is composed of subjects dealing with Basic Humanities, Basic Social Sciences, Basic Mathematics, Basic Physics, Basic Chemistry, Basic Biology and Basic Earth and Space Science.▪ Connected to the major fields of the undergraduate departments, and provide the basic knowledge/skills needed for the relevant major.

1. 2 Goal of employing TAs etc.

The Ministry of Education, Culture, Sports, Science and Technology (MEXT) defines the Teaching Assistant (TA) system as follows: "a system that creates opportunities for the enrichment of undergraduate education and graduate training by allowing exceptional graduate students to provide tutoring (guidance) to undergraduate students, and educational assistance with experiments, exercises, etc., while improving conditions for graduate students by compensating them financially."

The employment of Teaching Assistants etc. is aimed at allowing exceptional students enrolled at Tohoku University to conduct educational assistance to enrich the university's education and provide opportunities to train for instructor roles. (See Tohoku University Teaching Assistant Bylaws)

The "New TA System" is being implemented in AY 2022. Under this system, in addition to TAs, the university will recruit Basic Teaching Assistants (BTAs) from 3rd and 4th year undergraduate students, and Teaching Fellows (TFs) from doctoral students. The New TA System is a step in the university's efforts to cultivate educators, aims to improve the General Education curriculum through cooperation between instructors and students, and comprehensively implements experiential learning support for students.

Please see the below website for more information on the Tohoku University TA System.

<https://www.ihe.tohoku.ac.jp/ta/>

2 BTA, TA, and TF Duties and Tasks

2. 1 BTA, TA, and TF (hereafter TAs etc.) duties

2. 1. 1 Awareness of role as educators

TAs etc. are undergraduate or graduate students who perform both support tasks and, under the supervision of the class instructor, teaching roles in the classroom. Both the TAs and the class instructors are aware of this dual role, but the students taking the class will view the TAs as educators. TAs must remain aware of this fact.

2. 1. 2 Responsibilities and authority

TAs etc. must follow all instructions related to the class given by the class instructor. TAs etc. must assume certain responsibilities and authority in the classroom. TAs etc. may have various views on the class in question, but the ultimate responsibility for the class lies with its instructor. TAs etc. are required to make reports to, stay in touch with, and confer with the class instructor. TAs etc. should provide detailed student guidance aimed at fulfilling class objectives only after they have discussed the class format and content with the instructor and thoroughly ascertained the instructor's wishes.

TAs etc. should not do or say anything for which they cannot take responsibility. For example, students may consult TAs etc. about grades, credits, or registration. As they are unable to take responsibility for such matters, they should tell the students to inquire with the class instructor or Academic Affairs Division. However, they should actively assist students with questions about class content.

2. 1. 3 Attire and attitude

TAs etc. must take care regarding their attire and attitude. While they need not dress too formally, clothes that might cause discomfort or distraction to the students are undesirable. We ask that they use common sense in choosing their attire.

With regards to attitude, naturally TAs etc. must observe social norms, but they must also follow norms for educators as well. As they will be acting as educators, they must avoid undermining this role in the eyes of the students. They must be fair and polite in dealing with the students.

Of course, as they will often be required to remind students to be punctual, the TAs etc. themselves must observe strict punctuality.

Being constantly aware of the realities of dealing with students as educators is fundamental to maintaining appropriate, amicable relations with them.

2. 1. 4 Confidentiality

Student privacy must be protected. In particular, TAs etc. should be careful with any personally identifiable information, or information which could be disadvantageous to the student.

Tohoku University regulations forbid TAs etc. from disclosing any confidential information learned while performing their duties. This regulation extends to TAs etc. even after their employment has finished. TAs etc. must take care not to violate student confidentiality.

2. 1. 5 Harassment prevention

Harassment has become a major social problem, and is something of which TAs etc. should be aware. The two main forms of harassment are sexual harassment and academic harassment.

Sexual harassment is defined as "sexual language and/or behavior by an instructor or student in the course of a professional or academic relationship that causes discomfort to another instructor, student, or concerned party; or sexual language/behavior by a concerned party that makes an instructor or student uncomfortable." Basically, whether or not the language or action in question constitutes sexual harassment will be determined by whether or not it causes discomfort to the party at which it is directed. "Sexual language and/or behavior" refers to not only language and actions that express sexual interest and desire, but also those that express the assumption that certain roles should be assigned based on gender.

Academic harassment is defined as "inappropriate or unfair language and/or behavior by an instructor or student that inappropriately uses the perpetrator's professional position or authority, or a de facto hierarchical relationship, with regards to the research, education, or training of another instructor, student, or concerned party." Again, TAs etc. must remain aware that while they themselves are graduate students, the students taking the classes in which they are working will view them as instructors. Therefore they are in a position to inflict academic harassment on students.

It is important that TAs etc. be aware of the following in regards to preventing harassment.

- (1) Understand that personal respect is fundamental to protecting human rights; practice the principle of mutual respect with others.
- (2) Recognize that all constituents of the university are part of an important mutual partnership.
- (3) Those in positions of authority with regard to education or work must be aware of the impact their words and behavior have, and exercise consideration for others at all times.
- (4) Those in guidance positions must be aware that harassment violates the rights of others, such as their right to perform research and receive an education, their right to good working conditions, etc., and take sufficient care not to interfere with the course of others' research and education.
- (5) Communicate sufficiently with others to build relationships based on mutual trust and avoid language or behavior that might lead to misunderstandings.

Conversely, TAs etc. who fall victim to harassment will receive the same support as any other constituent of the university. Please inquire at the "Harassment Counseling Room" for details.

2. 1. 6 Working while studying

Undergraduate and graduate students are expected to focus on their academic work. The amount of time that can be spent doing TAs etc., work is, in principle, limited to 30 hours per week to avoid interfering with student research activities (including receiving research guidance and taking classes).

Of course, TAs etc. work cannot be performed during hours that conflict with classes for which the TAs etc. is registered. As only outstanding students are employed as TAs etc., they must not neglect their own studies.

2. 2 TAs etc. tasks

2. 2. 1 Scope of tasks

	Description of Duties	BTA	TA	TF
Before Class	1. Coordinate with instructors before class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2. Print out materials for use in class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	3. Prepare ICT equipment for use in class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	4. Prepare and set up (and put away) lab equipment, organize samples.	×	<input type="radio"/>	<input type="radio"/>
	5. Under the instructor's supervision, prepare class materials, outlines, practice questions, etc.	×	<input type="radio"/> *1	<input type="radio"/> *1
	6. Under the instructor's supervision, prepare test questions/report topics.	×	×	<input type="radio"/> *1
During Class	7. Take/administer attendance (including tardiness/early dismissal).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	8. Distribute class materials.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	9. Operate ICT equipment, and/or instruct students how to operate it, for use in class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	10. Take student questions about class content and assignments.	<input type="radio"/> *2	<input type="radio"/>	<input type="radio"/>
	11. Answer student questions, and/or give individual guidance, about class content and assignments.	×	<input type="radio"/>	<input type="radio"/>
	12. Under the instructor's supervision, explain and demonstrate how to use lab equipment and perform experiments.	×	<input type="radio"/>	<input type="radio"/>
	13. Under the instructor's supervision, facilitate group work etc.	<input type="radio"/> *2	<input type="radio"/>	<input type="radio"/>
	14. Under the instructor's supervision, provide preliminary instructions about and lead fieldwork.	×	<input type="radio"/>	<input type="radio"/>
	15. Under the instructor's supervision, collect assignments and answer sheets.	×	<input type="radio"/>	<input type="radio"/>

	16. Under the instructor's supervision, assist with exam proctoring.	×	○	○
After Class	17. Compile attendance, grading.	×	×	○
	18. Under the instructor's supervision, organize/grade assignments and answer sheets.	×	○	○
	19. Under the instructor's supervision, perform preliminary scoring of assignments and answer sheets based on the instructor's grading criteria (rubric, model answers, etc.).	×	○ ^{*3}	○
	20. Guidance for BTAs and TAs.	×	×	○
Subject	21. Under the instructor's supervision, conduct part of class for General Education subjects.	×	×	○ ^{*4}

Other necessary tasks approved by the class instructor.

Note

*1 The instructor's final approval is required.

*2 Limited to General Education subjects, ask the instructor for directions. Appropriate training from the instructor is also required.

*3 What kinds of assignments (quizzes, reports, final assignments, etc.) can be graded by TAs etc. are at the instructor's discretion.

*4 Will be limited to 1/3 of total class time, if deemed necessary by the Educational Affairs Committee. (Ex. 30 minutes per 90-minute class)

2. 2. 2 Tasks not performable by TAs etc.

○ Grading

Grading the students is the responsibility of the class instructor and should be performed by him/her. Consequently, TAs etc. must not perform any tasks directly related to assigning grades.

○ Conducting classes during vacations or when the instructor is away.

The TAs etc. must not conduct classes alone in the absence of the instructor, such as during vacations, canceled classes, or times when the instructor is away.

○ Tasks not related to the relevant class

TAs etc. will not be required to perform tasks unrelated to the class, such as assisting with office work, performing personal errands for the instructor, working at academic conferences, consulting on personal matters, assisting/correcting student research etc.

○ Working Outside of Designated Hours

2. 2. 3 Using Student-owned Computers during Classes

As of the 2020 school year, use of student-owned computers for class activities is assumed in General Education classes.

If students are unable to connect to the campus Wi-Fi or have problems with their computers during class, please use the classroom intercom to call the Technical Support Department at the Center for Data-driven Science and Artificial Intelligence (extension: 40).

If a student forgets their computer, they can borrow one for just that day. Please tell them to go to the General Education Operating Section in the Educational Affairs Division and complete the necessary procedures.

Online Campus Wi-Fi Guide

<https://www.dc.tohoku.ac.jp/guide/wifi/wifi-e.html>

Technical Support for Wi-Fi/PC Problems

Center for Data-driven Science and Artificial Intelligence

Multimedia Education and Research Complex, 5F, M507 (Phone: 795-7622)

3 TAs etc. working hours and the Work Report

3. 1 Notice on TAs etc. working hours

The number of hours you can spend working as a TAs etc. is limited to 30 hours (28 hours for international students) per week.

As a general rule, TAs etc. work must not interfere with the TAs etc.'s own academic work. TAs etc. work cannot be performed during hours that conflict with classes for which the student is registered, nor may students perform other work (for example, TAs etc. or RA work for other classes) during their TAs etc. hours. They must plan their schedules to avoid conflicts.

Please promptly report the following to the listed staff.

- ① Leave of absence/study abroad: your department's office
- ② Unable to continue working as a TAs etc.: class instructor
- ③ Accidents while performing duties (including while commuting for TAs etc. duties): your department's office and the class instructor
- ④ Other problems or concerns related to TAs etc. duties: Educational Affairs Division, General Education Operating Section

3. 2 Submitting the Work Report

In the General Education curriculum, those who have finished working as TAs etc. are required to submit a " Teaching Assistant Etc. Work Report." Please be sure to submit these. By having all TAs etc. submit reports on the details of their work, we will be able to more accurately assess working conditions and make future policies for the TAs etc. system. Regarding report submissions, TAs etc. should follow the directions of the class instructors, who will contact them separately, and submit their reports accordingly via the Google Form.

A Teaching Assistant Etc. Work Report form appears on the following page.

3. 3 TF participation in the "University-wide TF Information Exchange"

TFs are off-duty after classes end in July/February, but they are expected to participate in the University-wide TF Information Exchange to compare notes with TFs from other graduate schools.

“Teaching Assistant Etc. Work Report”

To the TAs etc. students:

We would like all of you to submit the TA Work Report below after finishing your work as a Teaching Assistant.

As it is important for the overall improvement of the TAs etc. system in Tohoku University to grasp your actual, current working circumstances and conditions, your work reports will be highly appreciated. Please answer the following questions by dd/mm/yyyy.

Note: Below is an example of a report submitted by Google Form.

TAs etc. Work Report (Spring/Autumn Semester)

Student's ID _____ Name _____

Subject _____ Instructor _____

1. What kind of tasks did you do as a TAs etc.? Circle the applicable letters.

For “Others”, describe them in the parentheses.

BTAs

1. Coordinate with instructors before class
2. Print out materials for use in class.
3. Prepare ICT equipment for use in class.
4. Take/administer attendance (including tardiness/early dismissal).
5. Distribute class materials.
6. Operate ICT equipment, and/or instruct students how to operate it, for use in class.
7. Take student questions about class content and assignments.
8. Under the instructor's supervision, facilitate groupwork etc.
9. Others (_____)

TAs

1. Coordinate with instructors before class
2. Print out materials for use in class.
3. Prepare ICT equipment for use in class.
4. Prepare and set up (and put away) lab equipment, organize samples.
5. Under the instructor's supervision, prepare class materials, outlines, practice questions, etc.
6. Take/administer attendance (including tardiness/early dismissal).
7. Distribute class materials.

8. Operate ICT equipment, and/or instruct students how to operate it, for use in class.
9. Take student questions about class content and assignments.
10. Answer student questions, and/or give individual guidance, about class content and assignments.
11. Under the instructor's supervision, explain and demonstrate how to use lab equipment and perform experiments.
12. Under the instructor's supervision, facilitate groupwork etc.
13. Under the instructor's supervision, provide preliminary instructions about and lead fieldwork.
14. Under the instructor's supervision, collect assignments and answer sheets.
15. Under the instructor's supervision, assist with exam proctoring.
16. Under the instructor's supervision, organize/grade assignments and answer sheets.
17. Under the instructor's supervision, perform preliminary scoring of assignments and answer sheets based on the instructor's grading criteria (rubric, model answers, etc.).
18. Others ()

TFs

1. Coordinate with instructors before class
2. Print out materials for use in class.
3. Prepare ICT equipment for use in class.
4. Prepare and set up (and put away) lab equipment, organize samples.
5. Under the instructor's supervision, prepare class materials, outlines, practice questions, etc.
6. Under the instructor's supervision, prepare test questions/report topics.
7. Take/administer attendance (including tardiness/early dismissal).
8. Distribute class materials.
9. Operate ICT equipment, and/or instruct students how to operate it, for use in class.
10. Take student questions about class content and assignments.
11. Answer student questions, and/or give individual guidance, about class content and assignments.
12. Under the instructor's supervision, explain and demonstrate how to use lab equipment and perform experiments.
13. Under the instructor's supervision, facilitate groupwork etc.
14. Under the instructor's supervision, provide preliminary instructions about and lead fieldwork.
15. Under the instructor's supervision, collect assignments and answer sheets.
16. Under the instructor's supervision, assist with exam proctoring.
17. Compile attendance, grading.
18. Under the instructor's supervision, organize/grade assignments and answer sheets.

