



# General Education

Teaching Assistants' (BTA · TA · TF)  
Handbook

April 2024  
Academic Affairs Council,  
Educational Affairs Committee

This handbook covers common and position-specific information, tasks, and set procedures for Teaching Assistants (TAs), Basic Teaching Assistants (BTAs), and Teaching Fellows (TFs). Hereafter, these three positions will be collectively referred to as "TAs etc."

BTA (Basic TA): for 3<sup>rd</sup> & 4<sup>th</sup> year undergraduate students

TA (Teaching Assistant): Mainly for graduate students

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

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\* 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 categories: Foundational, Advanced, Languages, and Discipline Basics. Each category is in turn comprised of classes, which are implemented to achieve certain goals, as described below.

Foundational Subjects	<ul style="list-style-type: none"><li>▪ This category is composed of the Introduction to Academic Learning, Human Sciences, Social Sciences, Natural Sciences, and Interdisciplinary subject groups.</li><li>▪ The Introduction to Academic Learning group cultivates the basic attitude required of scholars through gaining an understanding of the research process. By having humanities majors take science subjects, and science majors take humanities subjects, we foster a pool of humanities students with backgrounds in the natural sciences, and science students with backgrounds in the humanities. The Interdisciplinary subject group fosters collaboration and problem solving among all fields, rather than siloing students within their majors.</li></ul>
Advanced Subjects	<ul style="list-style-type: none"><li>▪ This category is composed of the Contemporary Competencies and Cutting Edge subject groups.</li><li>▪ Contemporary Competencies provide the knowledge/skills required of educated persons in the modern context, and foster the habit of taking ownership over problems that require global effort to solve. The Cutting Edge subject group stimulates curiosity and motivates academic research by providing contact with leading scholarship.</li></ul>
Languages	<ul style="list-style-type: none"><li>▪ This category is composed of the Foreign Language and Japanese groups.</li><li>▪ It fosters the language abilities and intercultural understanding necessary to modern/international/educated persons. It 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.</li></ul>

Discipline Basics	<ul style="list-style-type: none"> <li>▪ This category is composed of the Basic Humanities, Basic Social Sciences, Basic Mathematics, Basic Physics, Basic Chemistry, Basic Biology and Basic Earth and Space Science groups.</li> <li>▪ It is connected to the major fields of the faculties, and provides basic knowledge/skills needed for the relevant majors.</li> </ul>
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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 (advice) 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. allows exceptional students enrolled at Tohoku University to conduct educational assistance that enriches the university's education and provides opportunities to train for instructor roles. (See Tohoku University Teaching Assistant Bylaws)

In addition to TAs, the New TA System implemented in AY 2022 recruits Basic Teaching Assistants (BTAs) from 3rd and 4th year faculty students, and Teaching Fellows (TFs) from doctoral curriculum 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/>

Those employed as BTAs or TAs are required to view some on-demand content regarding the duties of TAs, etc., before beginning work. This content is posted on the Tohoku University TA System website and can be accessed via the link above. Even if you have watched the video in the past, please be sure to watch it again before starting work, and you may find new insights by watching it again.

## 2 BTA, TA, and TF information and tasks

### 2. 1 Information for BTAs, TAs, and TFs (TAs etc.)

#### 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 instructors, teaching roles in the classroom. Both you and the instructors will be aware of this dual role, but the students taking the classes will view TAs etc. as educators. Please be aware of this fact.

#### 2. 1. 2 Responsibilities and authority

Please follow all the instructor's directions related to the class. TAs etc. must assume certain responsibilities and authority in the classroom. While everyone will have various ideas regarding classes, the ultimate responsibility for classes lies with the instructors, not the TAs etc. You 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.

You should not do or say anything regarding matters for which you are not responsible. For example, students may inquire about grades, credits, or registration. As you are not responsible for such matters, please refer these students to the instructor or Educational Affairs Division. However, please actively assist students with questions about class content.

#### 2. 1. 3 Attire and attitude

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

With regards to attitude, naturally you must observe social norms, but also follow norms for educators as well. As you will be acting as an educator, you should behave like an instructor in front of the students. You are also required to be unbiased and polite to the students.

Of course, as you will often have to remind students to be punctual, you must observe strict punctuality yourself.

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

**\*\* There has been an inappropriate case of handling personal information in 2022.**

**Please be extra cautious when you are handling personal information!**

An instructor asked a TA to grade quizzes, and the TA received the quizzes and temporarily kept them in a desk in the Research Office. Later, the TA took the quizzes off-campus and left them at a restaurant.

Loss of the quizzes and disclosure of personal information was avoided, but the incident was reported to the university administration and the TA received a strict warning.

## 2. 1. 4 Appropriate handling of personal information

After class, TAs/TFs may be asked to organize, check, or preliminarily grade assignments and answer sheets under the instructor's supervision. Please conduct these tasks keeping in mind that the students' assignments and answer sheets contain their personal information and form the basis for their evaluations.

Please always perform such tasks on campus and under supervision from the instructor. TAs/TFs themselves should not keep assignments/answer sheets, and must never take them off campus. In addition to answer sheets etc., do not take your own PC off campus if you use it to store data containing personal information. If you lost it, that information could be compromised. Please always handle personal information under the instructor's supervision and with sufficient care.

## 2. 1. 5 Confidentiality

Student privacy must be protected. In particular, TAs 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 continues to apply to TAs etc. after they finish their daily duties, and even after their period of employment ends. TAs must take care not to violate student confidentiality.

You are prohibited from posting on any social networking site any information that you have obtained while working as a TA. This includes your personal opinion of the TA's work. You should also not keep records of student contact information or names that you have obtained while working as a TA.

## 2. 1. 6 Harassment prevention

Harassment has become a major social problem, and is something of which you should be aware at all times. 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 the 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 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. are harassed will receive the same support as any other member of the university. Please inquire with your campus's harassment counseling liaison for details.



2. 1. 7 Working while studying

Undergraduate and graduate students are expected to focus on their academic work. In general, the amount of time that can be spent working as a TAs etc. is limited to 30 hours per week, so long as it does not interfere with student research activities (including receiving research guidance and taking classes).

Of course, TAs etc. cannot perform work during hours that conflict with their registered classes. 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	○	○	○
	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.	×	○*1	○*1
	6. Under the instructor's supervision, prepare test questions/report topics	×	×	○*1
During Class	7. Take/administer attendance (including tardiness/leaving early)	○	○	○
	8. Distribute class materials	○	○	○
	9. Operate ICT equipment used in class, and/or instruct students how to operate it	○	○	○
	10. Take student questions about class content and assignments	○*2	○	○
	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.	○*2	○	○
	14. Under the instructor's supervision, provide preliminary instructions about and lead fieldwork	×	○	○
After Class	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.)	×	○*3	○
	20. Guidance for BTAs and TAs	×	×	○

Subject	21. Under the instructor's supervision, partially conduct General Education classes	×	×	○*4
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Other necessary tasks approved by the class instructor

Notes

\*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 The instructor has discretion over types of assignment (e.g. quiz, report, final assignment, etc.) that TAs etc. can grade.

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

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

- BTAs and TAs cannot perform tasks marked with an "x" in the BTA and TA columns on the table in 2.2.1. Please note that BTAs cannot organize/check or preliminarily grade assignments and answer sheets, even under the instructor's supervision.
- Grading
  - Evaluating final grades is the responsibility of, and should be performed by, the class instructor. Consequently, TAs etc. must not perform any tasks directly related to evaluating student grades.
- Conducting classes during vacations or when the instructor is away
  - TAs etc. must not conduct classes in the absence of the instructor, such as during vacations, canceled classes, or times when the instructor is away.
- Tasks not related to the class
  - TAs etc. must not 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, advising/correcting student research etc.
- Performing tasks outside of the predetermined working hours

2. 2. 3 Using student-owned computers during classes

As of the 2020 academic year, all General Education subjects are allowed to use student-owned computers for class activities.

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/wifi/>

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 Work Reports

#### 3. 1 Notice on TAs etc. working hours

TAs etc. are limited to 30 hours of work per week (28 hours for international students).

Also, the number of hours for which TAs etc. can work for each class is predetermined. Before beginning work, please confirm the hour limit for the class with the instructor and work together to make an appropriate work schedule.

As a general rule, TAs etc. work must not interfere with the TA's academic work. TAs etc. work cannot be performed during hours that conflict with classes for which the TAs etc. is registered, nor may TAs etc. perform other work (for example, TAs etc. or RA work for other classes) during their work hours. Please arrange your schedule 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.: instructor
- ③ Accidents during TAs etc. duties (including while commuting for duties): your department's office and the instructor
- ④ Other problems or concerns related to TAs etc. duties: Academic Affairs Division, General Education Operating Section

### 3. 2 Submitting TAs etc. time-sheets

TAs etc. should prepare the time- sheet (a sample is provided at the end of this handbook) and submit it themselves to their graduate school (faculty)/department office each month by the deadline. However, TAs etc. working at the Graduate School of Arts and Letters should submit the forms provided by the class instructor.

Please do this punctually as you will be deemed to have been absent from work if you fail to submit by the deadline.

The submission method and format varies depending on your graduate school (faculty). Please confirm the format and submission procedure in advance with your graduate school (faculty) and the class instructor.

- ① The class instructor will prepare a time-sheet each month.
- ② On the last workday of the month, you and the instructor will check the completed time-sheet and enter the date on which you checked it.
- ③ You will submit the form prepared in step ② to your graduate school. (However, TAs etc. working at the Graduate School of Arts and Letters will submit the forms provided by the class instructor.)

### 3. 3 Submitting Work Reports

All TAs etc. in the General Education curriculum who have completed their duties for the term are required to submit a Teaching Assistant Etc. Work Report. 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 TA system. Please be sure to submit this report. The instructor will contact you separately regarding submission. Please submit the report via Google form as per the instructor's directions. The Teaching Assistant Etc. Work Report form appears on the next page.

### 3. 4 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

ATTN: General Education TAs etc. for the 20XX academic year

As of 2010, TAs for the General Education curriculum who have finished working are required to submit a "Work Report."

By having all TAs submit a report on the details of their work, we will be able to more accurately assess working conditions and make future policies for the TA system. Please enter answers for all questions, and submit the report by [DATE].

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

### Teaching Assistant Etc. Work Report (20XX Academic Year)

Student ID Number: \_\_\_\_\_ Name: \_\_\_\_\_

Name of Subject: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

1. What kind of tasks did you perform as a TAs etc.? (Mark all that apply)

If "Other," please provide a short description in the space provided.

BTAs:

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

TAs:

1. Coordinate with instructors before class
2. Print out materials for use in class
3. Prepare ICT equipment used 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/leaving early)
7. Distribute class materials
8. Operate ICT equipment used in class, and/or instruct students how to operate it
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. Other (specify):

TFs:

1. Coordinate with instructors before class
2. Print out materials for use in class
3. Prepare ICT equipment used 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/leaving early)
8. Distribute class materials
9. Operate ICT equipment used in class, and/or instruct students how to operate it
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, partially conduct General Education classes
22. Other (specify):

**【Training】**

2. Before beginning your duties as a TAs etc., did the class instructor provide any training or explanations?

a. Yes

b. No



## 4. Class schedule and time

### 4. 1 Academic calendar

# Class Schedule of AY2024 General Education Subjects

(from April, 2024 to March, 2025)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2024	...	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	...	...	...	...
	...	...	...	...	...	...	...
	...	...	...	...	...	...	...
Apr.	...	...	...	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	...
	...	...	...	...	...	...	...
	...	...	...	...	...	...	...
May	...	...	...	...	...	...	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	...	...	...	...	...	...
	...	...	...	...	...	...	...
Jun.	...	...	...	...	...	...	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	...	...	...	...	...	...
	...	...	...	...	...	...	...
Jul.	...	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	...	...	...
	...	...	...	...	...	...	...
	...	...	...	...	...	...	...
Aug.	...	...	...	...	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
	...	...	...	...	...	...	...
	...	...	...	...	...	...	...
Sep.	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	...	...	...	...	...
	...	...	...	...	...	...	...
	...	...	...	...	...	...	...
Oct.	...	...	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	...	...
	...	...	...	...	...	...	...
	...	...	...	...	...	...	...
Nov.	...	...	...	...	...	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
	...	...	...	...	...	...	...
	...	...	...	...	...	...	...
Dec.	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	...	...	...	...
	...	...	...	...	...	...	...
	...	...	...	...	...	...	...
2025	...	...	...	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	...
	...	...	...	...	...	...	...
	...	...	...	...	...	...	...
Jan.	...	...	...	...	...	...	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	...
	...	...	...	...	...	...	...
	...	...	...	...	...	...	...
Feb.	...	...	...	...	...	...	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	...
	...	...	...	...	...	...	...
	...	...	...	...	...	...	...
Mar.	...	...	...	...	...	...	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

- : Makeup class for Monday will be held on May 2 and January 29.  
Makeup class for Friday will be held on December 26 and January 28.
- ◇: Class will be held on October 14 (Mon.) although it is a national holiday.

note: Class will be canceled on October 25(Fri.) for the University Festival.



