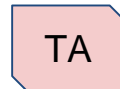


# University Guide for New Faculty Staff and TA

FD Committee, Sophia University

Relevant slides are  
marked with:



# Contents

---

1. Information Sources
2. ICT Environment
3. Registration of Syllabus
4. Course Materials  
Preparation
5. Conducting Classes
6. Grades Registration
7. TA's Work
8. Emergency  
Response
9. Personal  
Information  
Protection
10. Others

# 1. Information Sources

F

TA

- Bulletin of Information
  - Requirements for graduation/completion are described. Required for advising students.
- Academic Affairs Handbook
  - Classes, courses, grades, classrooms, school register, etc.
- Web
  - Loyola (details in later slides)
  - Sophia Office 365 Portal

For the reduction of paper usage, notices will be posted on the Sophia Bulletin Board



\*The color of the cover differs by year

## 2. ICT Environment

F

- How to Connect your PC
  - Bldg. 2&7: Fixed IP address, Others: DHCP
- E-mail Address
  - E-mail address is given to faculty
  - Available on University Office365 Outlook (Web)
- MS Office Applications, Anti-virus soft
  - Downloadable from University Office365 Portal
- Application/inquiry: Information System Office (3F, Bldg. 2)

# Information System Office Website















F

TA



ccweb.cc.sophia.ac.jp/en/

## ICT OFFICE

-  Passwords / Email address 
-  Office365 Teachers Login 
-  Office365 Students Login 
-  Moodle 
-  VPN 
-  Mailing List 
-  Open Course Ware 





Office 365 Portal

Moodle







VPN Connection  
(Off-campus Access)

Registration of  
Syllabus and Grades

## COM/CALL Info

-  Opening Hours 
-  COM/CALL Info 

## OTHERS

-  LOYOLA 
-  Library Database Search 
-  Sophia University 

# Sophia Office 365 Portal

F

TA



SharePoint Office365

学校法人 上智学院 SOPHIA SCHOOL CORPORATION Sophia Office365 Portal

☆ フォローしていません 共有

発行日 2020/2/22

このサイトを検索 メールで送信

Portal Top  
ソフィア掲示板  
申請・マニュアルDB  
Sophiamail  
Calendar  
Teams  
Office365 Rules&Ma...

Sophia Office 365 Portal  
発行日時: 2020/2/22

日本、新宿区  
13°C 晴れ 18°/8° MSN 天気

0365 Rules & Manuals



Bulletin Board



Email

# 3. Registration of Syllabus

---

- Revision of course titles, etc.: Around Sept. to Oct., through Curriculum Committee.
- Syllabus registration: Jan. to Feb., through [Loyola](#)
  - Syllabus cannot be changed after the release (March End).
- Importance of syllabus
  - Equivalent to contract between faculty and students.
    - Particularly grading criteria and percentage.
  - Presenting outline is mandated by Standards for Establishment of Universities (Article 25-2).

# Contents of Syllabus

F

TA

- Course outline
- Course aims and objectives
- Studying outside of class (prep., review, etc.)
- Course availability to students of other departments
- Grading criteria and weight
- Textbooks, reference books, required foreign languages
- Course schedule
  - Contents of each class. When the same titles are used, subtitles are required.
- TA must read the syllabus before class.



# Loyola Screen



The screenshot displays the Loyola campus web portal. At the top, there is a navigation bar with the 'LOYOLA' logo and various utility icons such as 'Smartphone page', 'About 60 minutes', 'Portal setup', 'Password', and 'Logout'. Below this is a main menu with icons for 'HOME', 'Student information carte', 'Curriculum / Course registration', 'Grades', 'Final exam', 'Bulletin board / Cancel & Make Up Class', 'Report', 'Schedule', 'Questionnaires / Application', 'Career Center', 'Download Center', and 'Others'. A secondary navigation bar contains 'Notice', 'Notice (Teacher)', and 'LoyolaHandbook (for students)'. The main content area is divided into several sections: 'Information' with a notice about the 2020 academic year evaluation and category change; 'Notice' with a notice about the distribution of information booklets; 'Information of Course registration' with a notice about fulfilling language requirements; 'Curriculum Information' with a notice about the 2020 course schedule; 'Syllabus inquiry' with a 'Print' button and a course description for 'WELLNESS, THE BODY AND CULTURE'; 'What's New' with a 'Questionnaire to answer' link; and 'My Schedule' with a calendar for March 2020.