19. Under the instructor's supervision, perform preliminary scoring of assignments and answer sheets based on the instructor's grading criteria (rubric, model answers, etc.).
20. Guidance for BTAs and TAs.
21. Under the instructor's supervision, conduct part of class for General Education subjects.
22. Others ()

[Orientation and Guidance]

2. Was any orientation or guidance concerning TAs etc. tasks given by the teacher beforehand?
 - a. Yes.
 - b. No.

3. If you circled "a." in Q2 above, did you attend it?
 - a. Yes.
 - b. No.

4. If you circled "a." in Q3 above, was the orientation or guidance appropriate?
 - a. Appropriate.
 - b. Not very appropriate.
 - c. Inappropriate.

5. If you circled "b." or "c." in Q4 above, describe some specific problems in the space below.

6. This question is for BTAs and TAs. Did you view the designated on-demand training content beforehand?
 - a. Yes.
 - b. No.

7. If you answered with "a" to 6. above, indicate whether or not the on-demand content was helpful.
 - a. It was helpful.
 - b. It was not very helpful.
 - c. It was unhelpful.

8. If you answered with "b" to 6. above, please explain your reason for not viewing it.

9. How was the teacher's instructions during the term?
 - a. Sufficient.
 - b. Somewhat insufficient.
 - c. Insufficient.

10. If you circled "b." or "c." in Q6 above, describe some specific problems in the space below.

[TAs etc. Duties]

11. We aim to provide you with the opportunity to train yourself as a teacher through working as a TAs etc. . Was being a TAs etc. useful for you as a teaching experience?
 - a. Very useful.
 - b. Somewhat useful.
 - c. Useless.
 - d. I don't know

12. If you circled "a." or "b." in Q11 above, describe some specific useful points in the space below.

13. If you circled “c.” in Q11 above, describe why you think so in the space below.

14. Did working as a TAs etc. cause any trouble with your studies as a student?

a. No.

b. Not much.

c. Very much.

15. If you circled “b.” or “c.” in Q14 above, describe some specific problems in the space below.

16. What kind of job do you want to do as a TAs etc.? For instance, making handouts (not just duplicating them), leading the discussion in the class, etc.

17. Please give your opinions, if any, about the TAs etc. system in the General Education in Tohoku University.

4 Class schedule and time

4. 1 Academic calendar

Class Schedule of General Education Subjects (from April, 2022 to March, 2023)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2022 April	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

May	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31
June	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30
July	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
August	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	...	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31
September	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	...

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
October	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31
November	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30
December	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
2023 January	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31
February	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28
March	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	...

Normal classes
 Intensive Classes
 No classes (holidays, etc.)
 indicates end of quarter.

◇ Class will be held on October 10 (Mon.) although it is a national holiday.

○ { Makeup class for Wednesday will be held on August 8.

○ { Makeup class for Thursday will be held on August 9.

○ { Makeup class for Friday will be held on December 27.

Note: Class will be held on June 22 (Wed.) although it is the Anniversary of the University Founding.

Note: Class will be canceled on October 28 (Fri.) for the University Festival.

**4. 2 Class schedule
(1) Academic Calendar**

Entrance Ceremony		April 6 (Wed.), 2022
Orientation		April 7 (Thu.)—April 8 (Fri.), 2022
1st Term Classes (1st & 3rd Terms)	1st Quarter	April 11 (Mon.)—June 10 (Fri.), 2022
	2nd Quarter	June 6 (Mon.)—August 9 (Tue.), 2022
	Intensive Classes	September 7 (Wed.)—September 9 (Fri.), 2022 September 22 (Mon.)—September 16(Fri.),2022 September 20(Tue.)—September 22 (Thu)2022 September 26 (Mon.)—September 29 (Thu.), 2022
1st Term Online Registration (including confirmation/revision)		April 11 (Mon.)—April 22 (Fri.), 2022
Application for Out-of-Division Registration / Registration Card Submission		April 11 (Mon.)—April 22 (Fri.), 2022
Special Humanities Seminar		April 18 (Mon.), 2022
Cancellation of Registration	1st Quarter	April 25 (Mon.)—May 13 (Fri.), 2022
	2nd Quarter	June 20(Mon.)—July 1 (Fri.), 2022
Anniversary of the University Founding		June 22 (Wed.), 2022
Campus Visit Days		July 27 (Wed.)-July 28 (Thu.), 2022
2nd Term Classes (2nd & 4th Terms)	3rd Quarter	October 3 (Mon.)—December 2 (Fri.), 2022
	4th Quarter	November 28 (Mon.), 2022—February 3 (Fri.), 2023
	Intensive Classes	February 7 (Tue.)—February 10 (Fri), 2023 February 13 (Mon.)—February 17 (Fri.), 2023 February 20 (Mon.)—February 22(Wed.), 2023
2nd Term Online Registration (including confirmation/revision)		October 3 (Mon.)—October 14 (Fri.), 2022
Application for Out-of-Division Registration / Registration Card Submission		October 3 (Mon.)—October 14 (Fri.), 2022
Cancellation of Registration	3rd Quarter	October 17 (Mon.)—October 31 (Mon.), 2022
	4th Quarter	December 12 (Mon.)—December 23 (Fri.), 2022
Degree Conferment Ceremony		March 24 (Fri.), 2023

(2) Class Cancellations and Holidays

Note: Class cancellations for events etc. will be announced as needed.

Semester-end Vacation	August 10 (Wed.)—September 30 (Fri.), 2022
Winter Vacation	December 28 (Wed.), 2022—January 3 (Tue.), 2023
Classes canceled for Common Test for University Admissions	January 13 (Fri.), 2023
Semester-end Vacation	February 6 (Mon.), 2023—

Note: Class will be held on October 10 (Mon.) although it is a national holiday.

Note: Class will be held on June 22 (Wed.) although it is the Anniversary of the University Founding.

Note: Class will be canceled on October 28 (Fri.) for the University Festival.

4. 3 Class hours

Period	Time	Notes
1st	8:50 - 10:20	A chime will sound at the beginning and end of each class period.
2nd	10:30 - 12:00	
3rd	13:00 - 14:30	
4th	14:40 - 16:10	
5th	16:20 - 17:50	

5 Lecture facilities/equipment

5. 1 Classroom equipment usage etc.

See pages 20 to 29 for information on types and storage locations of equipment provided for classroom use. Equipment is stored in racks, which are secured with auto-locks (except M201, M203, M204, M301, M303, M304, and M305). A key-card is needed to unlock them.

Fixed video cameras, recording equipment, and preview monitors are installed in classrooms for recording classes. Each instructor must plug in their own USB drive (USB 3.0 or better, 4GB or larger capacity) and manually record their lectures themselves. It is also possible to hold live online classes. For detailed instructions and notes, please see the Class Recording System Guide (Kawauchi Kita Campus).

In general, class instructors are responsible for the preparation, operation, and storage of equipment. Equipment manuals are kept near the equipment. The Center for Data-driven Science and Artificial Intelligence technical staff will answer questions about equipment usage or malfunctions; users should use the intercom located in the classroom to contact them. If no technical staff are available, please contact the Educational Affairs Division, General Education Operating Section.

The wireless microphones in every room are rechargeable. Be sure to recharge them at the end of class for the next person. Make sure to connect the charger correctly.

Operating instructions are on the General Education website. Please refer to them for details. URL: <https://www2.he.tohoku.ac.jp/zengaku/zengaku.html>

5. 2 Loan equipment

If the equipment you need is not provided in the classroom, you can find the below-listed loan equipment in the Teachers' Office or Educational Affairs Division. This equipment must be returned to its original location after use.

Teachers' Office: Cassette recorder, CD/cassette/radio, laser pointer, extension cords
Educational Affairs Division: laptop computers (Windows 10, Mac)

In addition the Technical Support Department (022-795-7622) of the Center for Data-driven Science and Artificial Intelligence, on the 5th floor of the Multimedia Education and Research Complex, can loan out the following equipment.

Digital video camera, digital camera, tripod, MD deck, region 1 DVD player, teleconferencing system, wireless presentation sharing system (ClickShare), VHS deck

5. 3 After using

After class finishes, please switch off, store, and lock equipment, and place rechargeable microphones correctly in their charging stands.

Please erase blackboards as a courtesy to the next class. Also, switch off lights, air-conditioners, etc. to conserve electricity (but please leave heat exchangers switched on for ventilation).

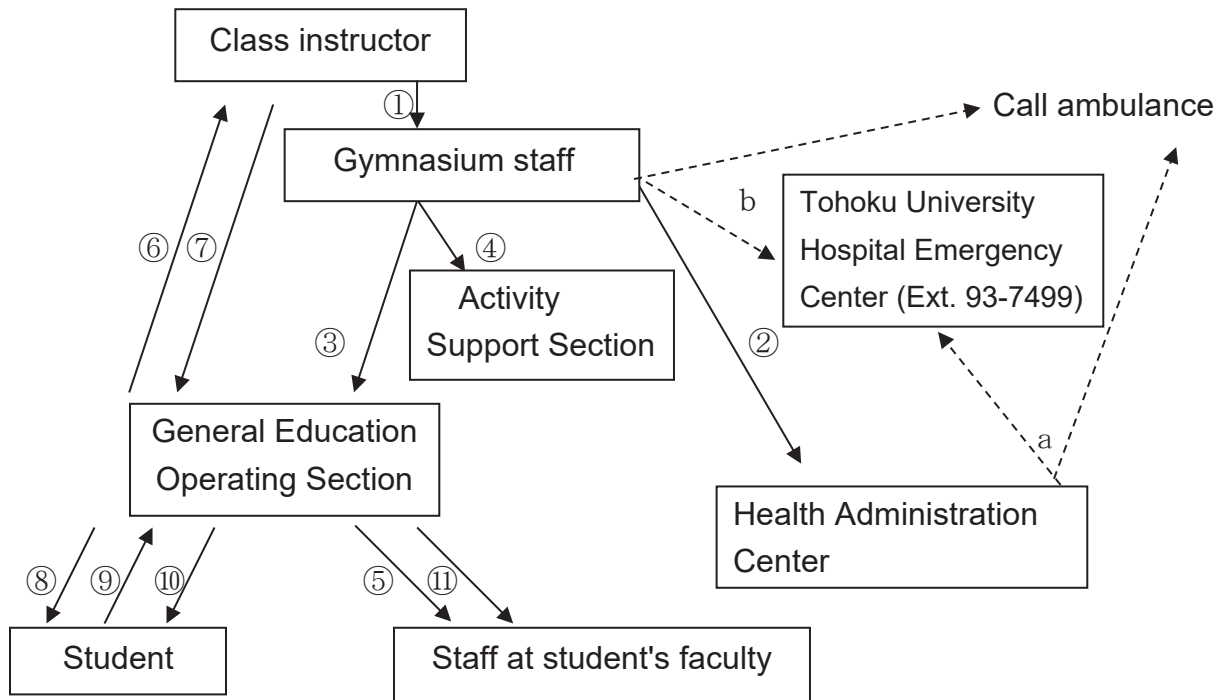
6 Emergency situations

6.1 Accidents during class

If an accident requiring medical attention occurs during class, please proceed as described on pages 17~18 of the "Manual on Student Accidents Occurring during the General Education Formal Curriculum."

Manual on Student Accidents Occurring during the General Education Formal Curriculum.

I. Accidents occurring in gymnasiums or on athletic grounds



①The class instructor will contact the gymnasium staff.

②The gymnasium staff will contact the Health Administration Center and follow their instructions.

* Depending on the situation, a nurse may be sent to the location, or the instructor may accompany the student to the Health Administration Center.

a: The student will be examined at the Health Administration Center. If necessary, the Health Administration Center will contact the Tohoku University Hospital Emergency Center (ext. 93-7499), arrange for admission, and request an ambulance. (General Education Operating Section staff will accompany the student to the hospital.)

b: If the class instructor deems it necessary to call an ambulance immediately, the gymnasium staff will contact the Tohoku University Hospital Emergency Center directly, without first going to the Health Administration Center, arrange for admission, and request an ambulance. (Gymnasium staff will accompany the student.) The Health Administration Center will be contacted afterward.

③The gymnasium staff will contact the General Education Operating Section.

④The gymnasium staff will contact the Activity Support Section.

⑤The General Education Operating Section will contact the student's department.

⑥The General Education Operating Section will ask the class instructor to prepare an accident report.

⑦The class instructor will submit an accident report to the General Education Operating Section.

⑧The General Education Operating Section will contact the student regarding applying for a "Student Research Injury Medical Care Certificate".

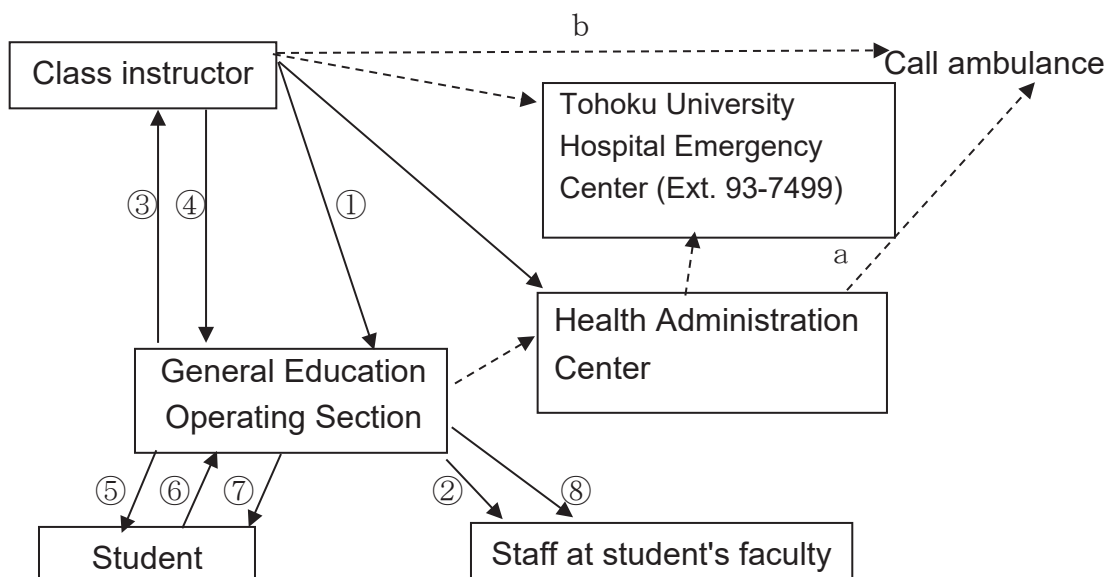
⑨The student will submit an application for the certificate to the General Education Operating Section.

