

TA/SA Management Guidelines

at Keio University Shonan-Fujisawa Campus (Revised)

Revised on October 16, 2019

The TA and SA systems were created based on Yukichi Fukuzawa's idea that, “A person who learns a day ahead is the master,” with the purpose to bring students together with faculty members and have them provide other students with academic guidance.

- (1) TAs (teaching assistants) are graduate students, and SAs (student assistants) are undergraduate students, who assist faculty members with their seminar and lecture courses at the Keio University's Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance (hereafter written as SFC).
- (2) TAs and SAs collaborate with faculty members to realize SFC's concept for a digital campus.
- (3) TAs and SAs assist faculty members in carrying out courses smoothly by updating online course information, creating class materials, assisting students during experiments and exercises, providing them with advice, and by sorting reports. TAs may also need to help the proctor during final examinations. The exam assistance wages will be paid, for which an application is required.
- (4) A faculty member who hires a TA or SA must take responsibility to 1) register the student in person, 2) oversee the work they engage in, and 3) ensure their appropriate employment under the guidelines.
- (5) In principle, a TA should be a student who is enrolled at the Keio University, Graduate School of Media and Governance, or Graduate School of Health Management.
- (6) In principle, an SA should be a student in the Faculty of Policy Management, Faculty of Environment and Information Studies, or Faculty of Nursing and Medical Care at Keio University, who has been enrolled for more than two semesters. SAs should have already finished the course they will be assisting with, preferably with an outstanding grade.

- (7) The working hours of TA/SAs should amount to no more than four class slots in the same period (360 minutes per week). A course held 14 times amounts to 1440 minutes (90 minutes per class times 14 plus 180 minutes of time outside of class). This number is halved for courses with seven times.
- (8) TA/SAs may not be involved in evaluating students' grades. However, TAs may have slight involvement with grading undergraduate courses under the guidance of the faculty member in charge.
- (9) Faculty members who offer a seminar, regardless of how many, are allowed to request only one TA or SA (Laboratory TA/SA). The working hours of the Laboratory TA/SA are not included in the four class slots stated in (7), but they may only be in charge of one laboratory.
- (10) If a faculty member teaching a course needs a TA/SA, they must register on the website stating the reason along with the number of TA/SAs required. The conditions to request a TA/SA are if a faculty member is 1) expecting the number of students to reach more than 300, 2) planning to hold a practical training, 3) expecting heavy course preparation, 4) planning to use special equipment and facilities, 5) other.
- (11) Faculty members offering distance learning courses may employ a Distance TA/SA to assist them with setting up and operating the equipment to conduct the course remotely. If the faculty member is able to hire a regular TA/SA, they will not be able to hire a Distance TA/SA. Distance TA/SAs may be students who are enrolled in the course, but may not engage in activities related to the course contents or grades. Their working hours do not count toward the four class slots mentioned in (7). In principle, Distance TA/SAs must be students enrolled at SFC.
- (12) TA and SAs are paid in accordance with the finance regulations at Keio SFC. Their allowances are shown on the chart below. However, if no students register for the course, the pay will be reduced by half. For seven-week long courses, the full amount will be paid.
 - 1.) TA
TAs are paid at the end of each semester in Spring and Fall depending on their hours. Transportation fees will not be provided. However, those not in the Graduate School of Media and the Graduate School of Health Management will be provided a transportation fee covering up to an equivalent of 120 kilometers on the main JR lines excluding the student commuter pass route.

2.) SA

SAs are paid at the end of each semester in Spring and Fall depending on their hours.
Transportation fees will not be provided.

3.) Laboratory TA/SA

Allowances are written on the chart below, regardless of the number of seminars held.
Transportation fees will not be provided.

4.) Distance TA/SA

In principle, Distance TA/SAs spend around 20 minutes before and after the course to manage equipment. They receive one fourth the payment of a regular TA/SA.
Transportation fees will not be provided.

Chart

	1440 minutes	720 minutes	Laboratory TA/SA	Distance TA/SA
TA	28,800 円	14,400 円	28,800 円	7,200 円
SA	25,200 円	12,600 円	25,200 円	6,300 円