**LOYOLA**

Smartphone page About 60 minutes Portal setup Password Logout

HOME Student information carte Curriculum / Course registration Grades Final exam Bulletin board / Cancel & Make Up Class Report Schedule Questionnaires / Application Career Center Download Center Others

Notice Notice (Teacher) LoyolaHandbook (for students) LoyolaHandbook

**LOYOLA**

Smartphone page About 59 minutes Portal setup Password Logout

HOME Student information carte Curriculum / Course registration Grades Final exam Bulletin board / Cancel & Make Up Class Report Schedule Questionnaires / Application Career Center Download Center Others

Information of Course registration Curriculum Information Course registration Course Schedule Registration for fulfilling language requirements Class List syllabus registration Syllabus inquiry シラバス管理

**Information**

<自己判定可能期間 / SELF-EVALUATION, CATEGORY CHANGE PERIOD (※FLA student only)>  
2019年度 自己判定カレンダー  
2019 SELF-EVALUATION / CATEGORY CHANGE PERIOD  
<成績公開 / Grades available>  
2019年度 成績公開期間  
2019 Grades available

**Notice**

お知らせ / Notice

■2020.3.23 2020年度履修要覧の配布・閲覧について  
2020年度より、新入生(2020年度入学者)を除き、在校生への履修要覧の配布は、以下の上智大学公式HPから閲覧してください(4/1より)。The Bulletin of Information booklets will be distributed to the currently enrolled students to check the University web site. 学部 : [https://www.sophia.ac.jp/jpn/studentlife/risyu/g\\_youru](https://www.sophia.ac.jp/jpn/studentlife/risyu/g_youru) 大学院 : [https://www.sophia.ac.jp/jpn/studentlife/risyu/in\\_youru](https://www.sophia.ac.jp/jpn/studentlife/risyu/in_youru) English : <https://www.sophia.ac.jp/eng/studentlife/academic>

■2020.3.9 2020年度時間割公開について / 2020 Course schedule  
2020年度(2020年4月)の2020年度時間割が公開されています。

**Information**

<自己判定可能期間 / SELF-EVALUATION, CATEGORY CHANGE PERIOD (※FLA student only)>  
2019年度 自己判定カレンダー  
2019 SELF-EVALUATION / CATEGORY CHANGE PERIOD  
<成績公開 / Grades available>  
2019年度 成績公開期間  
2019 Grades available

**What's New**

You got new information.  
Questionnaire to answer

**My Schedule**

Mar 2020

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

**Syllabus inquiry**

Print シラバスを印刷するための画面を表示します / Print the syllabus.

**講義概要 / Course description**

科目基礎情報 / Course information	
開講学部 / Faculty	共通 / COMMON
開講元学科 / Department	全学共通 / GENERAL STUDIES
登録コード / Registration Code	GSF10050
期間 / Period	2019年度 / Academic Year 春学期 / SPRING
学期 / Semester	春学期 / SPRING
曜限 / Period	月 / Mon 1
教室 / Classroom	月1 :
科目名 / Course title	ウェルネスと身体【ポルトガル、機能創造理工】 / WELLNESS, THE BODY AND CULTURE
授業形態 / Course Type	演習 / Seminar
科目ナンバリング / Course Numbering	HPE119-02j00
レベル / Level	100