⑩ The General Education Operating Section will issue the certificate to the student.

(The student will submit this to the hospital.
 *If the student is unable to come to the office, due to hospitalization etc., the General Education Operating Section will submit the certificate to the hospital.)

⑪ After issuing the certificate, the General Education Operating Section will send the report prepared by the class instructor to the student's department.

II. Accidents occurring in lecture rooms etc.



① The class instructor will contact the General Education Operating Section and Health Administration Center.

* Depending on the situation, a nurse may be sent to the location, or the instructor may accompany the student to the Health Administration Center.

a: The student will be examined at the Health Administration Center. If necessary, the Health Administration Center will contact the Tohoku University Hospital Emergency Center (ext. 93-7499), arrange for admission, and request an ambulance. (General Education Operating Section staff will accompany the student to the hospital.)

b: If the class instructor deems it necessary to call an ambulance immediately, the instructor will contact the Tohoku University Hospital Emergency Center directly, without first going to the Health Administration Center, arrange for admission, and request an ambulance. (General Education Operating Section staff will accompany the student.) The Health Administration Center will be contacted afterward by the General Education Operating Section.

② The General Education Operating Section will contact the student's department.

③ The General Education Operating Section will ask the class instructor to prepare an accident report.

④ The class instructor will submit an accident report to the General Education Operating Section.

⑤ The General Education Operating Section will contact the student regarding applying for a "Student Research Injury Medical Care Certificate".

⑥ The student will submit an application for the certificate to the General Education Operating Section.

⑦ The General Education Operating Section will issue the certificate to the student.

(The student will submit this to the hospital.
 *If the student is unable to come to the office, due to hospitalization etc., the General Education Operating Section will submit the certificate to the hospital.)

⑧ After issuing the certificate, the General Education Operating Section will send the report prepared by the class instructor to the student's department.

Notes

- 1) The General Education Operating Section handles Student Research Injury Medical Care Certificates for accidents that occur during the regular curriculum on Kawauchi-Kita Campus and/or involve 1st and 2nd year students (including specialized subjects). The student's department will handle certificates for accidents that occur on other campuses and/or involve 3rd and 4th year, or graduate, students.
- 2) The term "research injury" applies only to injuries suffered during the regular curriculum. It does not apply to preexisting conditions or illnesses. In those cases, the instructor will contact the General Education Operating Section, which will contact the student's department.

6. 2 Evacuation due to earthquakes or fire

Every morning at 8:40, a test of the emergency earthquake notification system will be conducted on Kawauchi Kita campus.

Please follow the below instructions in case of a large earthquake or fire during class.

a. Large earthquake:

○If a large earthquake occurs, take shelter under a desk, or protect your head with a bag, book, etc.

Stay where you are until the shaking stops.

○If the power remains on, please follow the instructions that will be broadcast.

○If the power goes out, slowly and calmly proceed to Evacuation Site 1 along the evacuation route, paying close attention to your environment at all times.

○Count the students as they leave the classroom.

○The instructor should confirm that all students have been evacuated before leaving himself/herself.

○A student group leader (supervisor) will be at Evacuation Site 1 and will give subsequent directions.

○Report the number of people evacuated, and any injuries, to the evacuation team.

* The Lecture Rooms building on Kawauchi North Campus has undergone earthquake proofing.

b. If fire alarm sounds:

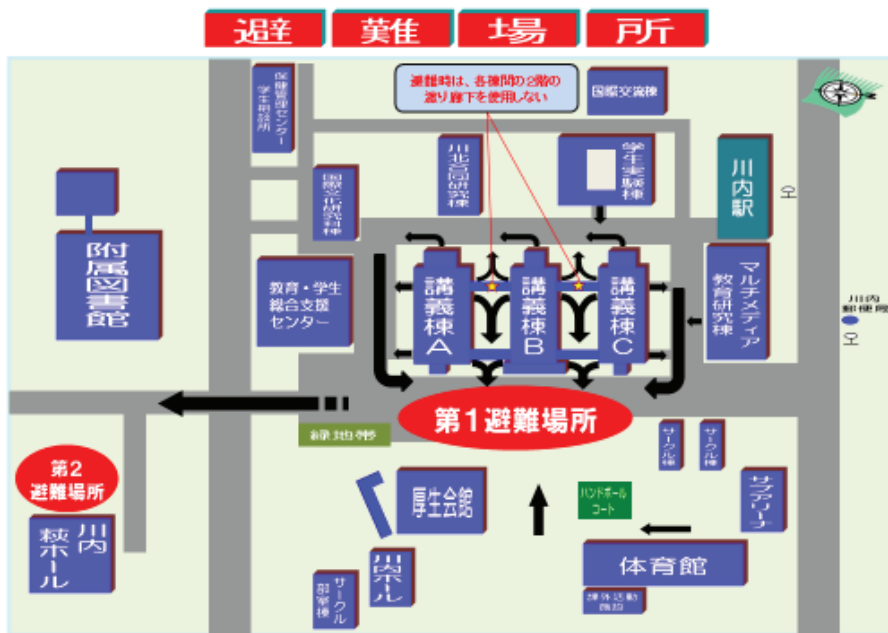
○If the fire alarm sounds, slowly and calmly proceed to Evacuation Site 1 along the evacuation route, paying close attention to your environment at all times.

○The instructor should confirm that all students have been evacuated before leaving himself/herself.

○A student group leader (supervisor) will be at the No. 1 Evacuation Site and will give subsequent directions.

* False alarms occasionally occur due to accidents or tampering. If this is the case, it will be announced.

Kawauchi North Campus evacuation sites are shown below.



The above map can be found on the instructor's desk in each classroom.

c. In the event of a J-Alert announcement:

Please read and follow the Instructions published on the Cabinet Secretariat Civil Protection Portal Site and on the Tohoku University General Education Homepage (see below for URLs).

1. Cabinet Secretariat Civil Protection Portal Site:
http://www.kokuminhogo.go.jp/en/pc-index_e.html
2. Responding during General Education Classes to J-Alert Emergency Broadcasts due to Ballistic Missile Launch (Tohoku University General Education Homepage)
http://www2.he.tohoku.ac.jp/zengaku/pdf/j-alert_170925.pdf

7. その他

7.1 教室収容人員・機器類設置表 Classroom seating capacity/facility chart

※感染拡大防止のため座席間隔をあけた定員となります。座席配置は教室内机配置図をご覧ください。

講義棟	教室	定員(人)	R4定員座席間隔確保※	プロジェクタ対応入力端子	DVD BD	書画カメラ	電動スクリーン	ワイヤレスマイク		有線マイク	遮光カーテン	備考
								ハンドマイク	ピンマイク			
A棟	A101	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	A102	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	A103	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	A104	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	A105	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	A106	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	A200	334	166	RGB/HDMI	○	○	16:10 3面	2	1	1	ブラインド	階段教室 ワイヤレス映像送信装置
	A202	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	A203	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	A204	30	15	RGB/HDMI	○	○	16:10	1	1		○	グループ学習室
	A205	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	A301	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	A302	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	A303	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	A304	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	A305	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	A306	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	A307	112	91	RGB/HDMI	○	○	16:10	2	1		○	
	A401	112	91	RGB/HDMI	○	○	16:10	2	1		○	
	A402	49	42	RGB/HDMI	○	○	16:10	1	1		○	ホワイトボード
	A403	49	42	RGB/HDMI	○	○	16:10	1	1		○	ホワイトボード
	A404	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	A405	49	42	RGB/HDMI	○	○	16:10	1	1		○	ホワイトボード
	A406	99	66	RGB/HDMI	○	○	16:10	2	1		○	
B棟	B101	176	88	RGB/HDMI	○	○	16:10	2	1	1	○	階段教室
	B102	176	88	RGB/HDMI	○	○	16:10	2	1	1	○	階段教室
	B103	176	88	RGB/HDMI	○	○	16:10	2	1	1	○	階段教室
	B104	176	88	RGB/HDMI	○	○	16:10	2	1	1	○	階段教室
	B200	208	105	RGB/HDMI	○	○	16:10 3面	2	1	1	ブラインド	階段教室 ワイヤレス映像送信装置
	B201	176	88	RGB/HDMI	○	○	16:10	2	1	1	○	階段教室
	B202	176	88	RGB/HDMI	○	○	16:10	2	1	1	○	階段教室
	B203	176	88	RGB/HDMI	○	○	16:10	2	1	1	○	階段教室
	B204	176	88	RGB/HDMI	○	○	16:10	2	1	1	○	階段教室

備考

○印：備え付け機器があることを示します(貸出用機器は、教員控室及び教務課にあります)。

BD(ブルーレイディスク)プレイヤーではBDの他、DVD・CDも再生可能です。

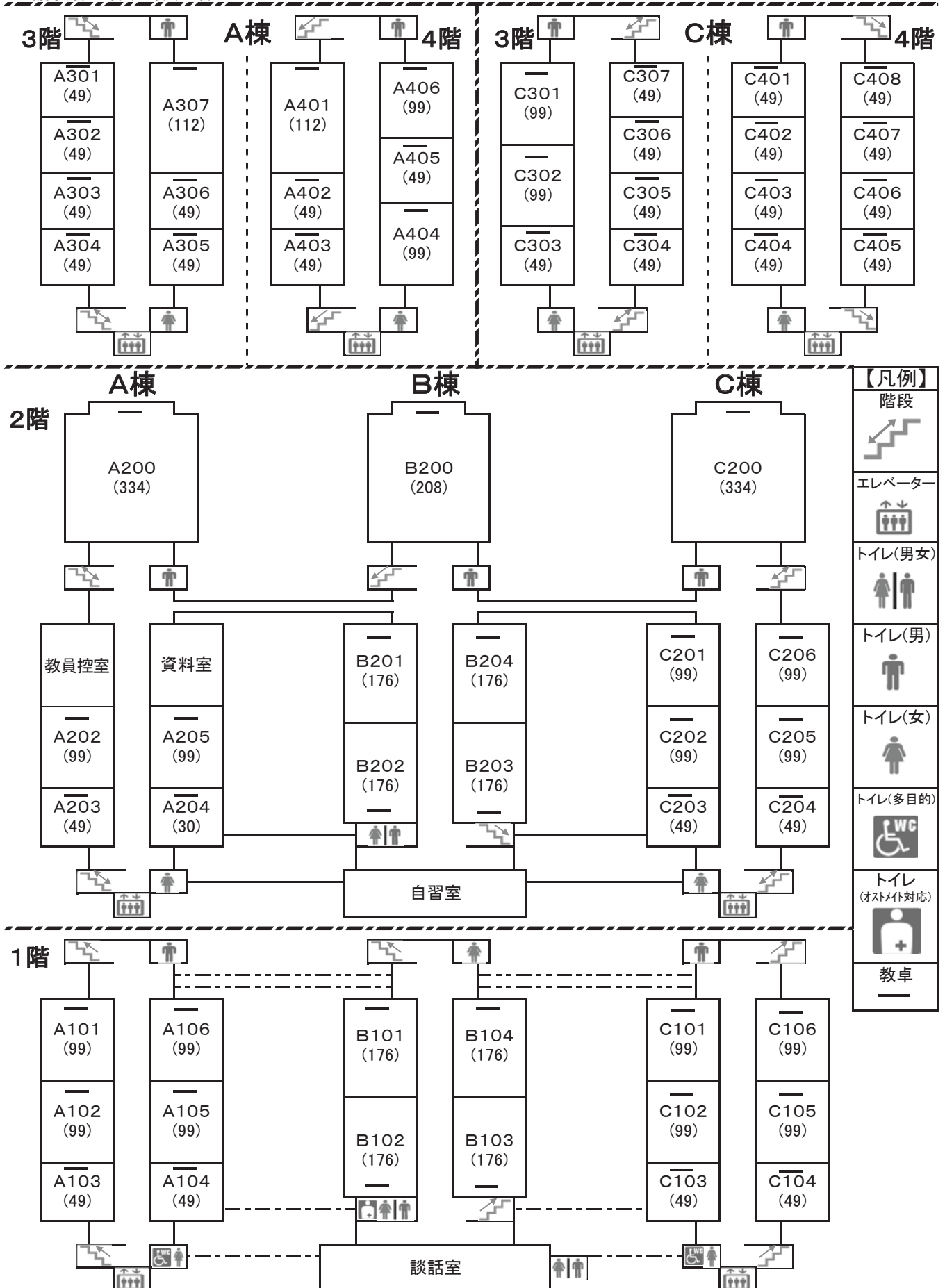
講義棟	教室	定員(人)	R4定員 座席間 隔確保 ※	プロジェクト 対応入力端子	DVD BD	書画 カメラ	電動 スク リーン	ワイヤレスマイク		有線 マイク	遮光 カーテン	備 考
								ハンド マイク	ピン マイク			
C棟	C101	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	C102	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	C103	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	C104	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	C105	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	C106	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	C200	334	166	RGB/HDMI	○	○	16:10 3面	2	1	1	ブラインド	階段教室 ワイヤレス映像送信装置
	C201	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	C202	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	C203	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	C204	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	C205	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	C206	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	C301	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	C302	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	C303	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	C304	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	C305	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	C306	49	42	RGB/HDMI	○	○	16:10	1	1		○	
	C307	49	42	RGB/HDMI	○	○	16:10	1	1		○	
C401	49	42	RGB/HDMI	○	○	16:10	1	1	1	○		
C402	49	42	RGB/HDMI	○	○	16:10	1	1		○		
C403	49	42	RGB/HDMI	○	○	16:10	1	1		○		
C404	49	42	RGB/HDMI	○	○	16:10	1	1		○		
C405	49	42	RGB/HDMI	○	○	16:10	1	1		○		
C406	49	42	RGB/HDMI	○	○	16:10	1	1		○		
C407	49	42	RGB/HDMI	○	○	16:10	1	1		○		
C408	49	42	RGB/HDMI	○	○	16:10	1	1		○		
マルチメディア 教育研究棟	M101	38	19	利用・機材の詳細は、データ駆動科学・AI教育研究センターへお問い合わせください。								
	M104	160	71	利用・機材の詳細は、データ駆動科学・AI教育研究センターへお問い合わせください。								
	M105	160	79	利用・機材の詳細は、データ駆動科学・AI教育研究センターへお問い合わせください。								
	M201	100	63	RGB/HDMI	○	○	16:10	2	2	1	ブラインド	ホワイトボード
	M203	60	60	RGB/HDMI	○	○	16:10	1	1	1	ブラインド	ホワイトボード
	M204	60	60	RGB/HDMI	○	○	16:10	1	1	1	ブラインド	ホワイトボード
	M206	431	144	RGB/HDMI	○	○	16:10 3面	5	1	1		備え付けノートパソコン有り ワイヤレス映像送信装置
	M301	54	27	RGB/HDMI	○	○	16:10	1	1	1	ブラインド	ホワイトボード
	M303	50	25	RGB/HDMI	○	○	16:10	1	1	1	ブラインド	ホワイトボード
	M304	50	25	RGB/HDMI	○	○	16:10	1	1	1	ブラインド	ホワイトボード
M305	50	25	RGB/HDMI	○	○	16:10	1	1	1	ブラインド	ホワイトボード	