## 4. 2 Class schedule

### (1) Academic Calendar

Entrance Ceremony		April 3 (Wed.)
Orientation		April 4 (Thu.) – 5 (Fri.)
1st Term Classes (1st/3rd Semester)	1st Quarter	April 8 (Mon.) – June 7 (Fri.)
	2nd Quarter	June 4 (Tue.) – August 5 (Mon.)
	Intensive Classes	September 5 (Thu.) – 6 (Fri.) September 9 (Mon.) – 13 (Fri.) September 17 (Tue.) – 20 (Fri.) September 24 (Tue.) – 27 (Fri.)
1st Term Online Registration (including confirmation/revision)		April 8 (Mon.) – 19 (Fri.)
Submit Out-of-division Registration Requests/Registration Cards		April 8 (Mon.) – 19 (Fri.)
Special Humanities Seminar		April 15 (Mon.), afternoon(scheduled)
Cancellation of Registration	1st Quarter	April 22 (Mon.) – May 10 (Fri.)
	2nd Quarter	June 18 (Tue.) – 28 (Fri.)
Anniversary of the University Founding		June 22 (Sat.)
Campus Visit Days		July 30 (Tue.) – 31 (Wed.)
2nd Term Classes (2nd/4th Semester)	3rd Quarter	October 1 (Tue.) – December 2 (Mon.)
	4th Quarter	November 26 (Tue.) – February 3 (Mon.)
	Intensive Classes	February 4 (Tue.) – 7 (Fri.) February 12 (Wed.) – 14 (Fri.) February 17 (Mon.) – 20 (Thu.)
2nd Term Online Registration (including confirmation/revision)		October 1 (Tue.) – 14 (Mon.)
Submit Out-of-division Registration Requests/Registration Cards		October 1 (Tue.) – 14 (Mon.)
Cancellation of Registration	3rd Quarter	October 15 (Tue.) – 31 (Thu.)
	4th Quarter	December 10 (Tue.) – 20 (Fri.)
Degree Conferment Ceremony		March 25 (Tue.)

**(2) Class or university holidays and class cancellations due to events etc. will be announced as needed.**

Semester-end Vacation	August 6 (Tue.) – September 30 (Fri.)
Winter Vacation	December 27 (Fri.) – January 3 (Fri.)
Classes canceled for the Common Test for University Admissions	January 17 (Fri.)
Semester-end Vacation	February 4 (Tue.) –

※ Class will be held on October 14 (Mon.) although it is a national holiday.

※ Class will be canceled on October 25 (Fri.) for the University Festival.

**4. 3 Class Hours**

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

## 5 Lecture facilities/equipment

### 5. 1 Classroom equipment usage etc.

See pages 22 to 41 for information on types and storage locations of equipment provided for classroom use. All equipment is stored in racks, which are secured with auto-locks (excluding 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 higher, 4GB or larger capacity) and manually record 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. Manuals are kept near the equipment. The Technical Support Department in the Center for Data-driven Science and Artificial Intelligence can answer questions about equipment usage or malfunctions. Please use the intercom located in the classroom to contact them. If no staff are available, please contact the Educational Affairs Division, General Education Operating Section.

The wireless microphones in every room are rechargeable. Please 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)

The Technical Support Department in the Center for Data-driven Science and Artificial Intelligence (022-795-7622) 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 (heat exchangers must be turned on during classroom use for ventilation).

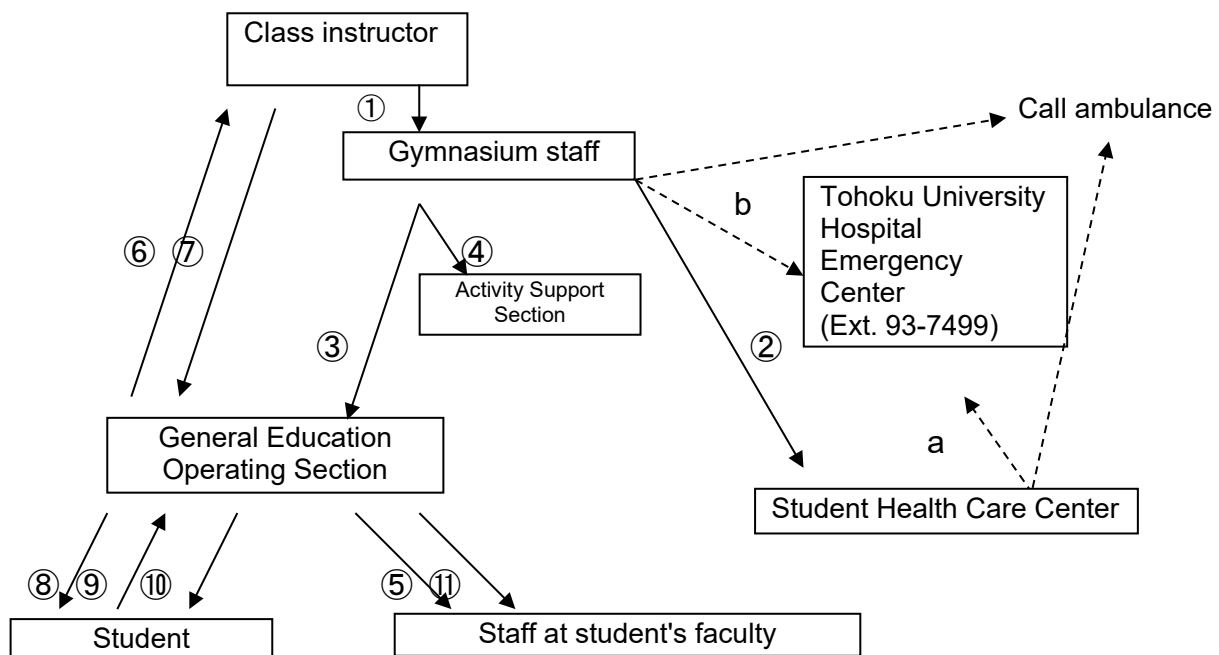
## 6 Emergency situations

### 6. 1 Accidents during class

If an injury that requires medical attention occurs during a class you are teaching, please respond as described in the below Instructions on Student Accidents during the General Education Curriculum (pp.17–20).

#### Instructions on Student Accidents during the General Education Curriculum

##### I. Accidents occurring in gymnasiums or on athletic grounds



① Class instructor contacts gym staff.

② Gym staff contacts Student Health Care Center, follows their instructions.

\* A nurse may be sent, or the instructor may accompany the student to the Student Health Care Center.

a: Student Health Care Center examines student and if necessary contacts Tohoku University Hospital Emergency Center (ext. 93-7499) to arrange for admission and request an ambulance. (General Education Operating Section staff accompany student to hospital.)  
b: If the instructor deems it necessary to call an ambulance immediately, the gym staff will contact the Tohoku University Hospital Emergency Center directly, without contacting Student Health Care Center arrange for admission, and request an ambulance. (Gym staff will accompany the student.) The Student Health Care Center will be contacted afterward.

③ Gym staff contacts General Education Operating Section.

④ Gym staff contacts Activity Support Section.

⑤ General Education Operating Section contacts student's department.

⑥ General Education Operating Section asks instructor to prepare an accident report.

⑦ Instructor submits an accident report to General Education Operating Section.

⑧ General Education Operating Section contacts student about applying for a "Request for Student Research Injury Medical Care Certificate."

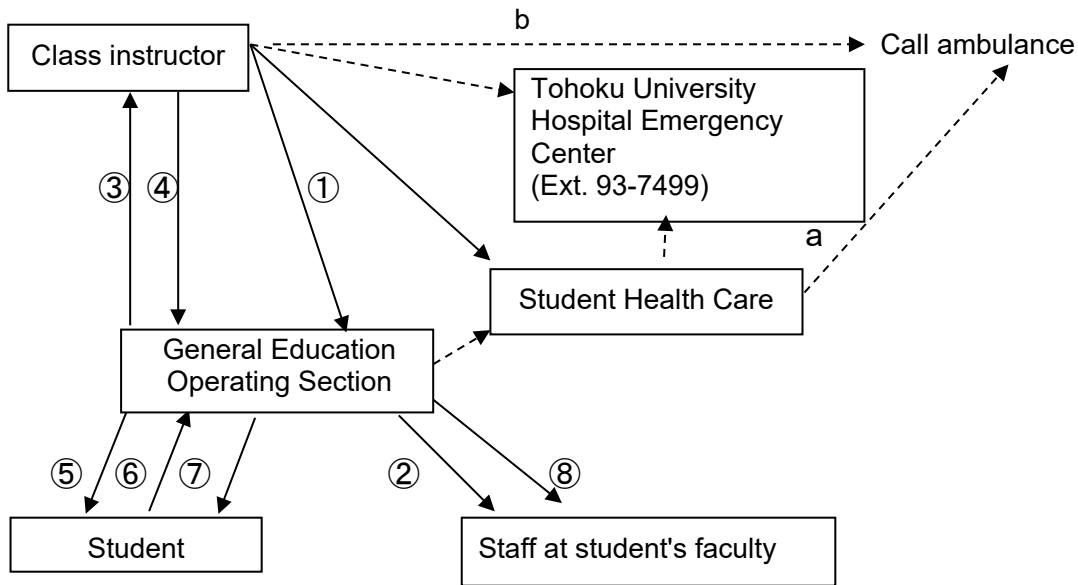
⑨ Student submits certificate application to General Education Operating Section.

⑩ General Education Operating Section issues certificate to the student.

Student submits this to hospital.  
 \*The General Education Operating Section will submit the certificate to the hospital on the student's behalf if the student is unable to come to the office due to hospitalization, etc.

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

**II. Accidents occurring in lecture rooms etc.**



① Instructor contacts General Education Operating Section and Student Health Care Center.

\* A nurse may be sent, or the instructor may accompany the student to the Student Health Care Center.

a: Student Health Care Center examines student and if necessary contacts Tohoku University Hospital Emergency Center (ext. 93-7499) to arrange for admission and request an ambulance. (General Education Operating Section staff accompany student to hospital.)  
 b: If the 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 Student Health Care Center, arrange for admission, and request an ambulance. (General Education Operating Section staff will accompany the student.) The General Education Operating Section contacts the Student Health Care Center later.

② General Education Operating Section contacts student's department.

③ General Education Operating Section asks instructor to prepare an accident report.

④ Instructor submits accident report to General Education Operating Section.

⑤ General Education Operating Section contacts student about applying for "Request for Student Research Injury Medical Care Certificate."

⑥ Student submits certificate application to General Education Operating Section.

⑦ General Education Operating Section issues certificate to the student.

Student submits this to hospital.  
 \* The General Education Operating Section will submit the certificate to the hospital on the student's behalf if the student is unable to come to the office due to hospitalization, etc.

⑧ After issuing certificate, General Education Operating Section sends report prepared by instructor to student's department.

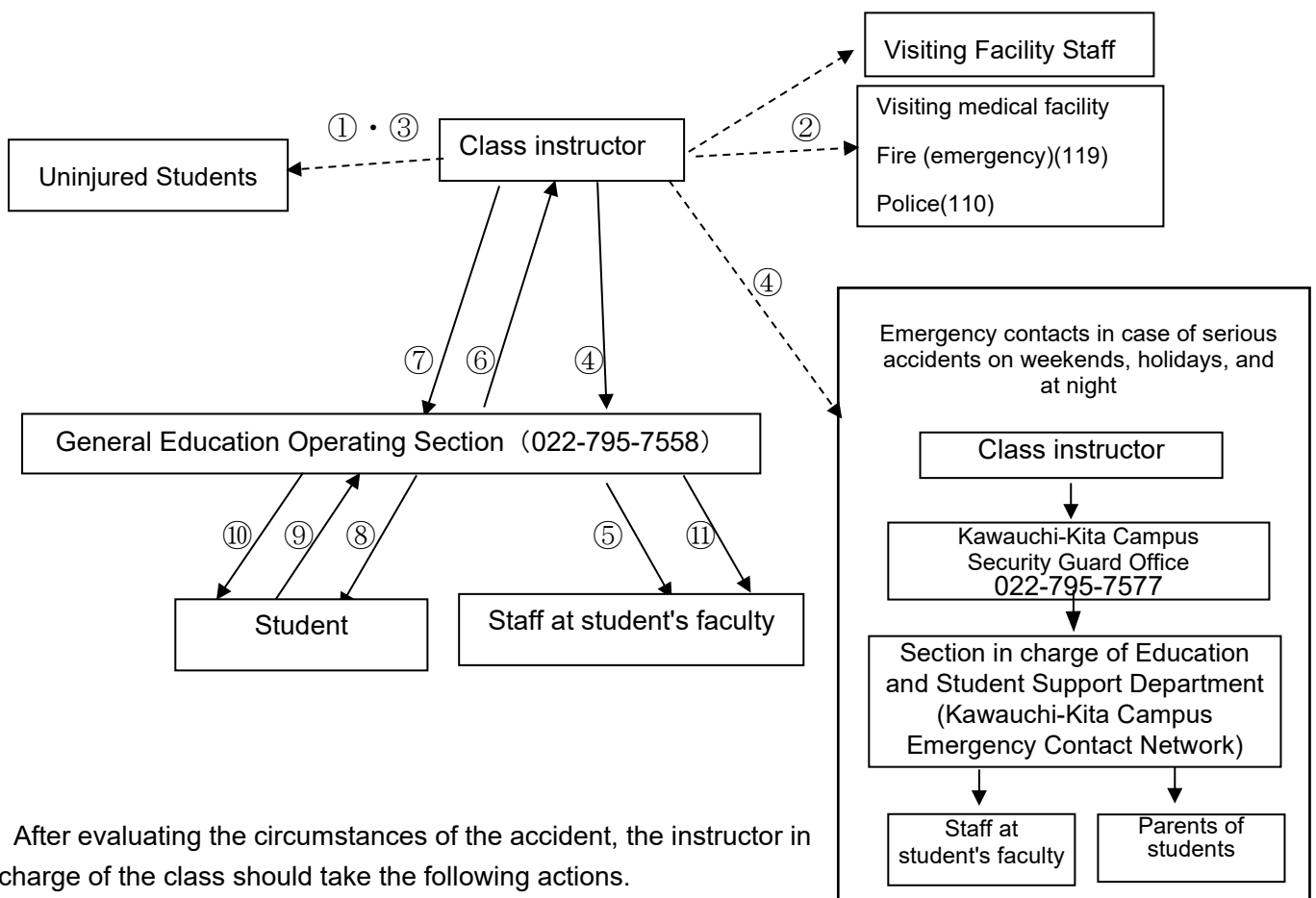
Notes

- 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.