<https://scs.cl.sophia.ac.jp/campusweb/campusportal.do>

QR Code for Smartphones



# 4. Course Materials Preparation

F

TA

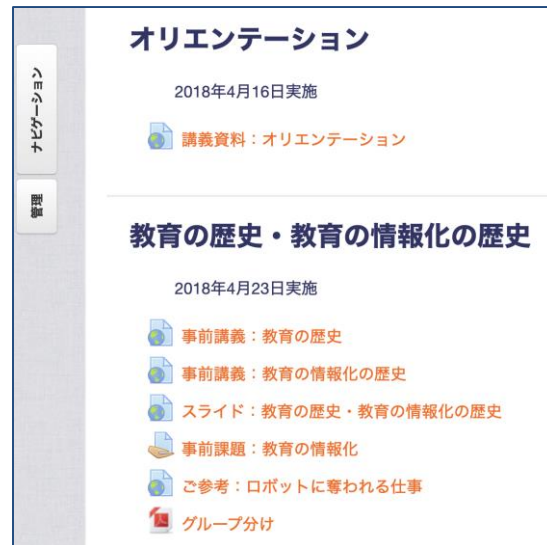
- Order course textbooks
  - Orders accepted at [Kinokuniya Sophia University Store](#).
- Printing and copying of course materials
  - Please inquire your department office.
- Multimedia course materials development
  - Support is offered at Course Materials Preparation Room (B2 level, Bldg. 2)
  - Creating PDF, editing sound and video, Moodle Q&A

# University Moodle

F

TA

- Website for classes
- Functions: attendance, course material files, quizzes (simple auto-scoring), assignments
  - Can easily reuse course materials in the following school year.
- Login: ID/password assigned by Information System Office
- Faculty develops courses→Give access authority to TA→TA can also develop courses.
- Smartphone Apps available for students
- Inquiry: Course Materials Preparation Office (B2, Bldg. 2)



The screenshot shows a Moodle course page with a sidebar on the left containing 'ナビゲーション' and '管理' buttons. The main content area has a title 'オリエンテーション' with a date '2018年4月16日実施' and a link '講義資料: オリエンテーション'. Below this is a section titled '教育の歴史・教育の情報化の歴史' with a date '2018年4月23日実施'. This section contains several links: '事前講義: 教育の歴史', '事前講義: 教育の情報化の歴史', 'スライド: 教育の歴史・教育の情報化の歴史', '事前課題: 教育の情報化', 'ご参考: ロボットに奪われる仕事', and 'グループ分け'.



## Moodle Mobile

- Students can access from smartphones.  
→ Can be also used in classrooms
- Apps for iOS and Android (free)
- Can be also accessed from smartphone web browsers.



## Moodle Manual Contents

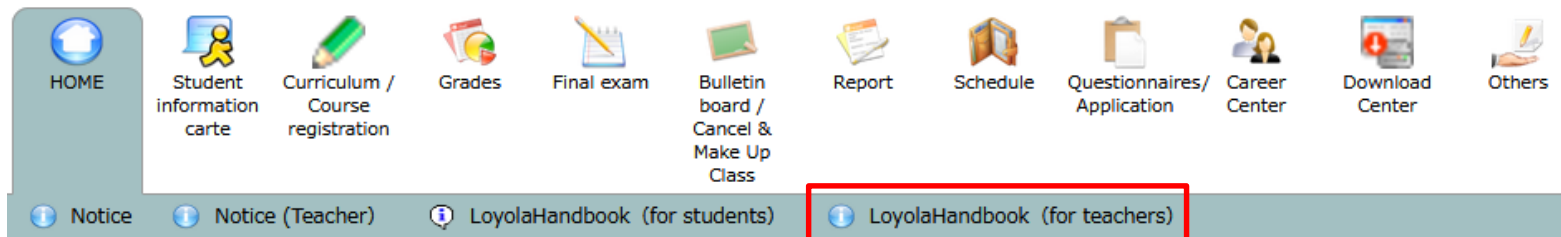
(PDF links on Moodle: On the homepage screen)

1. What you can do with Moodle
2. For help (contents table)
3. Login to Moodle and Moodle Terminology
4. Opening and Setting up Courses
5. Adding Resources to Courses
6. Adding Assignments to Courses
7. Checking for Plagiarism
8. Adding other Activities to Courses
9. Convenient way to use Courses

# Plan-B: Course File Delivery via Loyola

F

TA



HOME Student information carte Curriculum / Course registration Grades Final exam Bulletin board / Cancel & Make Up Class Report Schedule Questionnaires/ Application Career Center Download Center Others

Notice Notice (Teacher) LoyolaHandbook (for students) **LoyolaHandbook (for teachers)**