7.2 建物配置図 Building layout

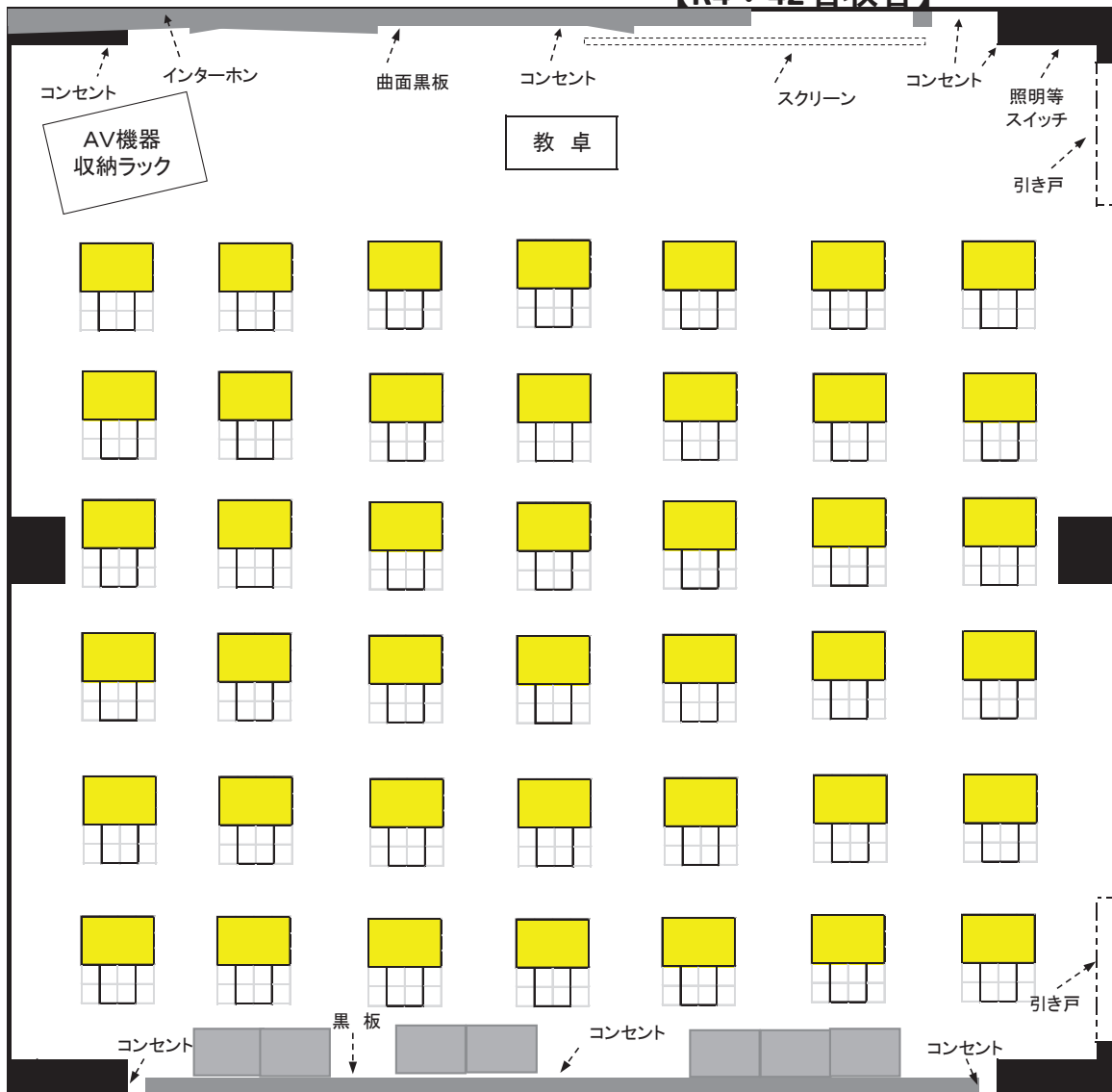
講義棟 Lecture Rooms

講義棟(A棟、B棟、C棟)

()は収容人数を表す



49人教室【R4：42名収容】



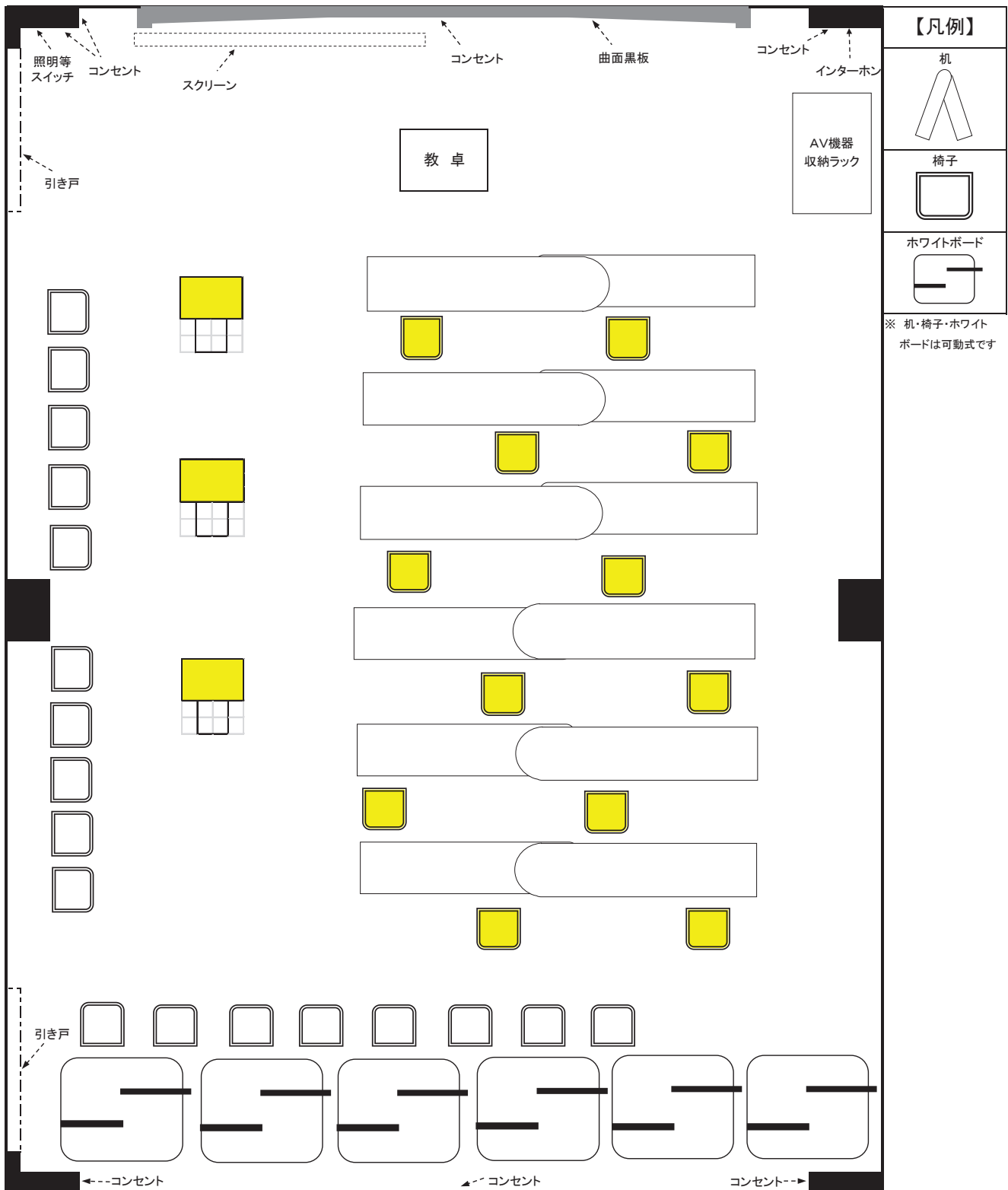
(該当教室)：斜体の教室は左右反転のレイアウトになります。

A103・A104・A203・A301・A302・A303・A304・A305・A306

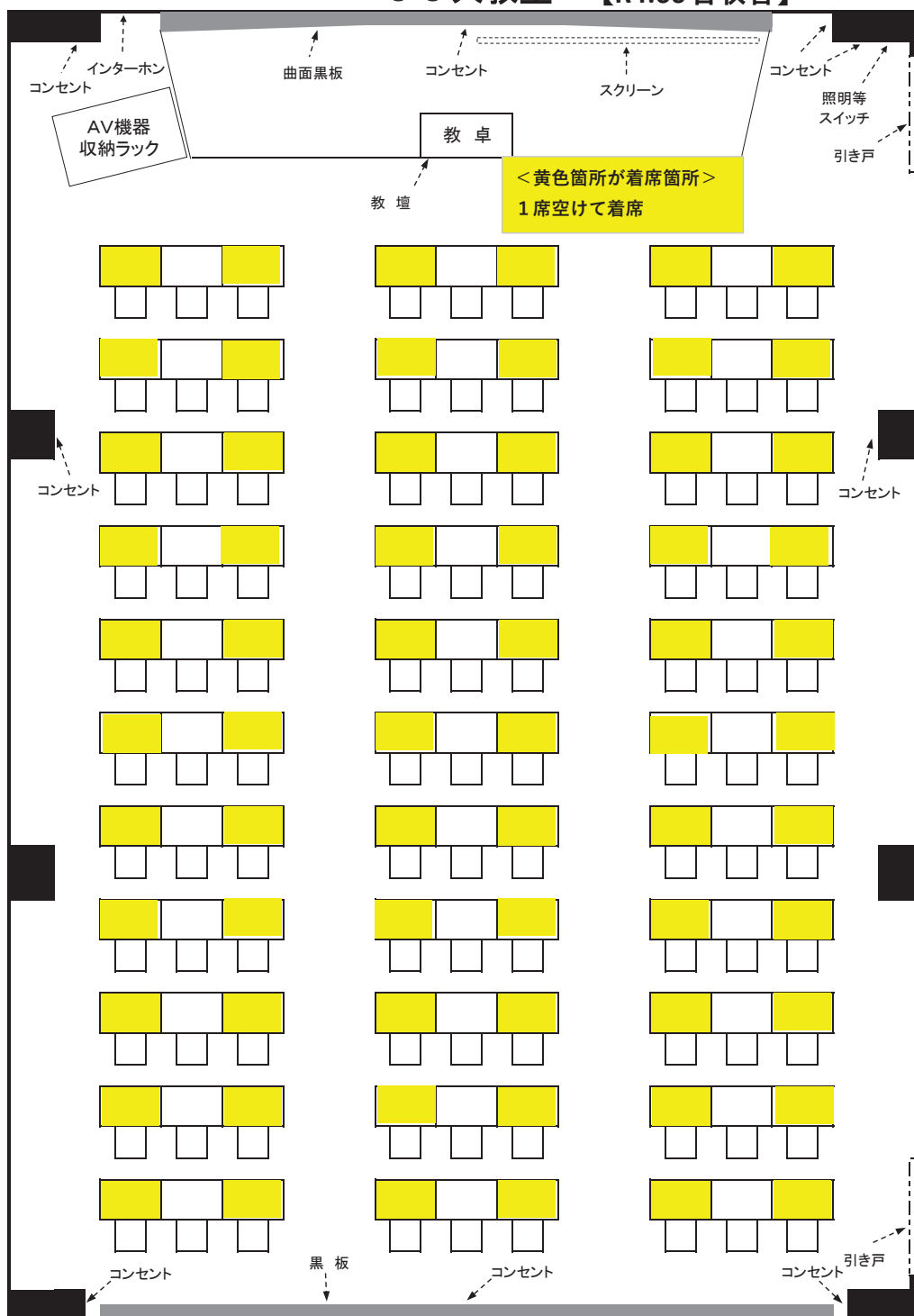
A402・A403・A405・C103・C104・C203・C204・C303・C304・C305