**III. Accident occurs during off-campus fieldwork**

※Required forms must be submitted 3 weeks prior to fieldwork in order to be conducted.

※All students participating in the fieldwork must be covered by the "Personal Accident Insurance for Student Pursuing Education and Research."



After evaluating the circumstances of the accident, the instructor in charge of the class should take the following actions.

- ① The instructor will ensure the safety of the participants and confirm their safety according to the situation.
- ② Depending on the circumstances of the accident, the teacher in charge of the class will call the fire department or ambulance (119), and in the case of a traffic accident, you need to call the police (110). If your mobile phone is disconnected due to the effects of a disaster such as an earthquake, wait in a safe place until the telephone base station is restored, see if you can make a call to the local municipal office or evacuation center in the disaster area, or go to an evacuation center and use the special public telephones there. If an injured student is transported by ambulance, or if emergency transport is not necessary but medical attention is required, the student must be accompanied by the teacher in charge or an accompanying faculty member. If an accident occurs while visiting an off-campus facility, contact the person in charge of the facility, and if the place you are visiting has an accident response manual, follow the instructions.

- ③ Students who are not injured will be informed of the decision whether or not to continue the fieldwork, and if the fieldwork is canceled, they will be instructed to return home. Follow the instructions of the fire department and police, depending on the circumstances of the accident. If you are unable to return home on foot due to an earthquake or other disaster that affects your transportation, please evacuate to the nearest municipal office or evacuation center.
- ④ If the accident occurs during weekdays (8:30 a.m.-6:00 p.m.), please contact the General Education Operating Section. If the accident occurs on a Saturday, Sunday, holiday, or after business hours, contact the General Education Operating Section the next business day. However, if a serious accident occurs outside of business hours, the situation of the accident should be reported to the Kawauchi-Kita Campus Security Guard Office (022-795-7577). Upon receiving the report, the security guard will report the incident to the section in charge of the Education and Student Support Department through the Kawauchi-Kita Campus Emergency Contact List. After sharing the information within the Education and Student Support Department, we will contact the student's department and the student's parents or guardians.
- ⑤ General Education Operating Section contacts student's department.
- ⑥ General Education Operating Section asks instructor to prepare an accident report.
- ⑦ Instructor submits accident report to General Education Operating Section.
- ⑧ General Education Operating Section contacts student about applying for "Request for Student Research Injury Medical Care Certificate."
- ⑨ Student submits certificate application to General Education Operating Section.
- ⑩ General Education Operating Section issues certificate to the student.
 

Student submits this to hospital.

※The General Education Operating Section will submit the certificate to the hospital on the student's behalf if the student is unable to come to the office due to hospitalization, etc.
- ⑪ After issuing certificate, General Education Operating Section sends report prepared by instructor to student's department.

#### Notes

- When an ambulance is requested, the patient will be transported to a hospital that can accept the patient, including Tohoku University Advanced Emergency and Critical Care Center.
- If students utilize Tohoku University Hospital, the General Education Operating Section will handle about ordering medical certificate to them. However, research accidents only apply to injuries sustained during regular curricular activities, so Student Research Injury Medical Care Certificate will not be issued in case of pre-existing conditions or illnesses.
- A flexible and comprehensive response is urgently needed while accidents occur during fieldwork than the accidents on campus. Class instructors should confirm in advance with other accompanying instructors, TAs, participating students, etc., mutual contact information and emergency procedures in preparation for an accident.
- In the event of an accident, please divide the task of handling the situation as much as possible, e.g. person in charge, person to report, first-aider, person to take notes. Depending on the situation, call for help from the surroundings.

## 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:

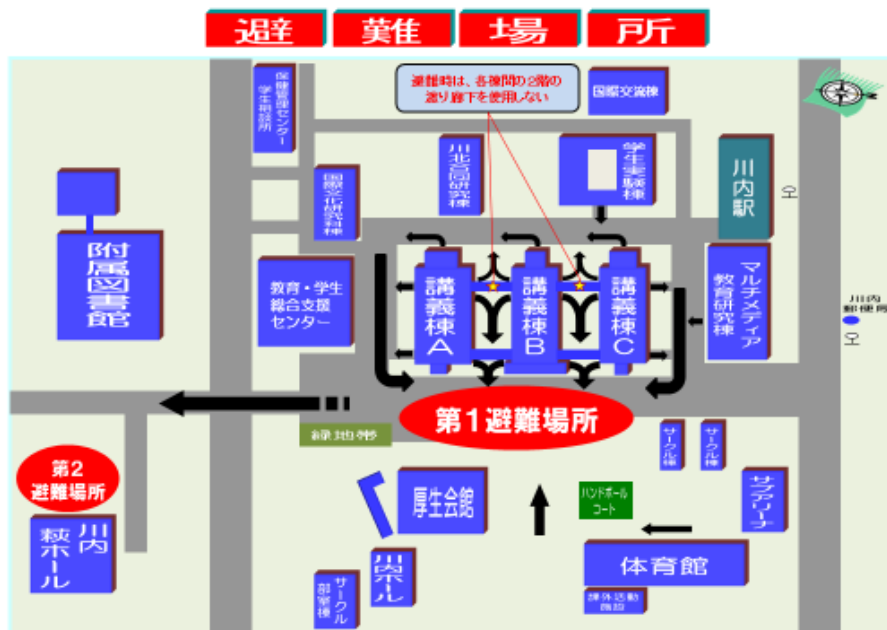
- If a large earthquake occurs, take shelter under a desk, or protect your head with a bag, book, etc. Stay where you are until the shaking stops.

- 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 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 group leader (supervisor) will be at Evacuation Site 1 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:**

Instructions on what to do have been published on the Cabinet Secretariat Civil Protection Portal Site and also on the Tohoku University General Education Homepage (see below for URLs). Please read and follow the instructions.

- ① Cabinet Secretariat Civil Protection Portal Site: <http://www.kokuminhogo.go.jp/>
- ② Responding during General Education Classes to J-Alert Emergency Broadcasts due to Ballistic Missile Launch (General Education website)  
[http://www2.he.tohoku.ac.jp/zengaku/zengaku\\_info\\_k.html](http://www2.he.tohoku.ac.jp/zengaku/zengaku_info_k.html)



## 7. その他 Other

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

※今後BCPレベル2以上となった場合は、教室出入口付近に掲示する教室内机配置図を参考に座席間隔を空けてご利用ください。

講義棟	教室	定員(人)	BCP2以上の場合(目安)	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	49	RGB/HDMI	○	○	16:10	1	1		○	
	A104	49	49	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	49	RGB/HDMI	○	○	16:10	1	1		○	
	A204	30	30	RGB/HDMI	○	○	16:10	1	1		○	グループ学習室
	A205	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	A301	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	A302	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	A303	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	A304	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	A305	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	A306	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	A307	112	112	RGB/HDMI	○	○	16:10	2	1		○	
	A401	112	112	RGB/HDMI	○	○	16:10	2	1		○	
	A402	49	49	RGB/HDMI	○	○	16:10	1	1		○	ホワイトボード
	A403	49	49	RGB/HDMI	○	○	16:10	1	1		○	ホワイトボード
	A404	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	A405	49	49	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)。

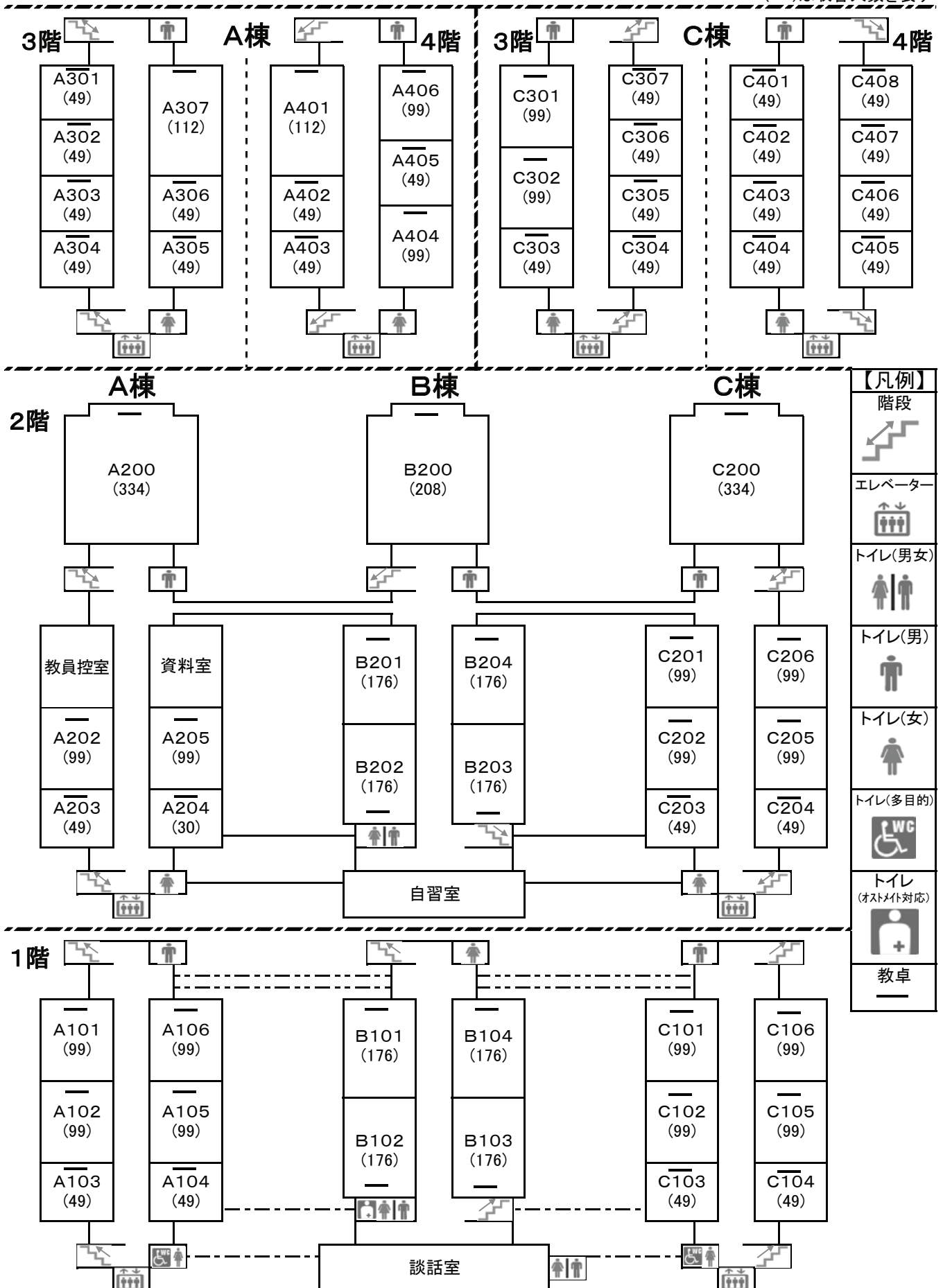
BD(ブルーレイディスク)プレイヤーではBDの他、DVD・CDも再生可能です。

講義棟	教室	定員(人)	BCP2以上の場合(目安)	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			
C棟	C101	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	C102	99	66	RGB/HDMI	○	○	16:10	2	1		○	
	C103	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	C104	49	49	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	49	RGB/HDMI	○	○	16:10	1	1		○	
	C204	49	49	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	49	RGB/HDMI	○	○	16:10	1	1		○	
	C304	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	C305	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	C306	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	C307	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	C401	49	49	RGB/HDMI	○	○	16:10	1	1	1	○	
	C402	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	C403	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	C404	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	C405	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	C406	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	C407	49	49	RGB/HDMI	○	○	16:10	1	1		○	
	C408	49	49	RGB/HDMI	○	○	16:10	1	1		○	
マルチメディア教育研究棟	M101	38	19	※教室定員・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	※教室定員・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	※教室定員・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	72	72	RGB/HDMI	○	○	16:10	2	2	1	ブラインド	ホワイトボード
	M203	72	72	RGB/HDMI	○	○	16:10	1	1	1	ブラインド	ホワイトボード
	M204	72	72	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	