Information

<自己判定可能期間 / SELF-EVALUATION, CATEGORY CHANGE PERIOD (※FLA student only)>

2019年度 自己判定カレンダー  
2019 SELF-EVALUATION /  
CATEGORY CHANGE PERIOD

<成績公開 / Grades available>

2019年度 成績公開期間  
2019 Grades available

What's New

You got new information.  
Questionnaire to answer

LoyolaHandbook (for teachers)

Loyolaの利用に関する情報倫理ガイドライン / In

1. [共通](#) / [Common Operation](#)
2. [シラバス](#) / [Syllabus](#)
3. [履修者管理](#) / [Course Registration](#)
4. [休講・補講](#) / [Cancelled & Make Up Class](#)
5. [定期試験](#) / [Final Exam](#)
6. [成績](#) / [Grades](#)
7. [掲示](#) / [Bulletin board](#)
8. [レポート管理](#) / [Report](#)
9. [アンケート](#) / [Questionnaires](#)

Delivery of electronic course materials

→Files can be attached on Course Bulletin Board.

Collecting reports

→Reports management functions

※Manual is available in Loyola Handbook.

# Moodle vs. Loyola

F

TA

	Moodle	Loyola
Purpose	Course contents management (Sending course materials and assignments)	Course registration, grades registration, bulletin board
Course enrolment	Each student must individually enrol.	Enrolment is automatically registered.
Course structure (unit→class→activities)	Yes	No
Course materials (PDF, etc.) posting	Yes (Within the unit system) <input type="checkbox"/> Can be posted per unit and per class.	Yes (On Course Bulletin Board) <input type="checkbox"/> A few times per course
Report file upload	Yes (Within the unit system) <input type="checkbox"/> Can be set up per unit and per class.	Yes (Under Report Management) <input type="checkbox"/> A few times per course
Quizzes/auto-scoring (YN choice)	Yes	No
Giving faculty's access right to TA	Yes	No

# 5. Conducting Classes

F

TA

- Reaction paper, attendance card
  - Distributed at Center for Academic Affairs Reception Desk (1F, Bldg. 2)
  - Reaction paper (A6, B5, A4, B4)
  - Card (business card size, 100 cards/pkg)
- Classroom Audio-Visual Console
  - Projector, document camera, BD player, etc.
  - Access is controlled by key, Faculty ID, or IC card (See next page).



The image displays four sample attendance cards from Sophia University, each with a different color background: yellow, light blue, light pink, and orange. Each card is titled '出席票' (Attendance Card) and includes the following fields:

- Month (月) and Date (日) with a blank space for the day.
- Course Title (科目名) and Instructor (担当教) (Professor).
- Student ID Number (学生番号) with a grid of 10 boxes for digits.
- Name (氏名) with a grid of 10 boxes for characters.
- The Sophia University logo and name in both Chinese and English at the bottom.

# AV Console Key & Consumables

- Rent or procure from Office of Property (F1, Bldg. 2) or Office Equipment Rental Room (1F, Bldg. 11)
  - Chalk/white board markers
  - Cassette recorders, loudspeakers, etc.

Property Management Group reception desk for keys (1F, Bldg. 2)



Property Management Group Key Locker





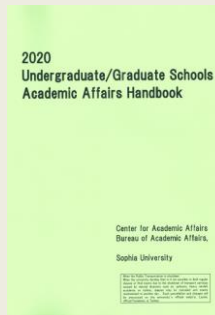
# Access Methods for AV Consoles

F

TA

	Key	Faculty ID	IC Card
Bldg. 1	407-408	403	101-106, 201-206, 306
Bldg. 2			
Bldg. 6			
Bldg. 10			
Bldg. 11			ALL CLASSROOMS
Bldg. 12		302	102,201-203,301,401-402,502
Kioizaka Bldg.	501-505		Floors : B2, B1, 1, 2, 3, 4, 5 (All except 5 <sup>th</sup> floor classrooms)

Refer to “List of Classroom etc.” inside the “Academic Affairs Handbook”



# Final Exam Schedule Example (Spring Sem.)

- Mid to Late May ... Exam survey input
- Mid June ... Request to prepare exam questions
- Late June - Early July ... Exam questions submission due
- Late July - Early Aug. ... Exam

## Makeup Exam Schedule (only for courses applied for)

- Mid Aug. ... Request to prepare makeup exam questions
- Late Aug. - Early Sept. ... Makeup exam

## Communication Method

- Notices will be will be sent from the Center for Academic Affairs

The above does not apply for “In-class Exams” and “Report Assignments”.  
Teachers must give instructions to students for each course.