C306・C307・C401・C402・C403・C404・C405・C406・C407・C408

A 2 0 4 教室 (グループ学習室/30人) 【R4:15名収容】



99人教室 【R4:66名収容】

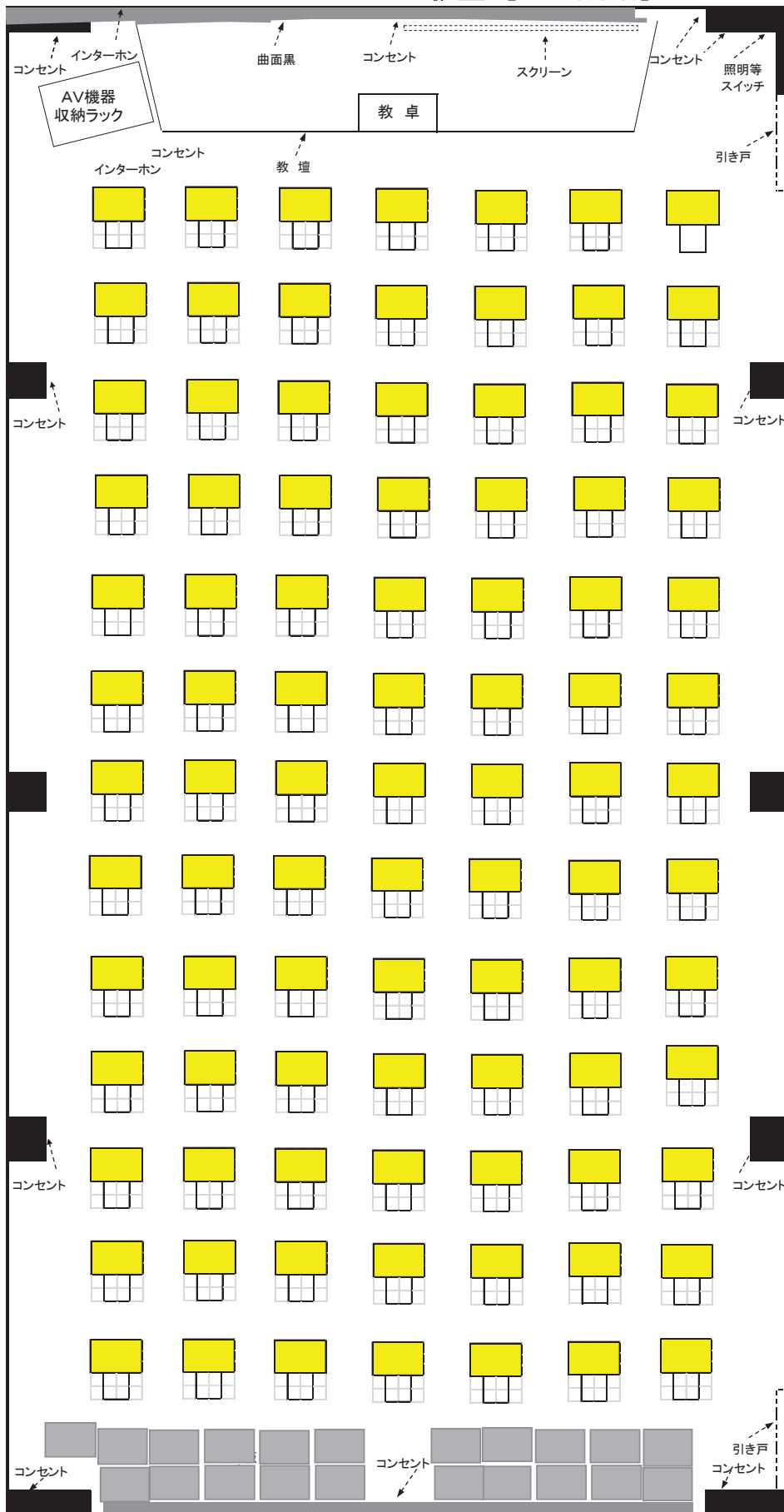


(該当教室): 斜体の教室は左右反転のレイアウトになります。

A101・A102・A105・A106・A202・A205・A404・A406

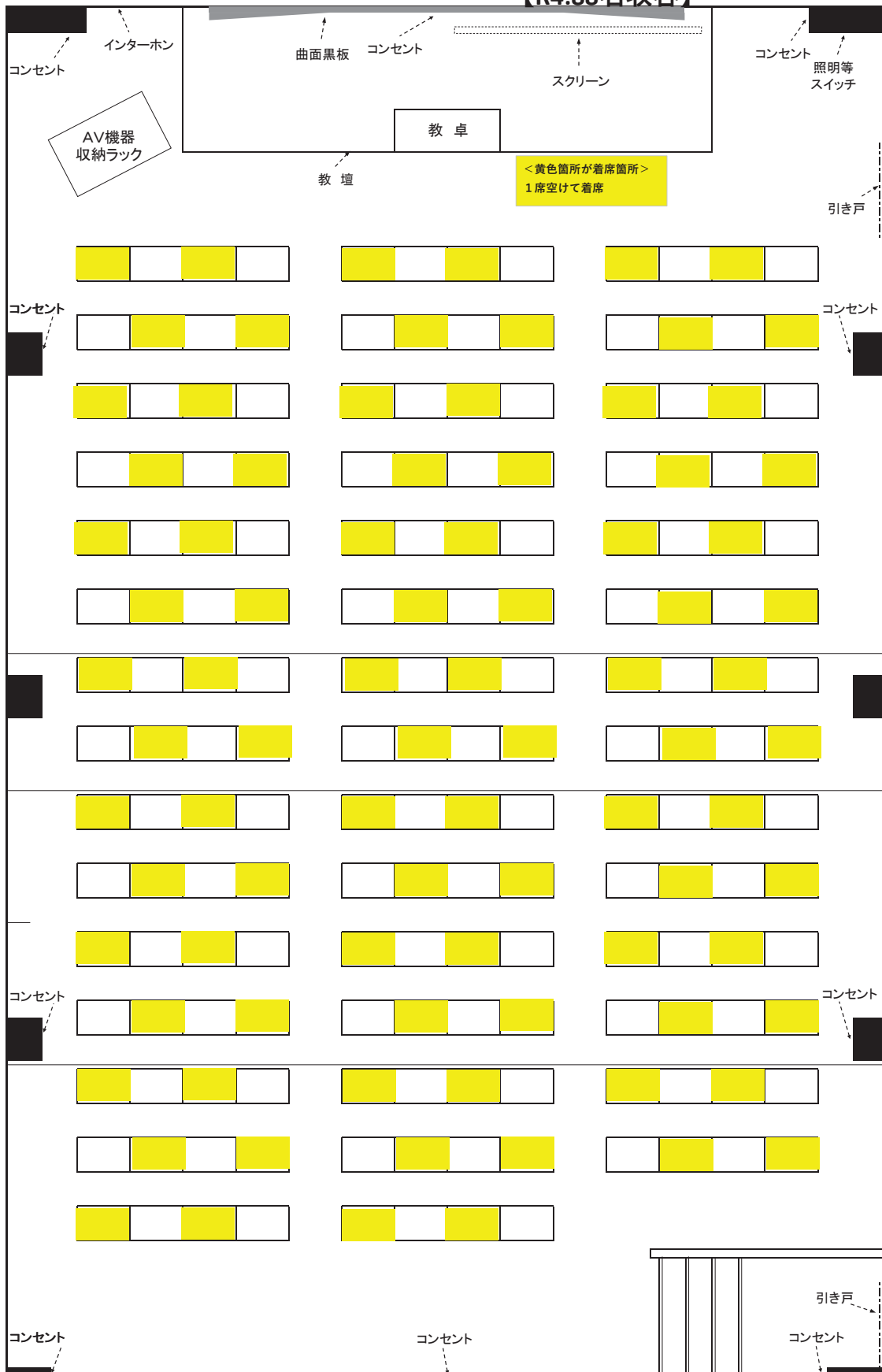
C101・C102・C105・C106・C201・C202・C205・C206・C301・C302

112人教室【R4:91名収容】



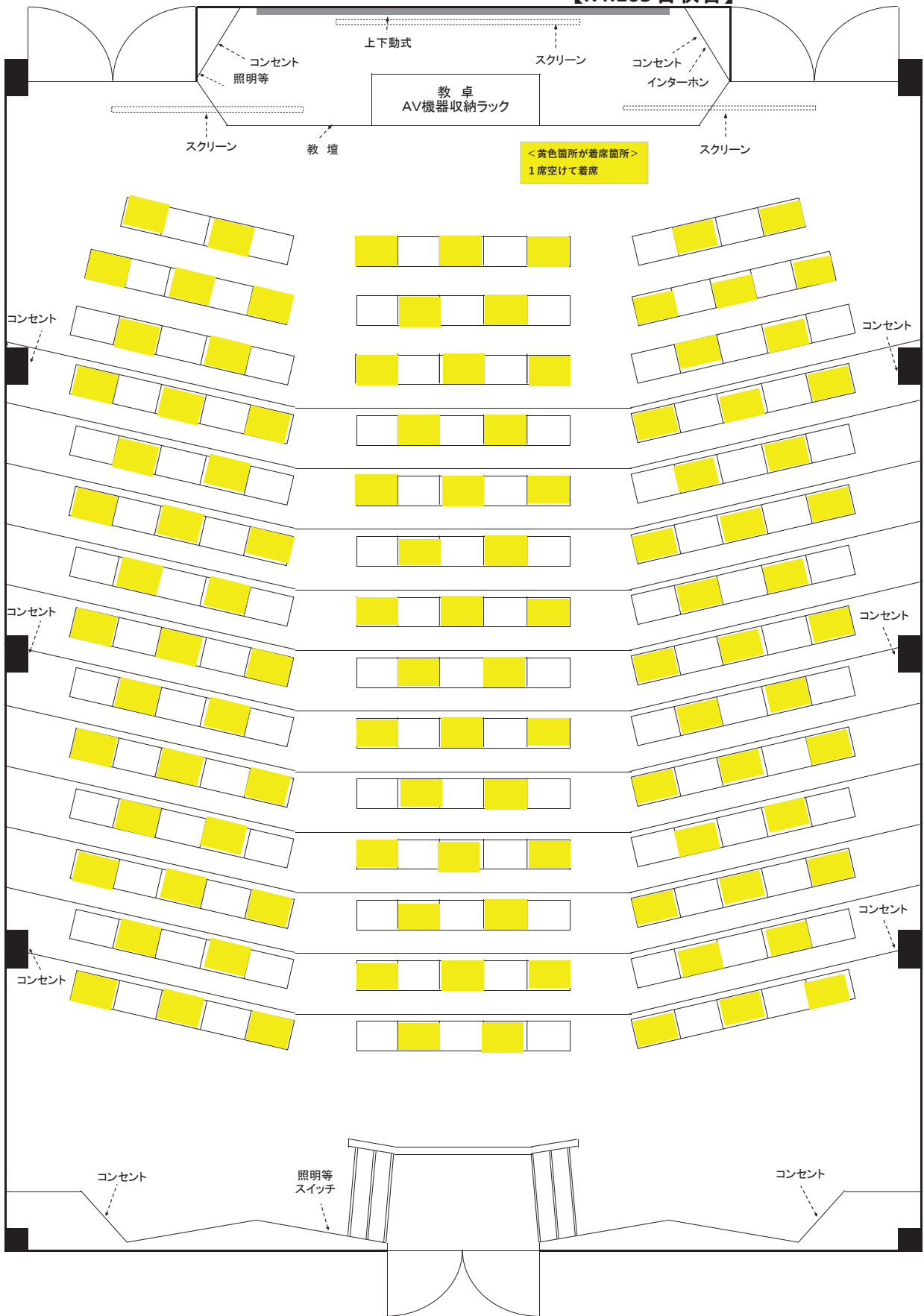
(該当教室): 斜体の教室は左右反転のレイアウトになります。
A307・A401