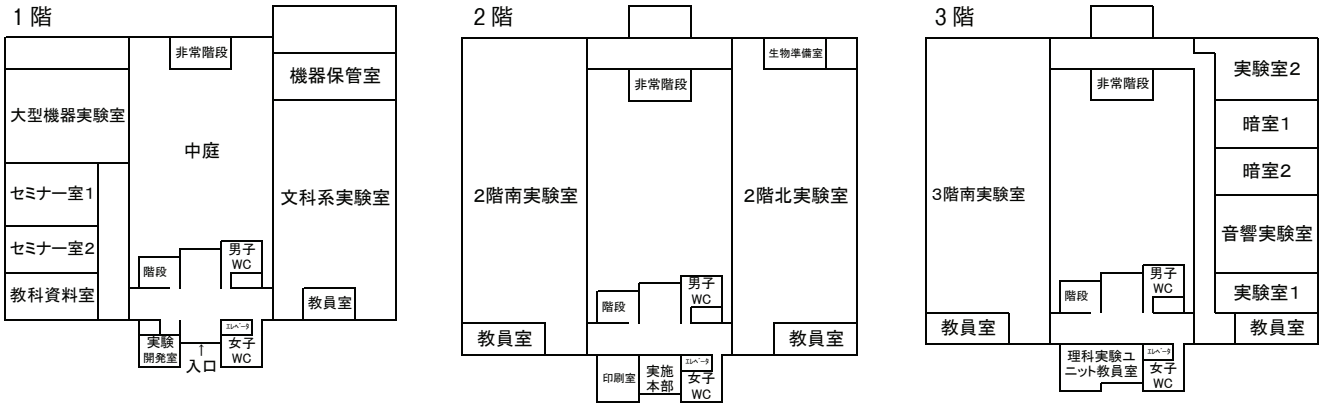
## 7.2 建物等配置図 Building Layout

### 講義棟(A棟、B棟、C棟) Lecture Rooms

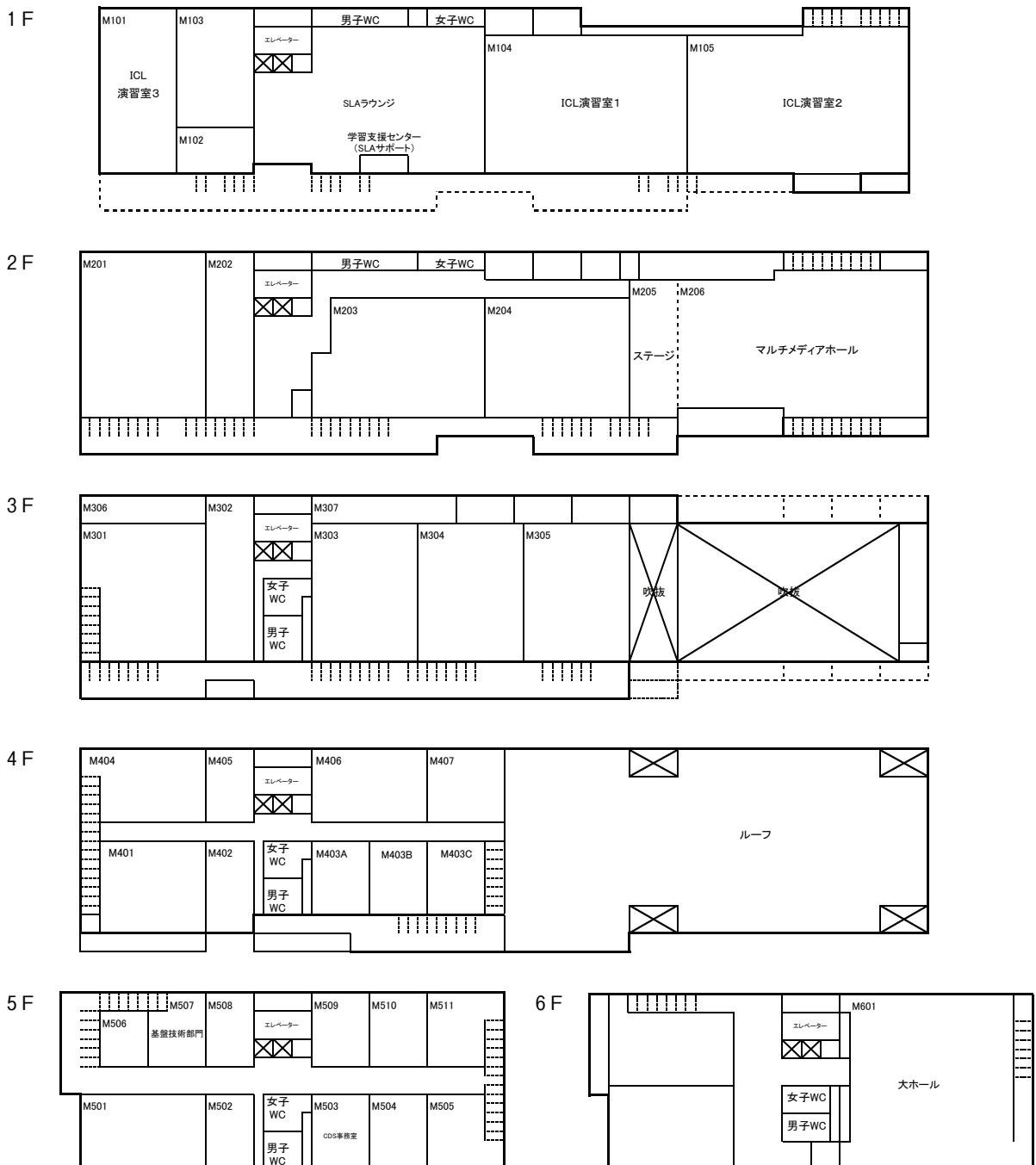
( )は収容人数を表す



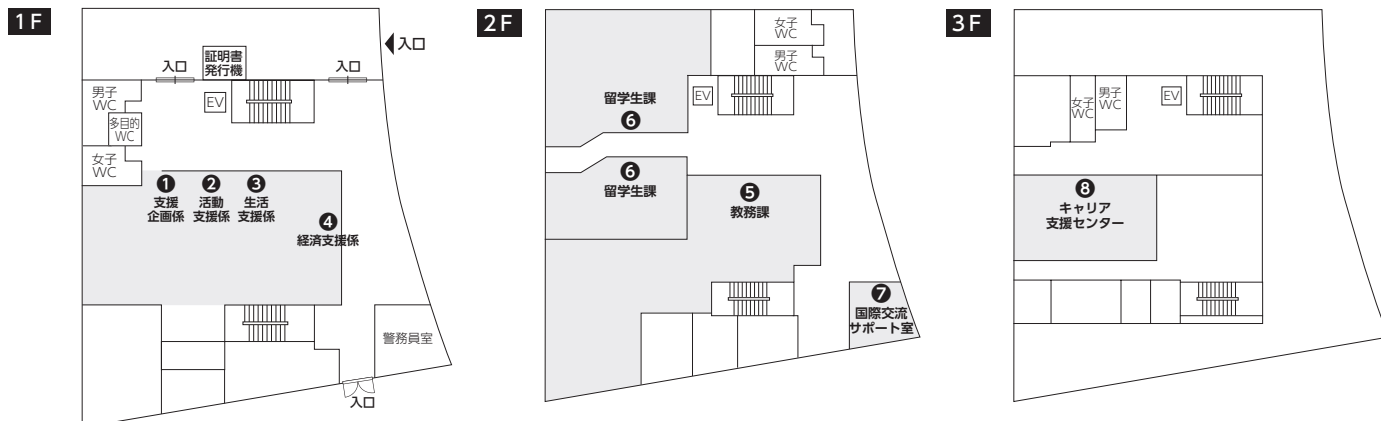
## 学生実験棟 Student Laboratories



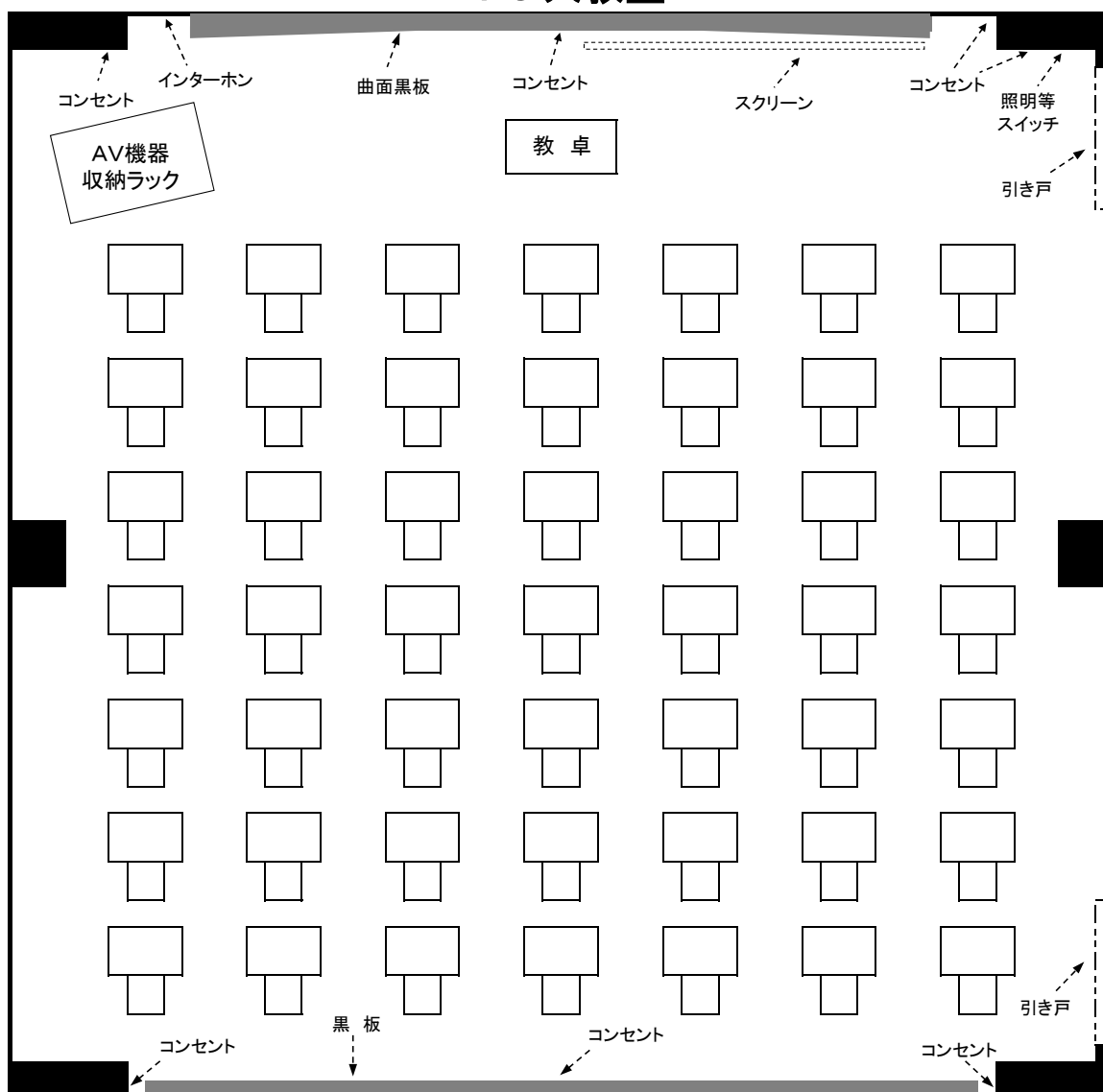
## マルチメディア教育研究棟 Multimedia Education and Research Complex