# Final Exam Schedule Example (Autumn Sem.)

---

- Mid to Late Nov. ... Exam survey input
- Mid Dec. ... Request to prepare exam questions
- Early Jan. ... Exam questions submission due
- Late Jan. ... Exam

## Makeup Exam Schedule (only for courses applied for)

- Early Feb. ... Request to prepare makeup exam questions
- Mid Feb. - Early Mar. ... Makeup exam

## Communication Method

- Notices will be will be sent from the Center for Academic Affairs

The above does not apply for “In-class Exams” and “Report Assignments”.  
Teachers must give instructions to students for each course.

# Authorized Absence/Disease Infection by Students

- No system of authorized absence or absence permission slip at Sophia.
  - Refer to the Bulletin of Information for details.  
(ガイド・資料編p18, FLA p4, FST p20)
  - Students need to explain to the faculty member in charge about reasons for absence.
- If contracting infectious diseases that are specified in School Health and Safety Act, students must not attend school for prescribed periods. Refer to the Bulletin of Information for details.  
(ガイド・資料編p13, FLA p34, FST p20)
  - Flu, measles, whooping cough, rubella, etc.
  - Fill in “Doctor’s Permission to Return to Campus Form” downloaded from University website and submit a photocopy to the class instructor.

# 6. Grades Registration

F

TA

- Grades: Registered on Loyola
- Grades Assessment Guidelines
  - Granting A grade should be limited to roughly 20% or less, or up to 30% of students as a rule, excluding Seminar courses, Research courses, and lectures of 30 or fewer students.

# 7. About TA

---

## Types of TA

- TA1: Instruction assistance in lab courses, technical work.
  - Instruction for report writing, correction of assignments, answer questions, class materials preparation
- TA2: Simple work and support work other than the above.
  - Set up equipment, support equipment operation, collect and manage attendance record/reaction paper, prepare/print out/distribute class materials.

\*Refer to the SOPHIA UNIVERSITY TEACHING ASSISTANT HANDBOOK

上智大学FDホームページ > 教育活動支援情報 > 刊行物

[http://www.fd-sophia.jp/education/pdf/handbook\\_2018\\_en.pdf](http://www.fd-sophia.jp/education/pdf/handbook_2018_en.pdf)

# TA's Work

---

- 1) Prepare/print out class materials
- 2) Rent/set up/operate equipment for class
- 3) Distribute/collect attendance record and reaction paper
- 4) Manage Moodle

# Points to note for TAs

---

- Submit all HR related documents (Agreement, bank transfer request form, report on hours worked).
- Contact the faculty member in charge prior to class to confirm what work will be required.
- Be conscious of TA's position as an educator.
- Be aware of TA's responsibility and authority.
- Dress and behave appropriately as expected of TA.



# Awareness as an Educator

---

- Understand and support the course contents and faculty's intention.
- Never engage in something not related to a class while working as TA.
- Prohibited behaviors
  - Behavior contrary to the benefit of the University.
  - Behavior that defames or damages credibility of the University.
  - Behavior that corrupts the University's order, morals and discipline.

# TA's Responsibility and Authority

TA

- Maintain reporting to, contact and consultation with the faculty in charge.
- Never respond to or act on matters to be managed and decided by the faculty on one's own judgement.
  - Student's inquiry on courses and grades
  - Administration and registration of grades
  - Administration of reports related to grades, quizzes, attendance book, etc.

# Attire and Attitude of TA

---

- Dress appropriately using common sense as an educator.
  - Avoid attire that makes others uncomfortable or eccentric clothing.
- Important to be punctual.
  - TA is in the position to teach students to be punctual.
- Build trust with students but keep appropriate distance.
  - Build trust so students can feel comfortable asking questions and offering comments.
  - Not a friendship or cozy relationship.

# 8. Emergency Response

F

TA

When public transportation is halted.