176人教室【R4:88名収容】

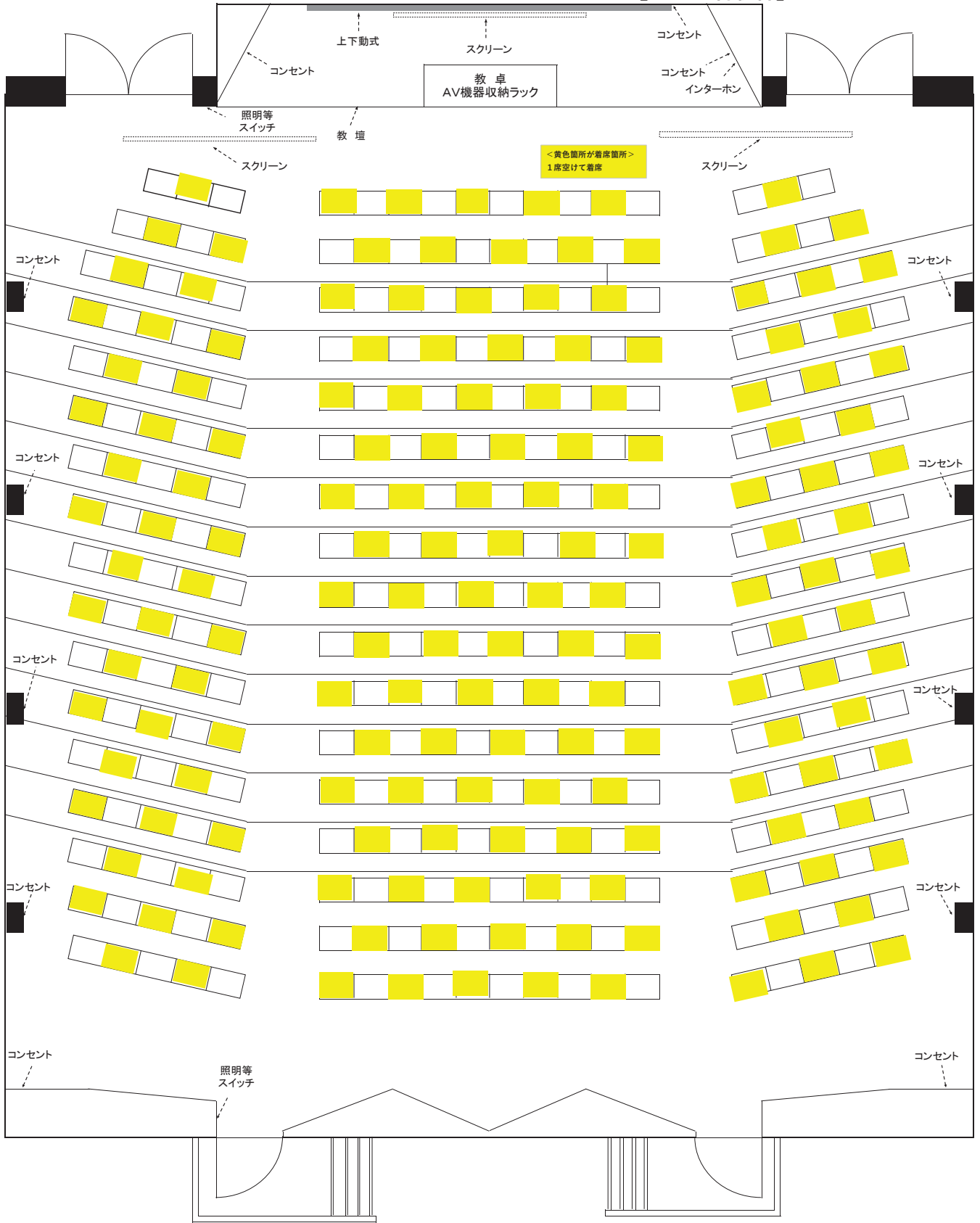


(該当教室): 斜体の教室は左右反転のレイアウトになります。
B101・B102・B103・B104・B201・B202・B203・B204

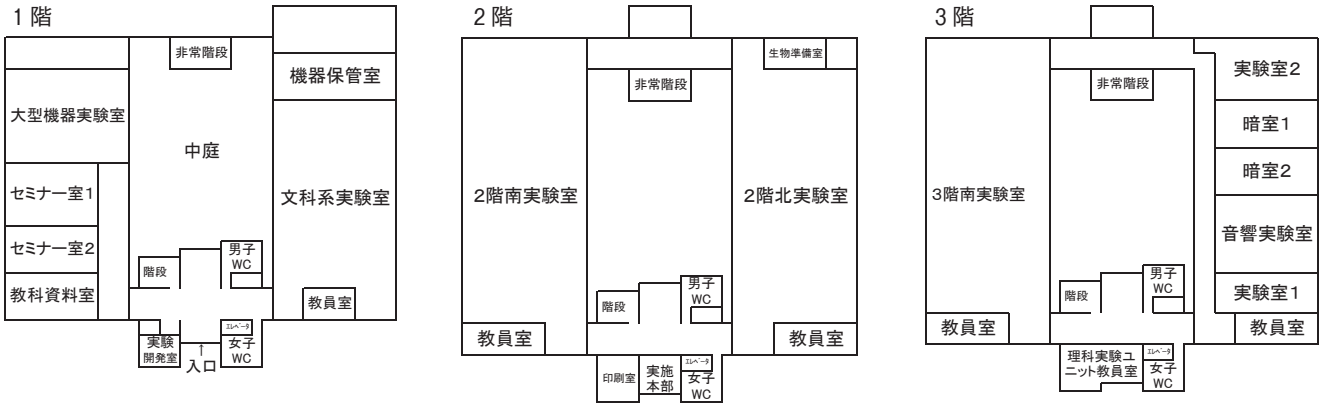
208人教室(B200)【R4:105名収容】



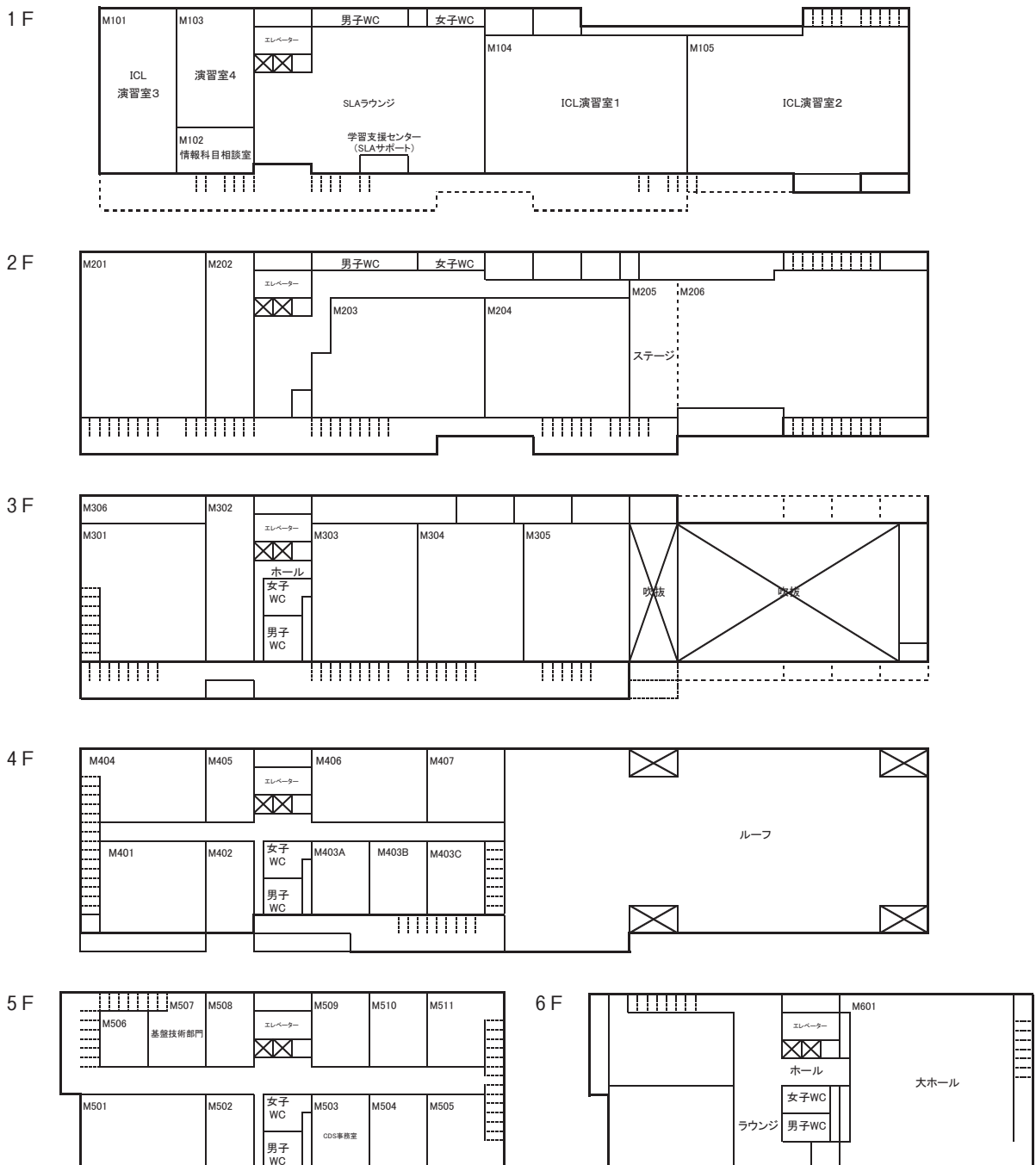
334人教室(A200・C200)【R4:166名収容】



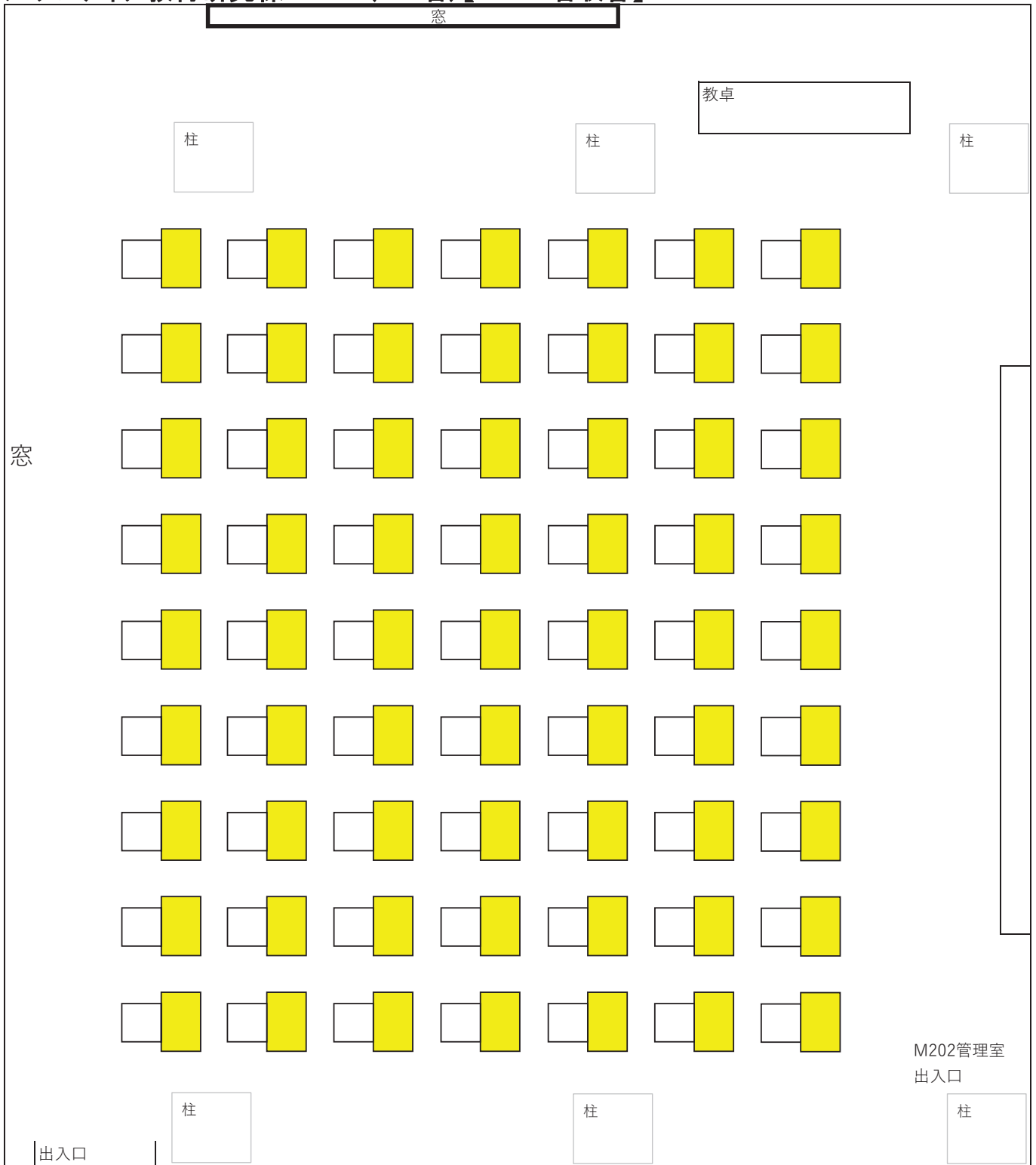
学生実験棟 Student Laboratories



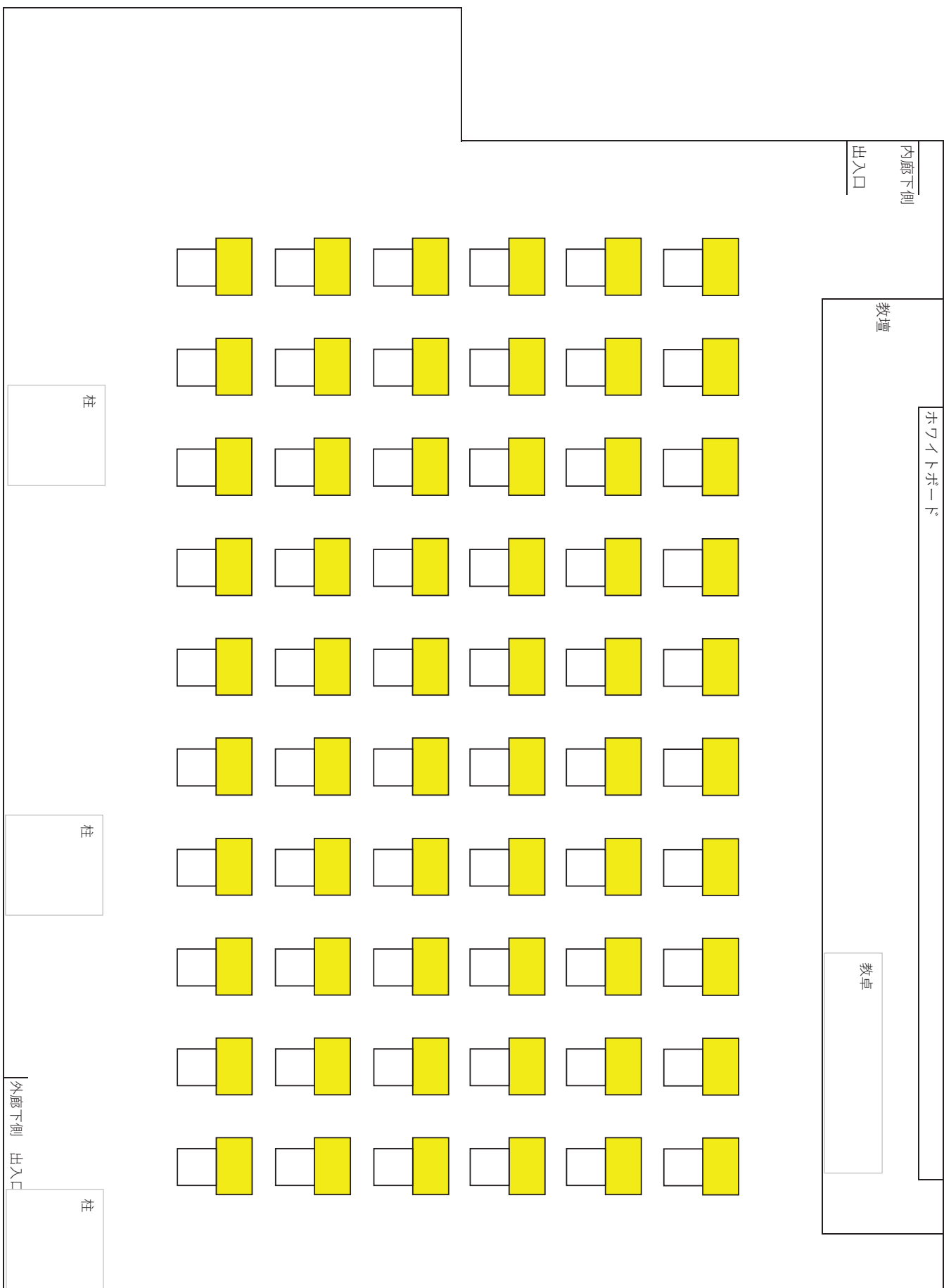
マルチメディア教育研究棟 Multimedia Education and Research Complex