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



## 49人教室



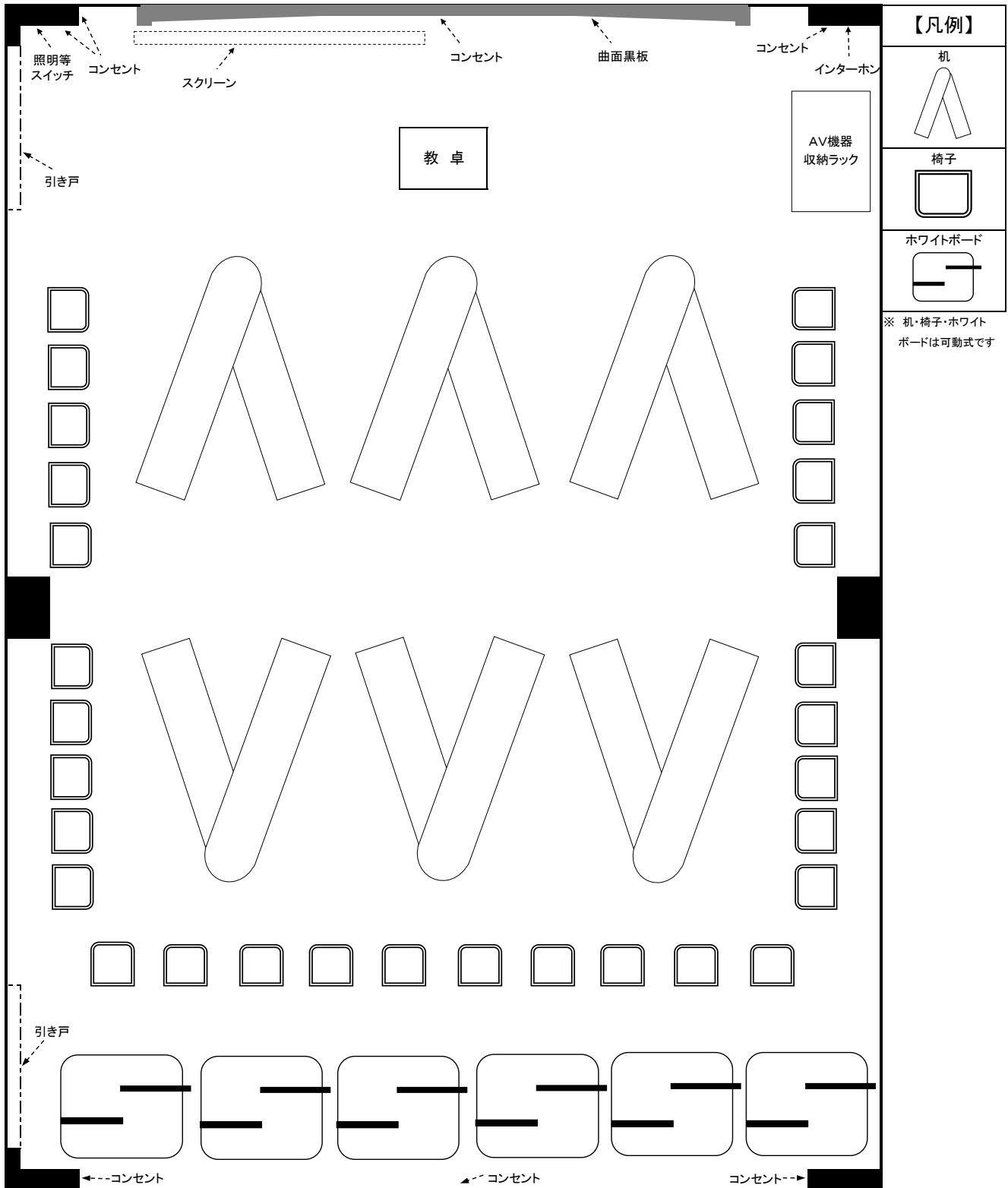
(該当教室) : 斜体の教室は左右反転のレイアウトになります。

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

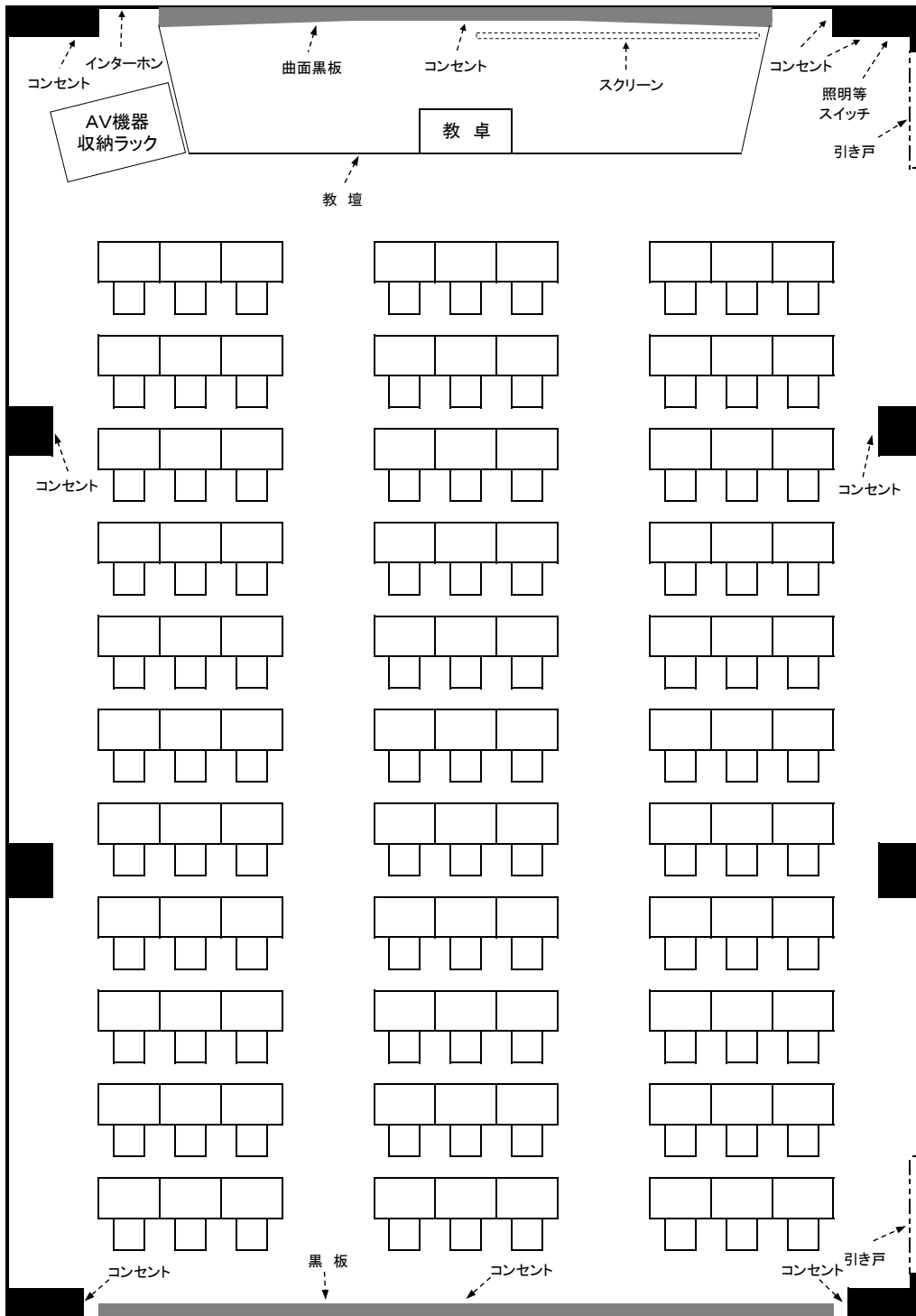
A402・A403・A405・C103・C104・C203・C204・C303・C304・C305

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)



# 99人教室



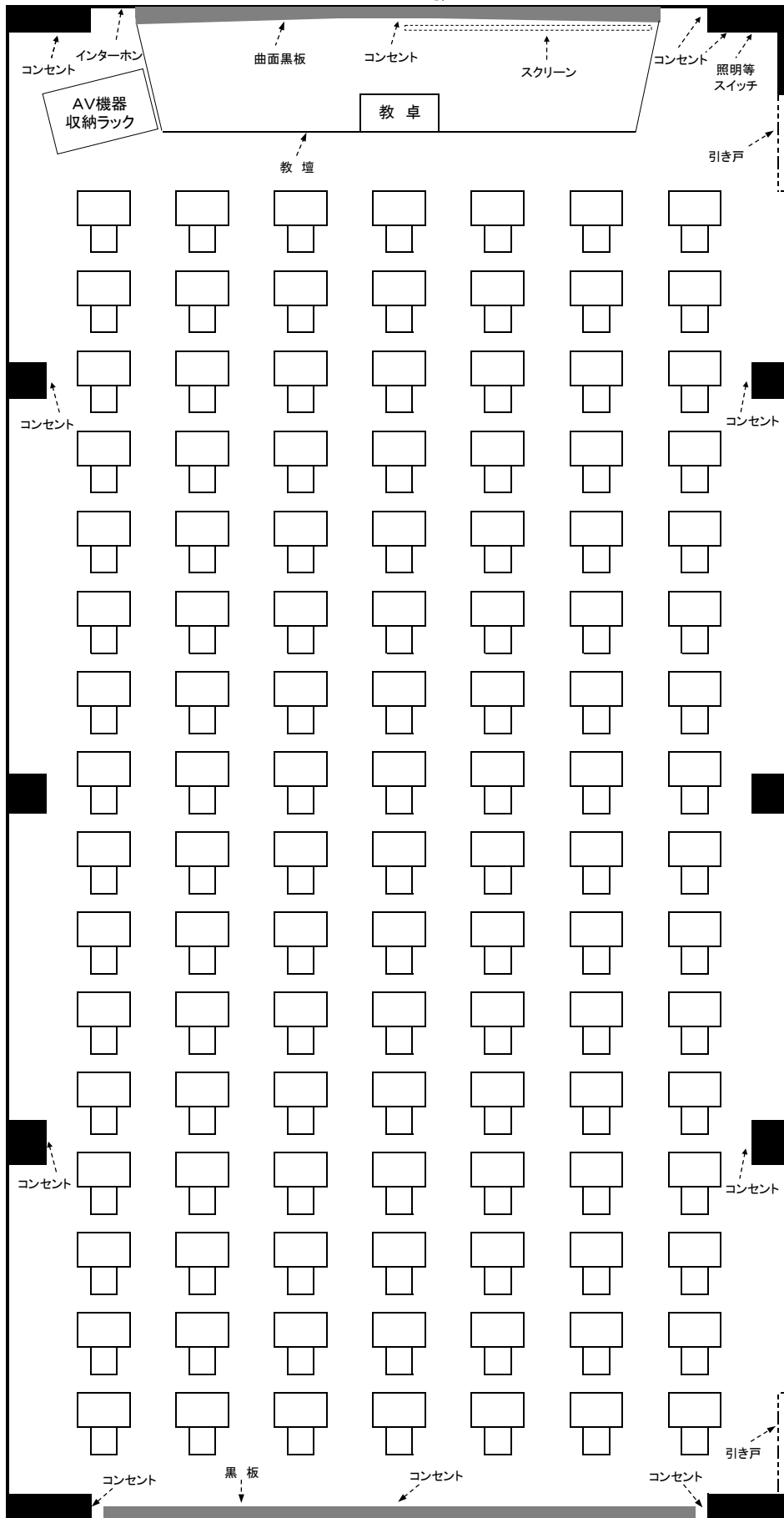
(該当教室) : 斜体の教室は左右反転のレイアウトになります。

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

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

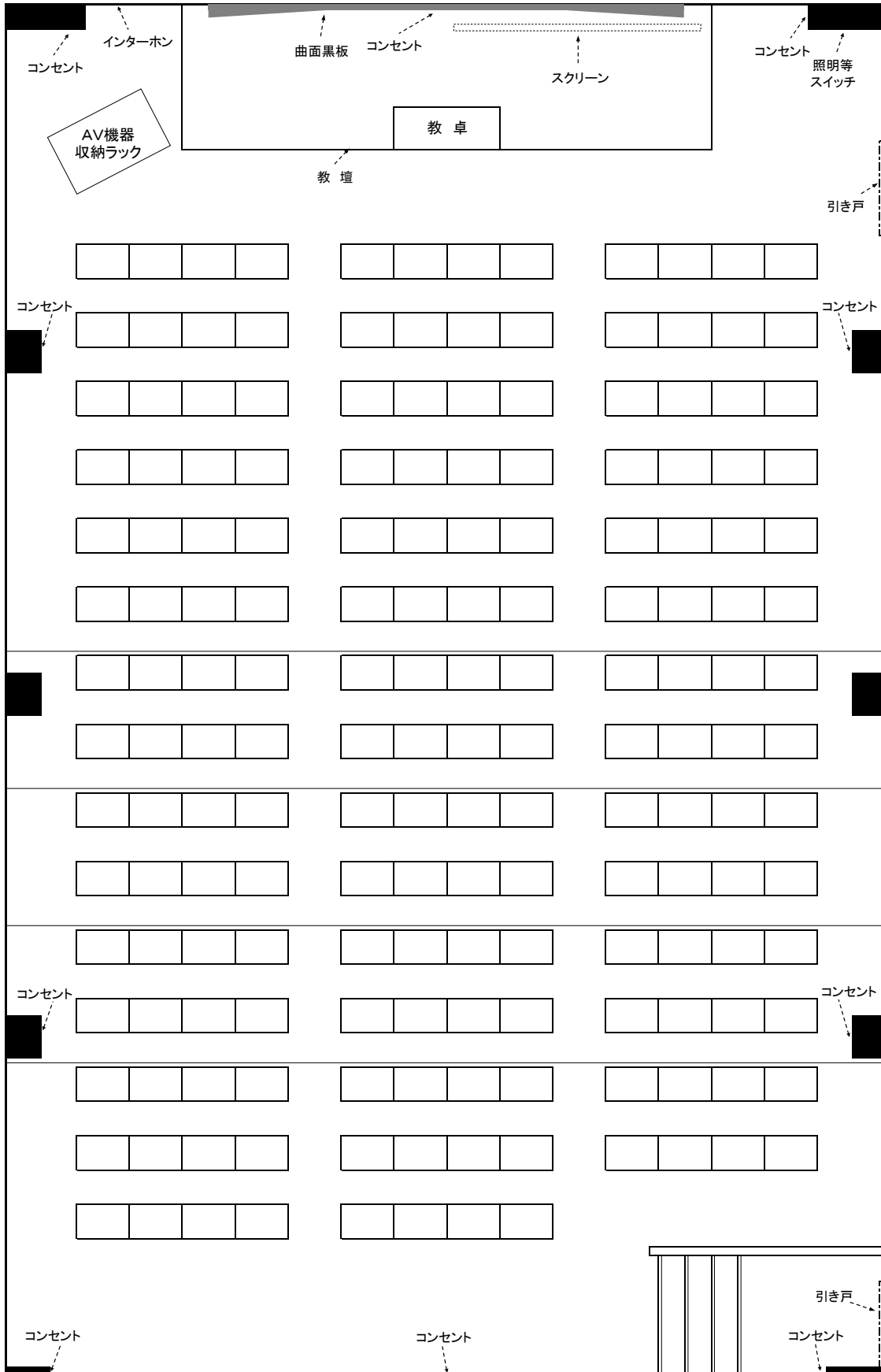


# 112人教室



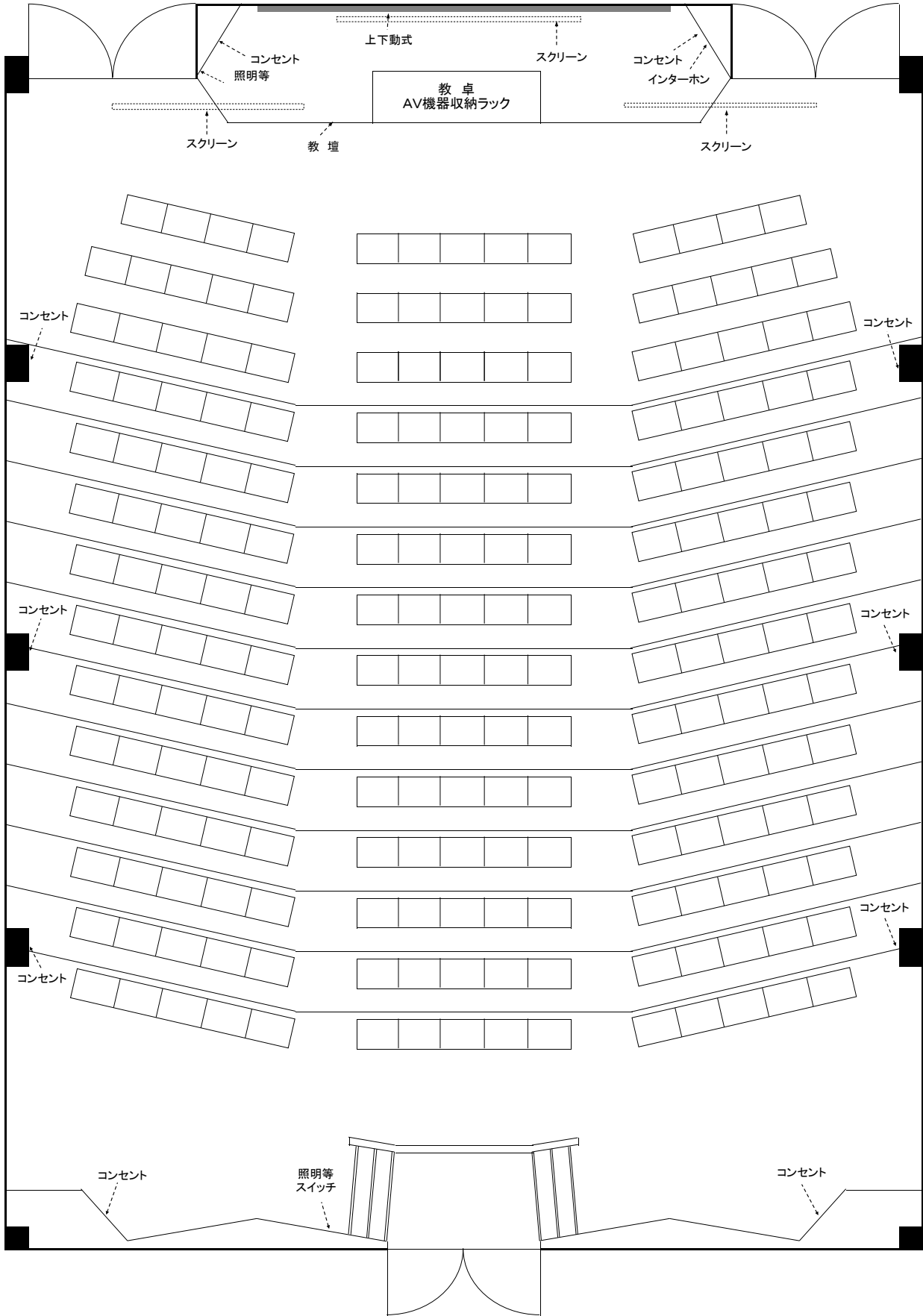
(該当教室): 斜体の教室は左右反転のレイアウトになります。  
A307・A401

# 176人教室

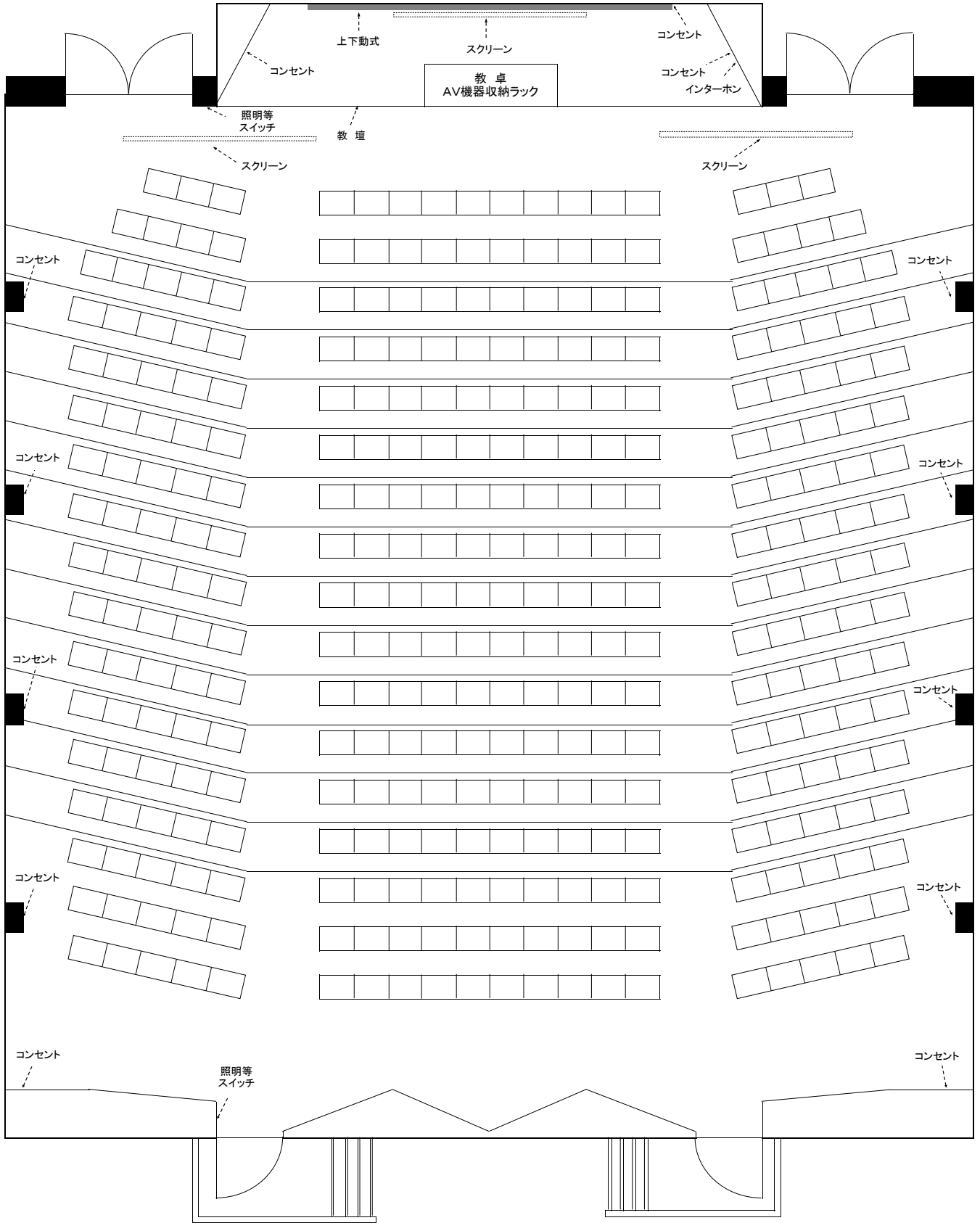


(該当教室): 斜体の教室は左右反転のレイアウトになります。  
 B101・B102・B103・B104・B201・B202・B203・B204

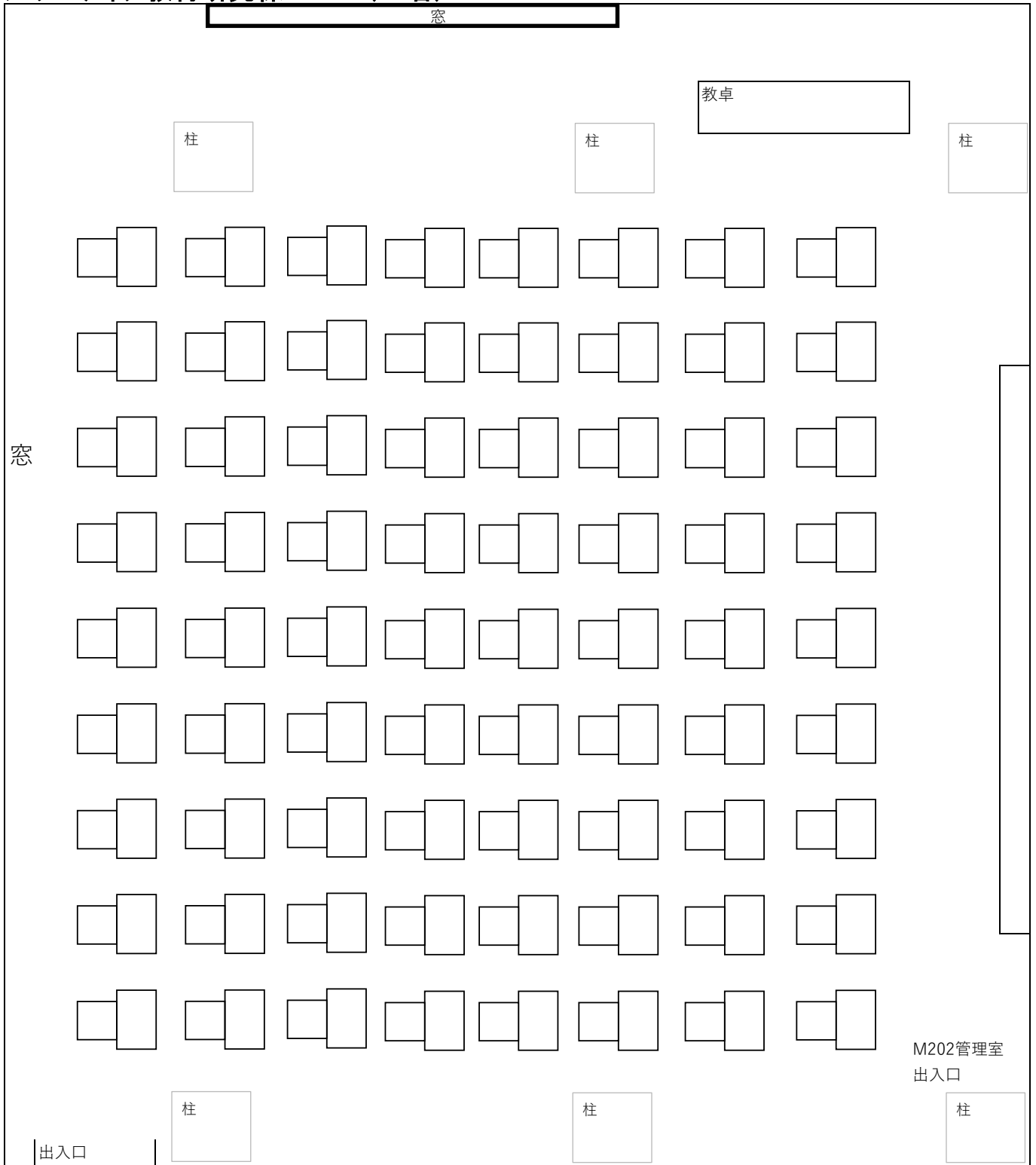
# 208人教室(B200)



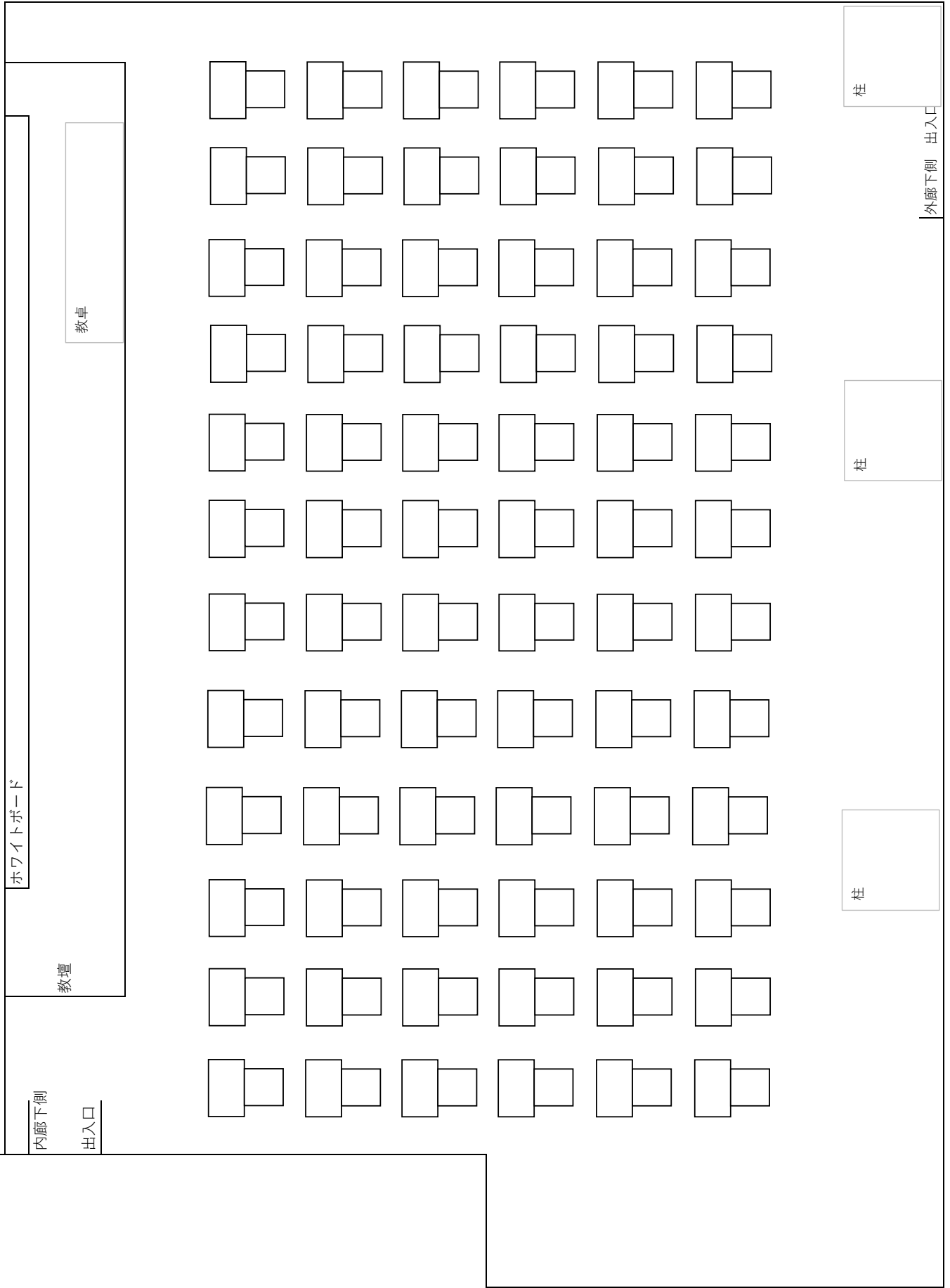
# 334人教室(A200-C200)