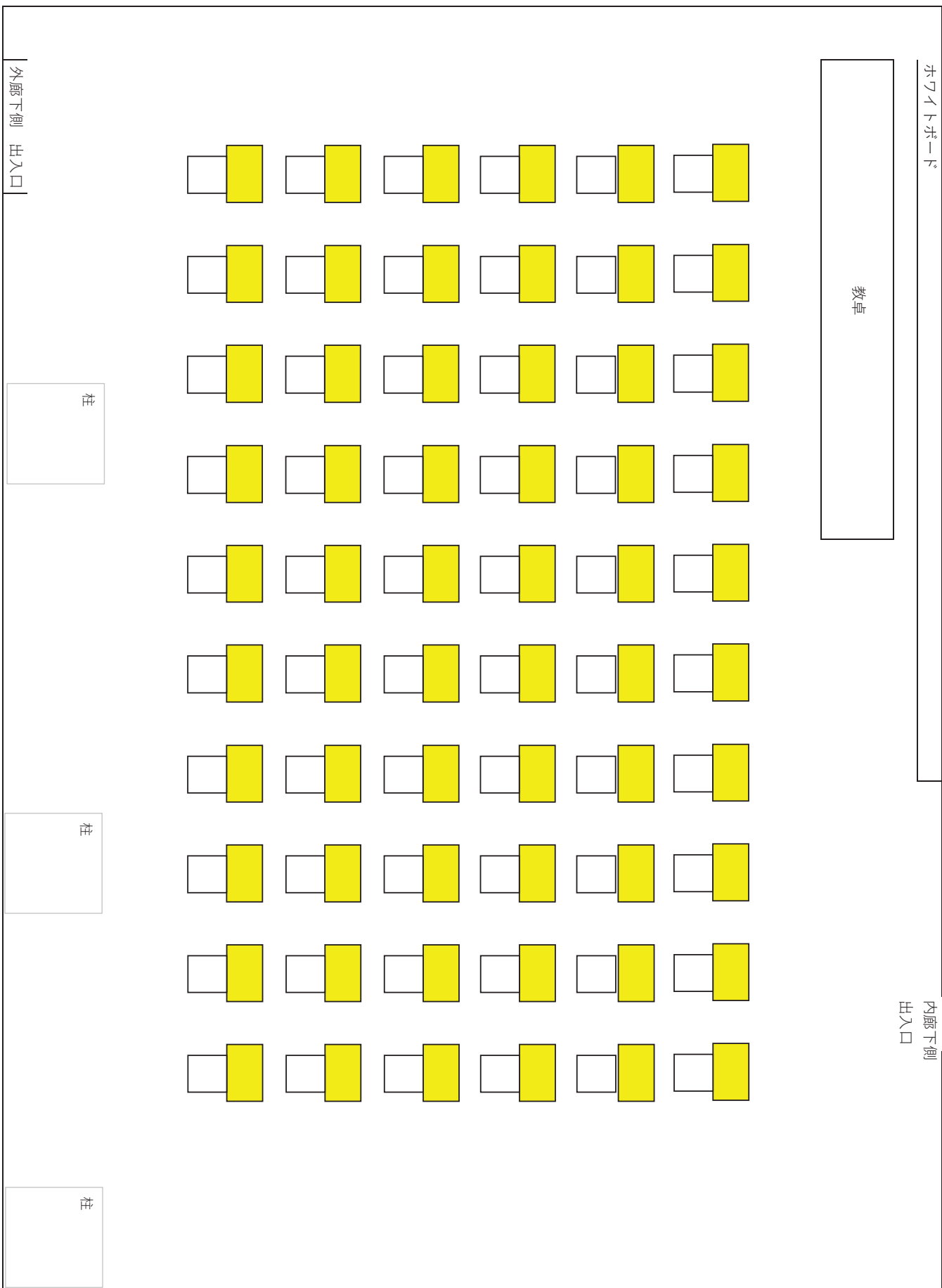
マルチメディア教育研究棟 M201(100名)【R4:63名収容】



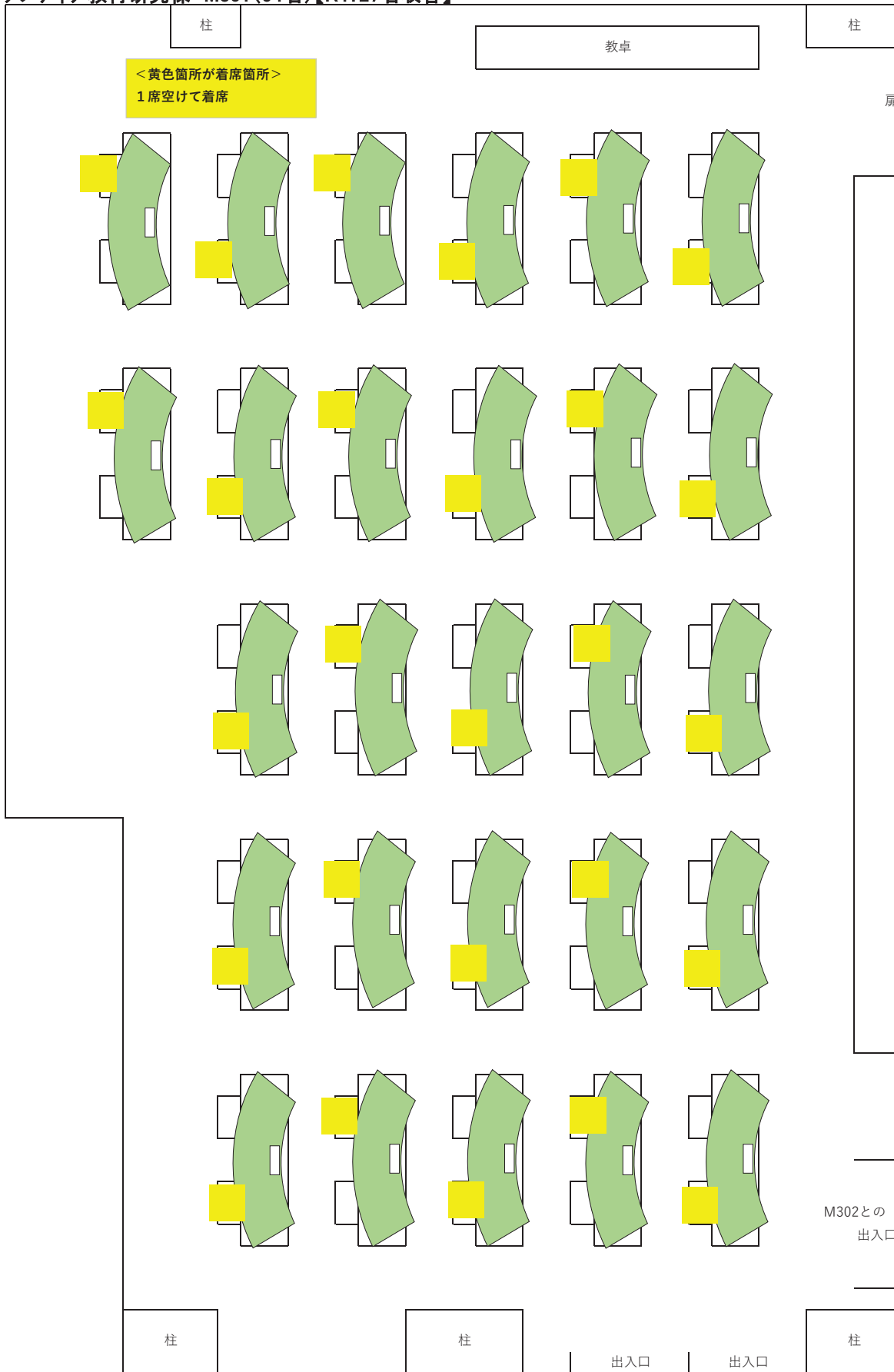
マルチメディア教育研究棟 M203(60名)【R4:60名収容】



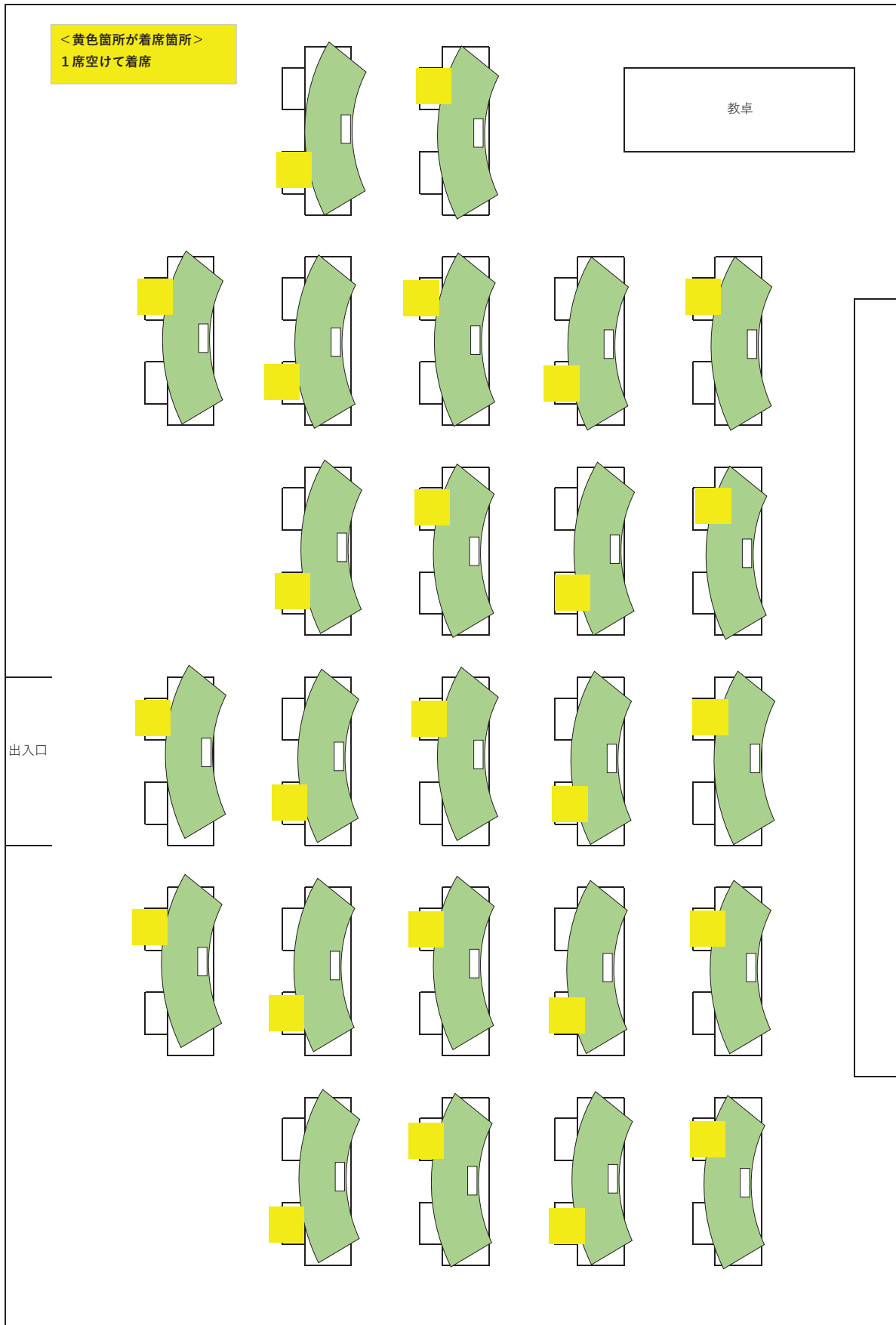
マルチメディア教育研究棟 M204(60名)【R4:60名収容】



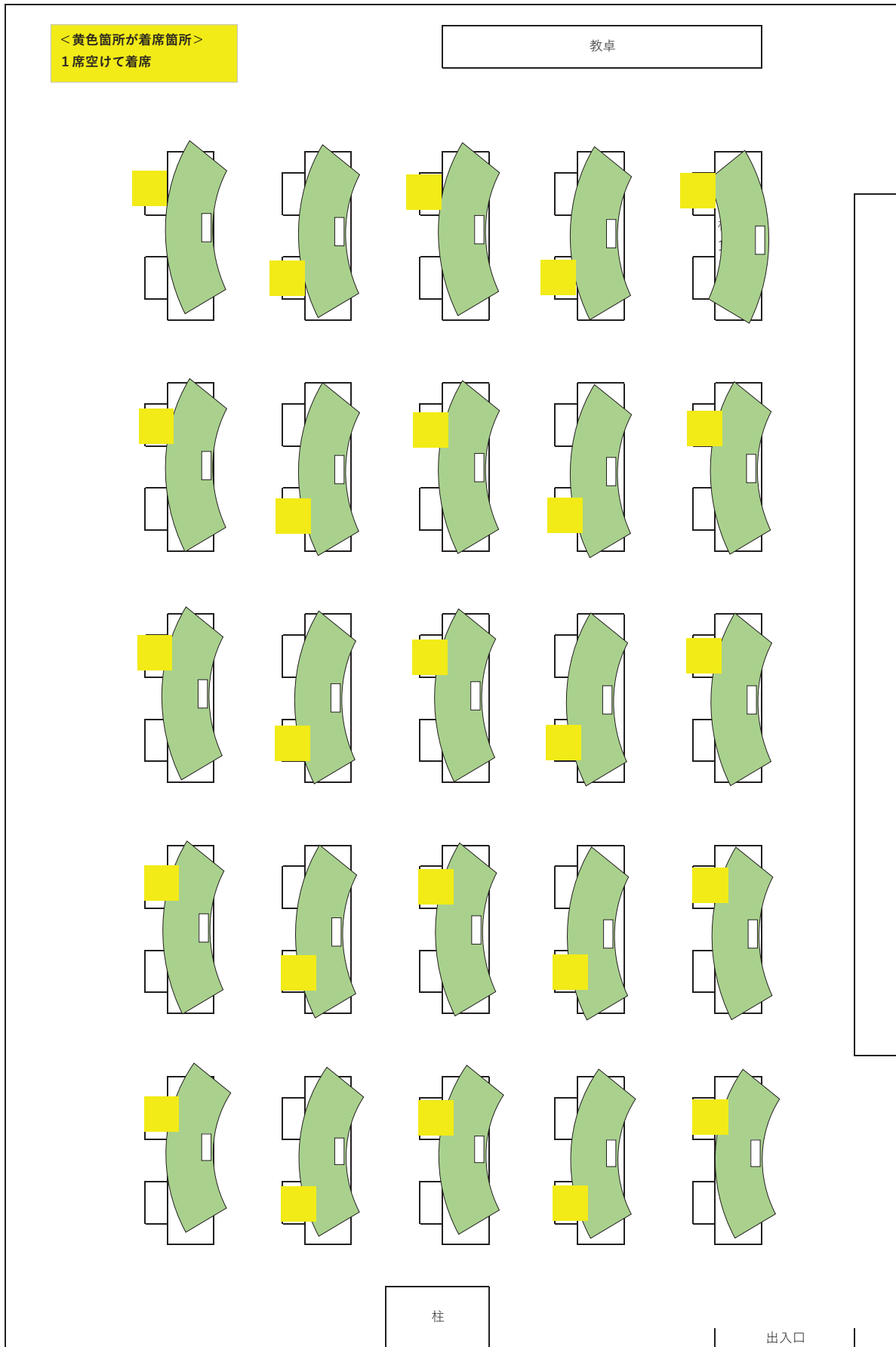
マルチメディア教育研究棟 M301(54名)【R4:27名収容】



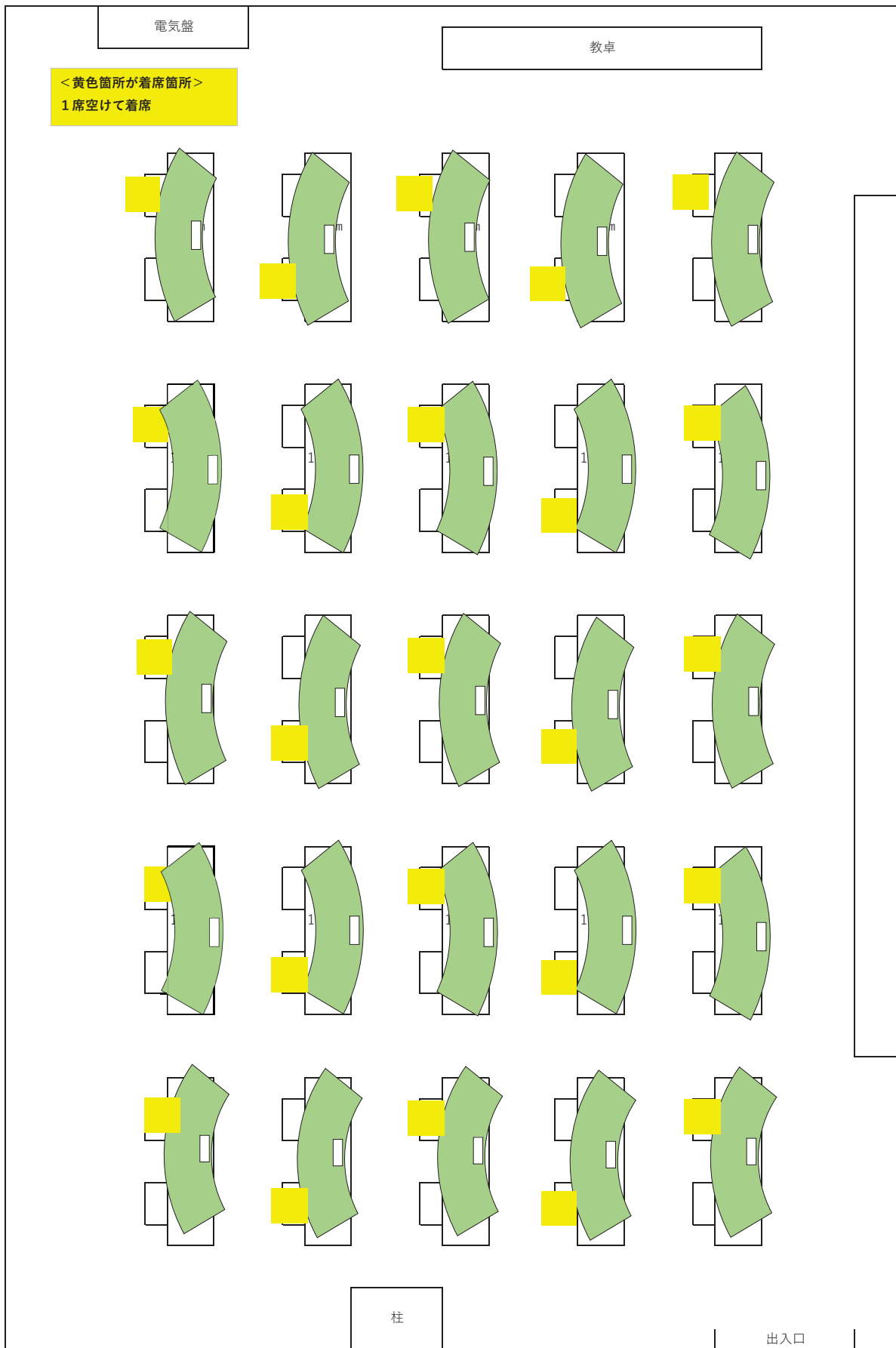
マルチメディア教育研究棟 M303(50名)【R4:25名収容】



マルチメディア教育研究棟 M304(50名)【R4:25名収容】

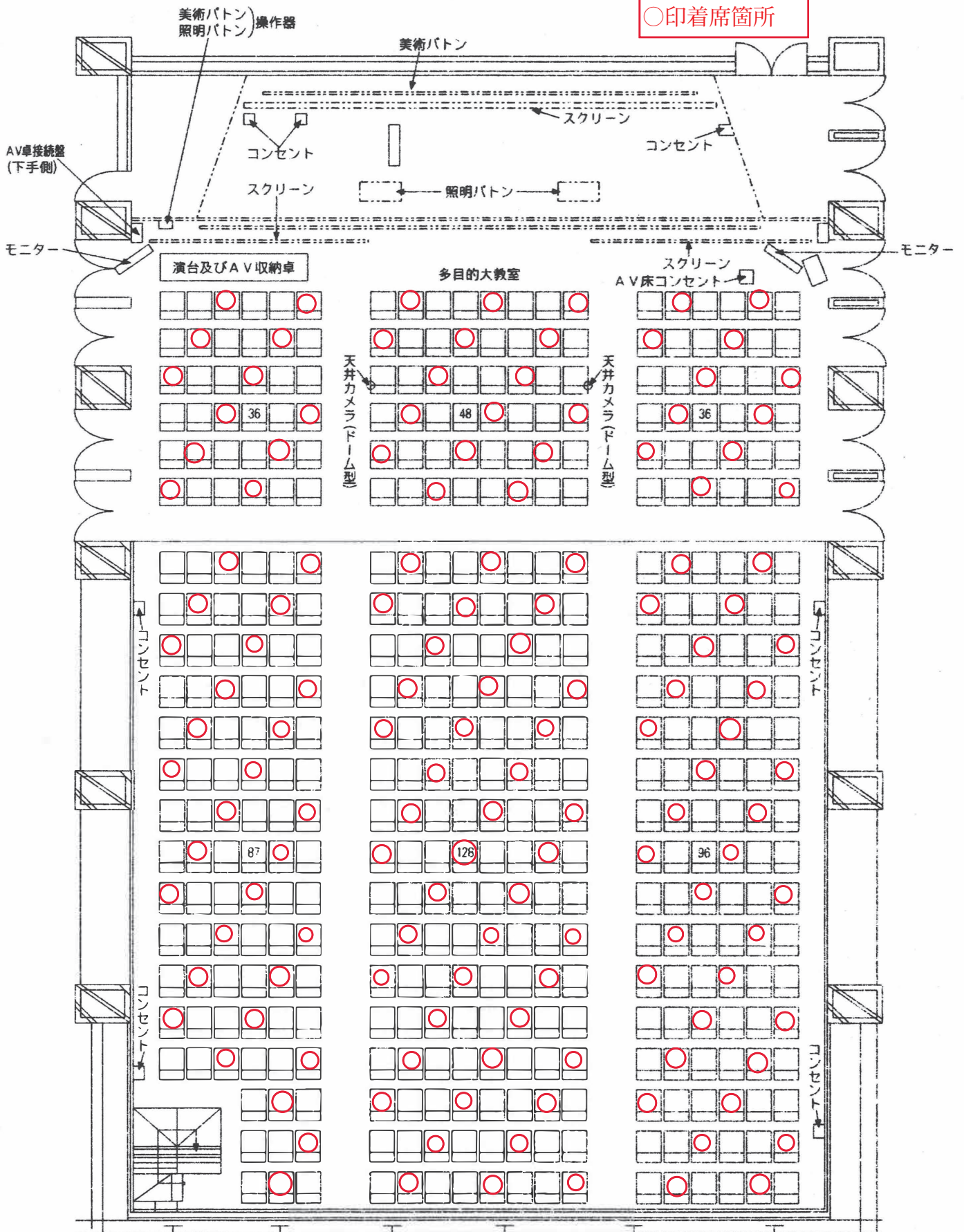


マルチメディア教育研究棟 M305(50名)【R4:25名収容】

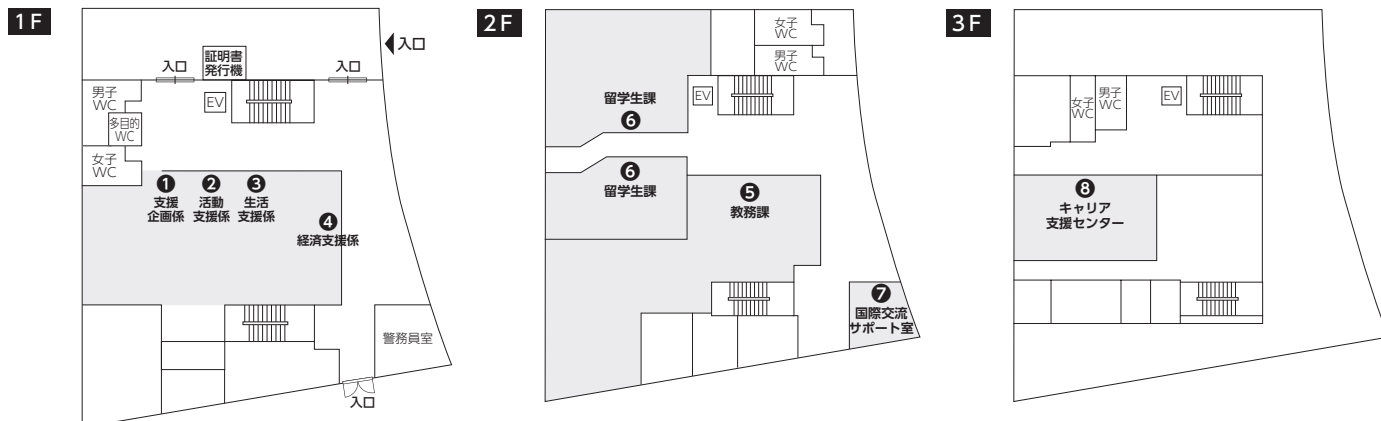


431人 教室 (M206)

144人収容
○印着席箇所



教育・学生総合支援センター Education and Student Support Center



8 General Education TAs etc. Time-sheet

TAs etc. must fill out the General Education TAs etc. Time-sheet as per the instructions below and submit it to their graduate school/department office at the end of the month. If they fail to submit the time-sheet, it will be assumed that they performed no work during that month. **DO NOT FORGET TO SUBMIT IT.** See the following page for a sample form. The form will be sent separately in Excel format.

The submission instructions and format may vary depending on the department. Please be sure to confirm these details with the class's instructor in advance.

- ① The class instructor will prepare a General Education TAs etc. Time-sheet for each month. (Excel format)
- ② On the last working day of the month, the TAs etc. and instructor will check the completed time-sheet, entering the date on which they checked it.
- ③ The TAs etc. will submit the time-sheet from ② above to their department.

Note: If the TAs etc. cannot submit the time-sheet to their department in person, the class's instructor can submit it to the General Education TAs etc. coordinator by the 25th of the month.

General Education TA Time-sheet

I confirm that the hours worked were as follows.