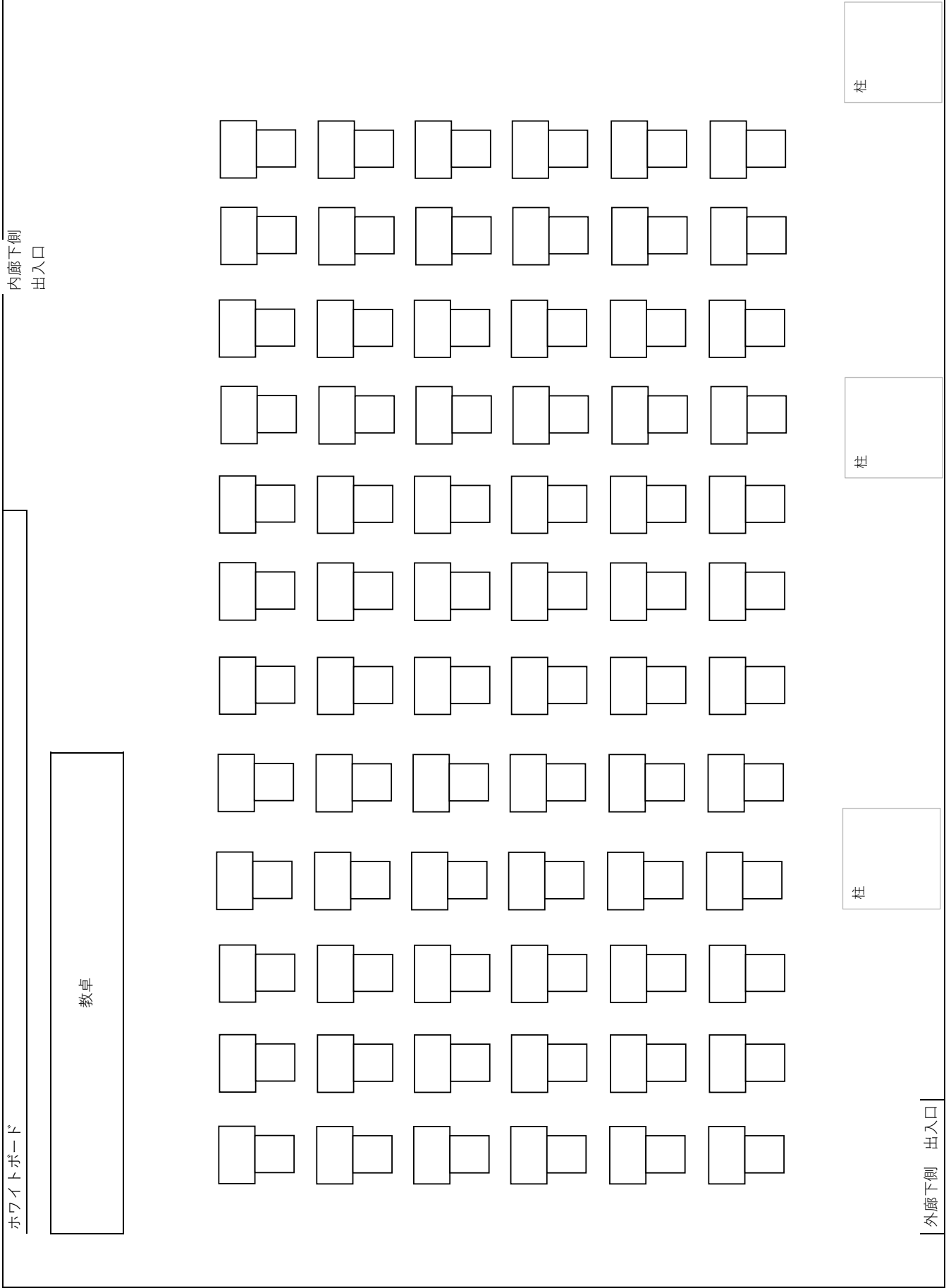
マルチメディア教育研究棟 M201(72名)



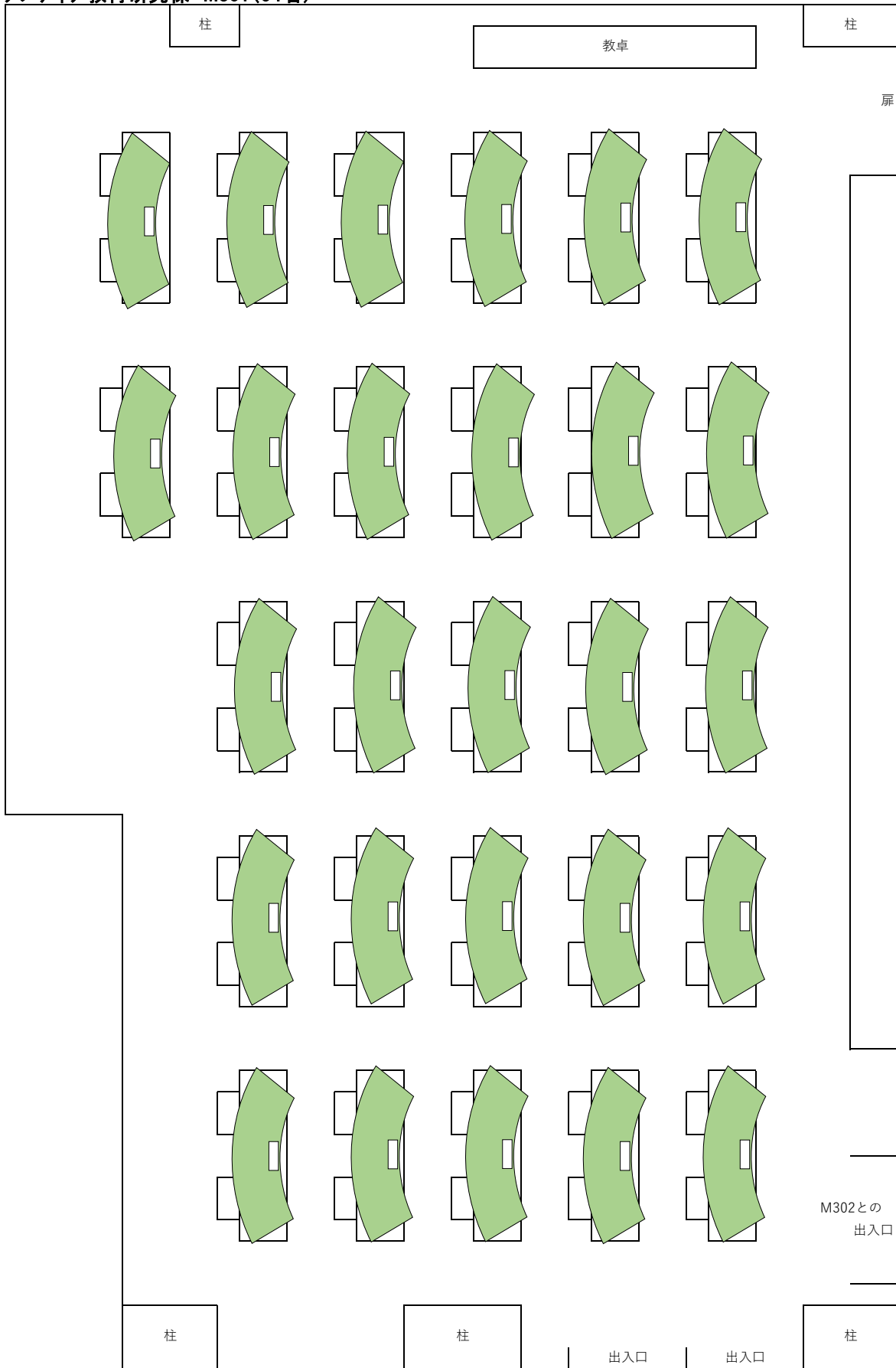
マルチメディア教育研究棟 M203(72名)



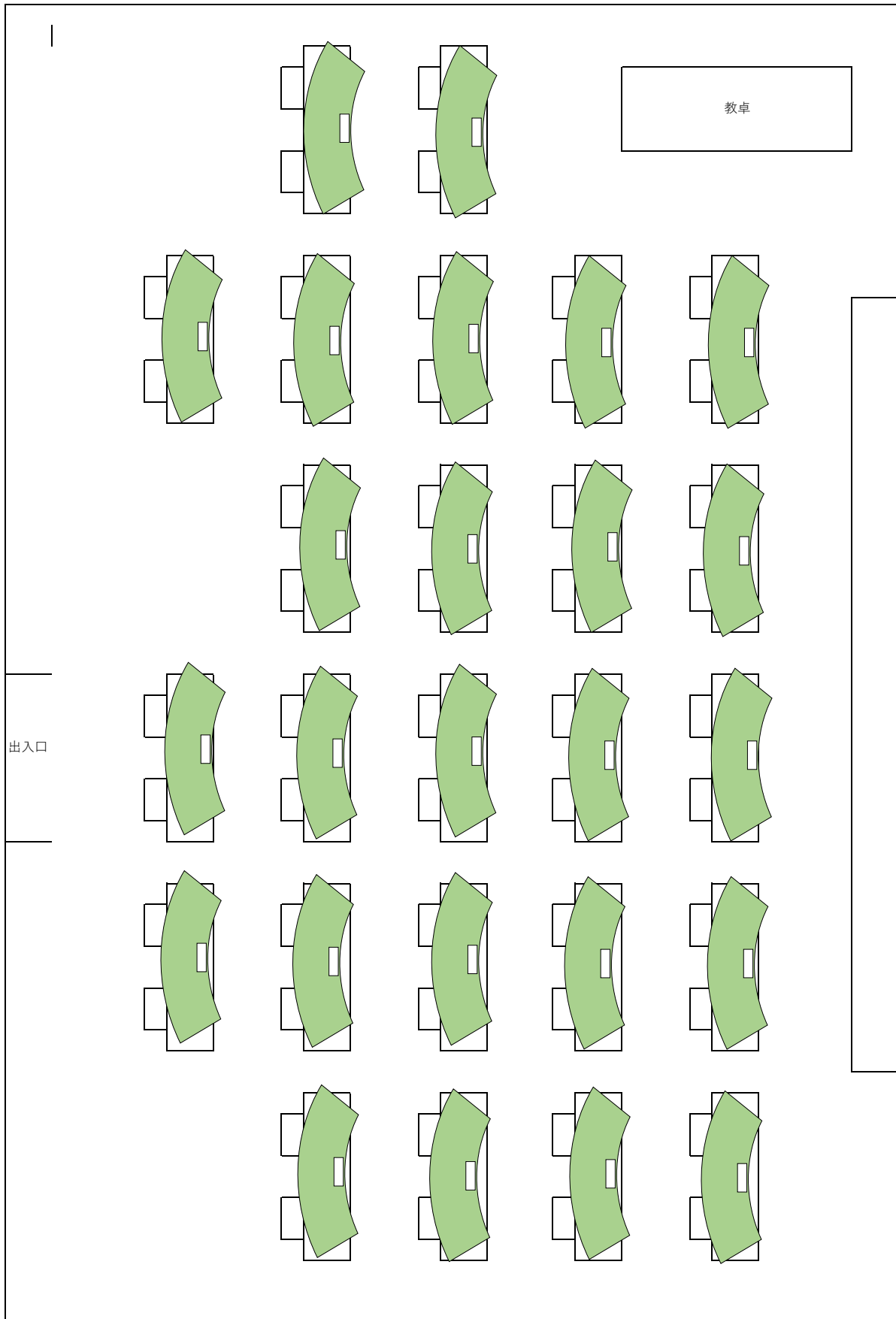
マルチメディア教育研究棟 M204(72名)

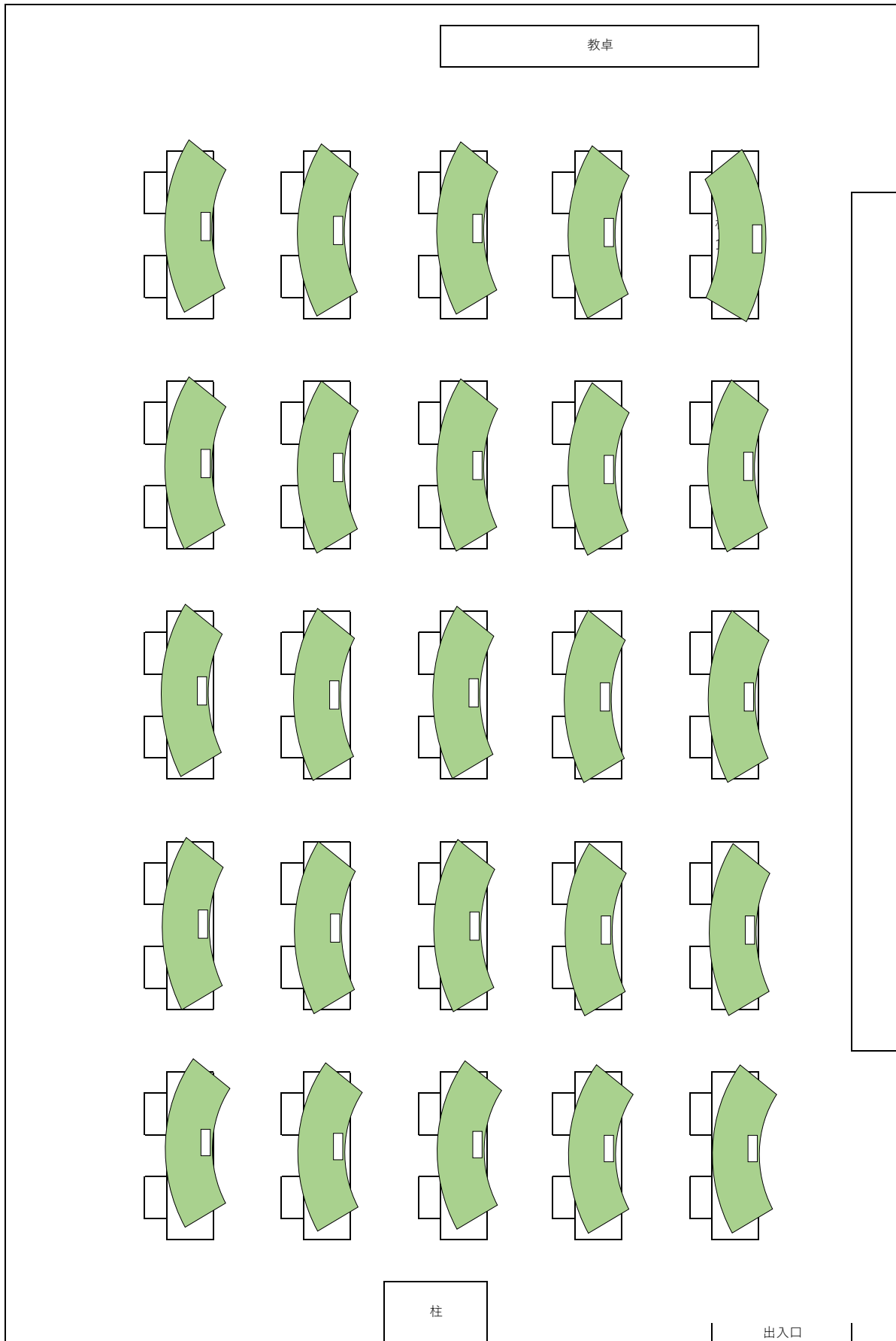


マルチメディア教育研究棟 M301(54名)

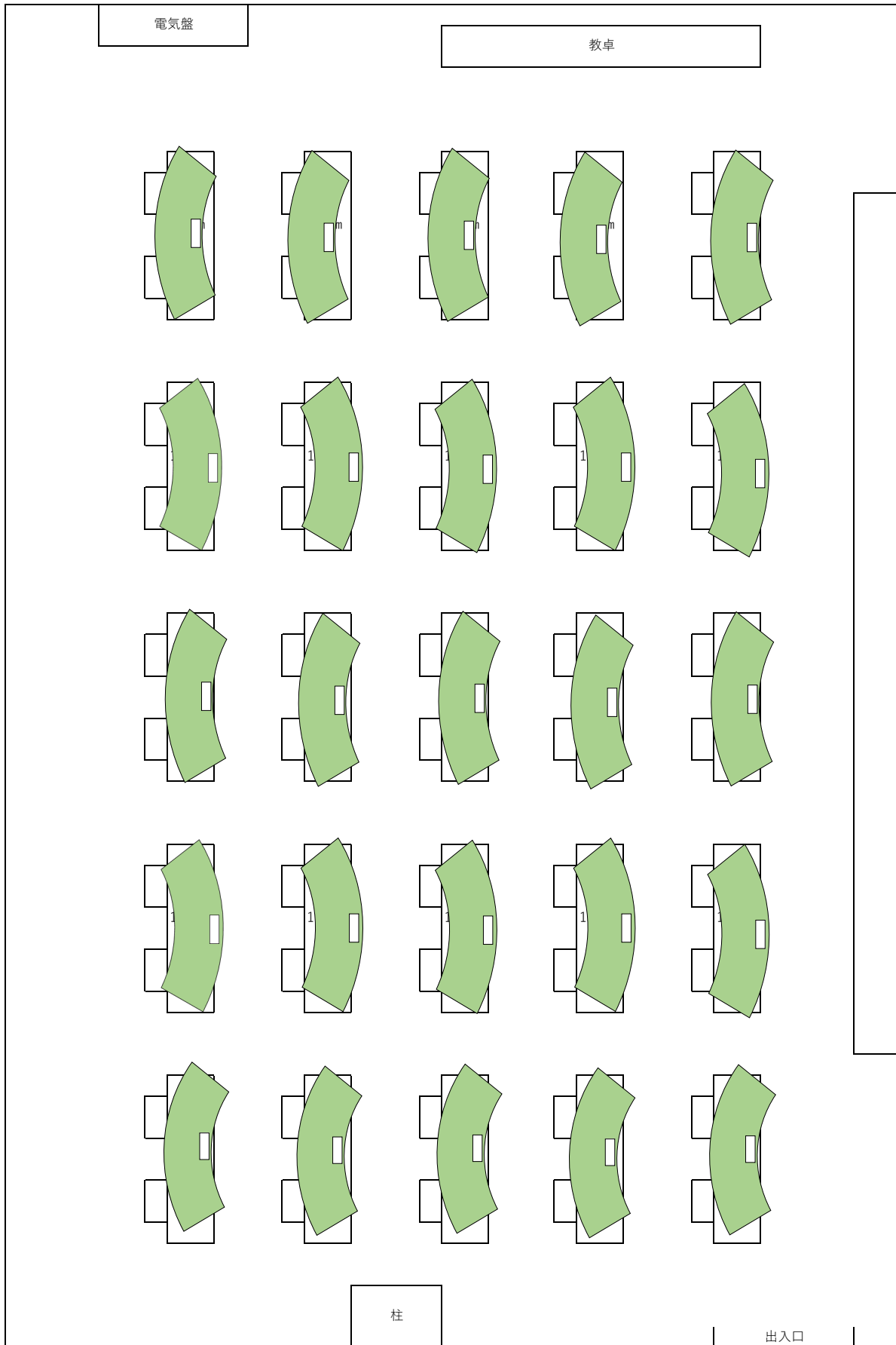




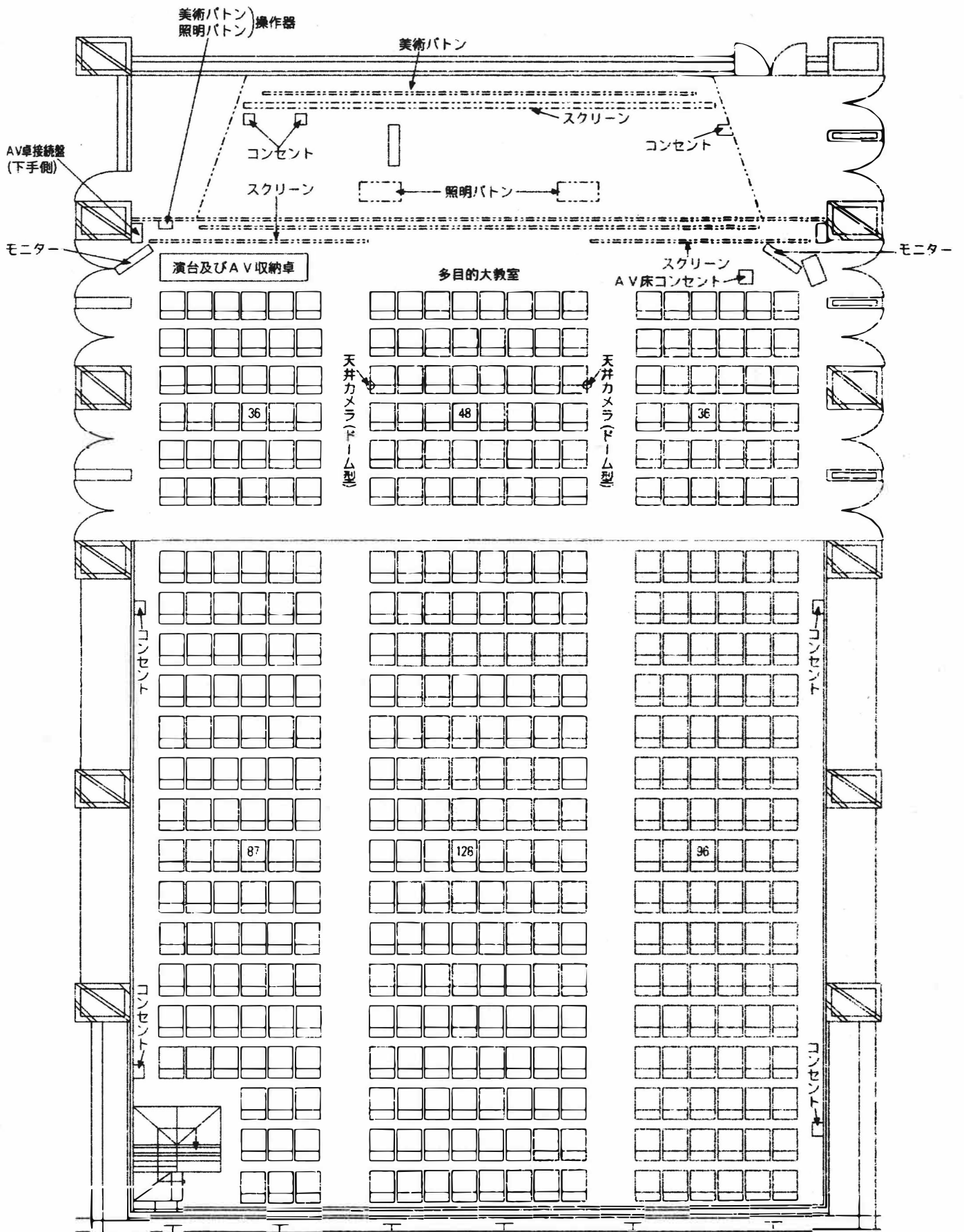




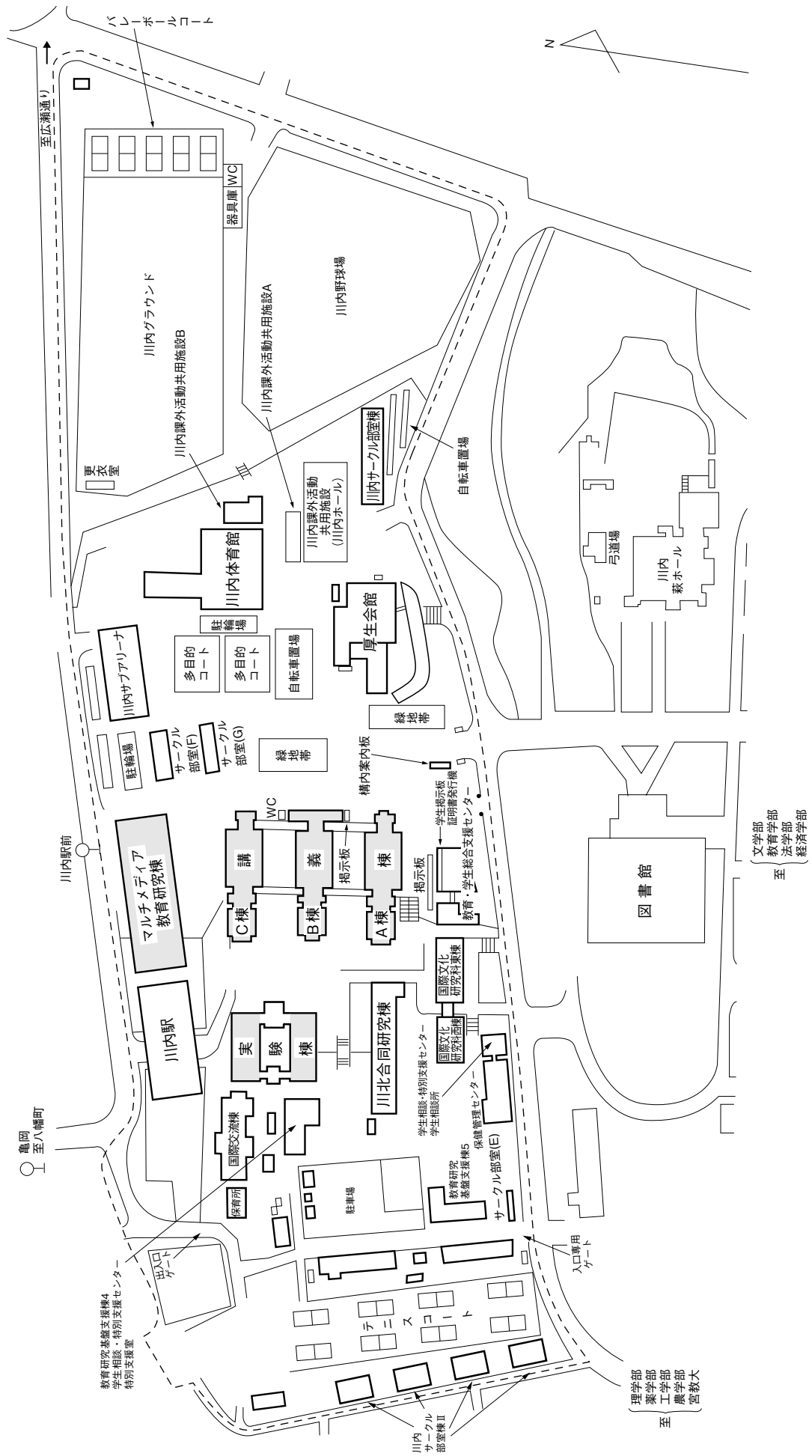
マルチメディア教育研究棟 M305(50名)



# 431人教室 (M206)



# 7. 3 川内北キャンパス全体図 Kawauchi Kita Campus Map



## 8. Sample TAs etc. time - sheet

**SAMPLE**

### General Education TAs etc. Time-sheet

I confirm that the hours worked were as follows.

Date of confirmation by Instructor : **4/25**

Class Name **Psychology** Instructor **△△ △△**

Date of confirmation by TAs etc. : **4/25**

Student ID No. **C2LM1234** TAs etc. Name **○○ ○○**

Date Worked (day of week)	Hours Worked	Comments
<b>4/1 (Fri)</b>	<b>10:30 ~ 11:30</b> <b>1:00</b>	
<b>4/2 (Sat)</b>	<b>10:00 ~ 12:00</b> <b>2:00</b>	
	~	
<p><b>Note : Please enter the hours you actually worked.</b></p> <p><b>Please notify TAs etc. and allocate work accordingly.</b></p>		
	~	
	~	
	~	
	~	
	~	
	~	
	~	
	~	
	~	
<b>Total</b>		<b>3:00</b>

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

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

**Tohoku University**  
**Education and Student Support Department**  
**Educational Affairs Division**  
**General Education Operating Section**  
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**41 Kawauchi, Aoba-ku, Sendai, Miyagi 980-8576**  
**Phone : 022-795-7558**  
**E-mail : [kyom-j@grp.tohoku.ac.jp](mailto:kyom-j@grp.tohoku.ac.jp)**