Confirmed by Instructor: Apr. 30

Class Name Psychology 101

Instructor Prof. Hanako Tohoku

Confirmed by TA: Apr. 29

*Enter job title if researcher etc.

Student ID No. COLMI234

TA's Name Jo Studentia

Date Worked (day of week)	Hours Worked	Comments
Month/Date: <u>Apr. 1</u> (Day: <u>Thu.</u>)	<u>10:30</u> to <u>11:30</u> 1 hrs. ____ mi ns.	
Month/Date: <u>Apr. 2</u> (Day: <u>Fri.</u>)	<u>10:00</u> to <u>12:00</u> 2 hrs. ____ mi ns.	
Month/Date: _____ (Day: _____)	____:____ to ____:____ ____ hrs. ____ mi ns.	
Month/Date: _____ (Day: _____)	____:____ to ____:____ ____ hrs. ____ mi ns.	
Month/Date: _____ (Day: _____)	____:____ to ____:____ ____ hrs. ____ mi ns.	
Month/Date: _____ (Day: _____)	____:____ to ____:____ ____ hrs. ____ mi ns.	
<p>Note: Enter actual hours worked. Until 2009, each class was counted as two hours, but from 2010 onward, the actual hours worked are to be recorded. Please notify TAs and allocate work accordingly.</p>		
<p style="font-size: 2em;">}</p>		
Month/Date: _____ (Day: _____)	____:____ to ____:____ ____ hrs. ____ mi ns.	
Total	<u>3</u> hrs. ____ mi ns.	

Note 1. Enter the dates and hours worked by the TA on this sheet. On the last workday of each month during which the TA worked, enter the confirmation date(s). Submit the sheet to the staff of the department in which the TA is enrolled by the designated date.

2. This time-sheet must be prepared for each class.
3. TAs must enter the actual hours worked.
4. Researchers etc. should enter their job title in the Student ID Number field.

東北大学 教育・学生支援部教務課

全学教育実施係

Tohoku University

Education and Student Support Department

Educational Affairs Division

General Education Operating Section

〒980-8576 仙台市青葉区川内4-1

41 Kawauchi, Aoba-ku, Sendai, Miyagi 980-8576

Phone : 022 - 795 - 7558

E - mail : kyom-j@grp.tohoku.ac.jp