- Special measures including cancellation of classes and setting makeup test days.
  - Natural disasters (typhoon, heavy rain/snow, etc.)
  - Train service disruption due to an accident or a strike.
- Measures are announced on the University website, Loyola, official Facebook/Twitter.
- Class cancellation: Makeup classes may be offered on later days.

- At the time of an earthquake, secure your safety first.
  - Keep low (under a desk, etc.). Protect your head.
- After an earthquake has calmed down, take your time and check the situation.
- Evacuate following the University's emergency broadcasting, etc.
- All buildings in Yotsuya Campus satisfy the nation's seismic resistance standards, and therefore, they will not collapse easily.

# Fire Response

F

TA

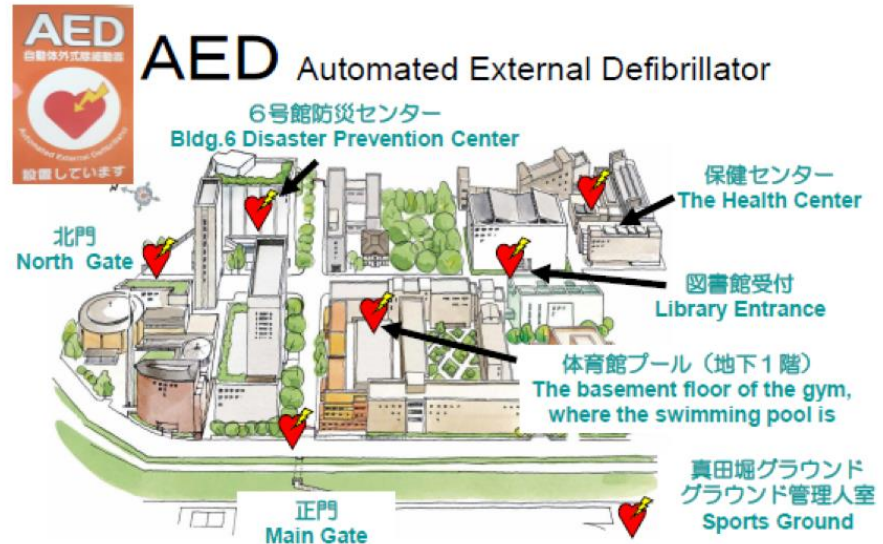
- If you find a fire nearby:
  - Scream “Fire!” and make others aware of the danger.
- Reporting
  - Push the start button of a nearby indoor fire hydrant.
  - Call the emergency number.  
Main gate security 03-3238-3000  
Disaster Prevention Center 03-3238-3119
- First-aid fire fighting: If possible, try to use fire extinguisher.
- Evacuation
  - Evacuate without caring about clothes or belongings. Never go back.
  - Cover your mouth with a towel to avoid inhaling smoke.
  - Keep a low posture. Never use elevators.

# If you find an unconscious person

F

TA

- Speak to the fallen person first. If there is no response, call the emergency contact number.
- Use the first-aid, Automated External Defibrillator (AED).



# 9. Personal Information Protection

F

TA

- Personal information: Student IDs, names, etc.
- Personal Information Protection Law
  - “Personal information must not be used outside of the scope that is necessary to achieve a purpose.”
- Faculty members and TAs are bound by confidentiality obligations as they handle personal information.
- Behaviors subject to disciplinary action
  - Leak to a third party, disclosure on Internet, taking out of the University
- After use
  - Paper media: Shred, E-media: Delete



- Points to note on “taking personal information out of school for educational and for research activities.”
  - Posted on CImars in July 2018.
  - In principle, taking personal information out of school is prohibited.
  - Allowed only when necessary to conduct classes and to carry out legitimate education activities.
  - When taking out, security measures incl. password and encryption must be applied to the media and the files.
  - In case of information leak (or possibility), report to the head of department without delay.

- Harassment occurs when words or behaviors make others uncomfortable, hurt their dignity, and/or give them disadvantage or threat.
  - Regardless of the harasser's awareness or intention.
- Sexual harassment
- Academic harassment
- Power harassment
- Harassment over pregnancy, childbirth maternity and/or child/elderly-care leaves

# How to avoid Engaging in Harassment

F

TA

- Even the same words and behaviors can be taken differently by different people.
- Be sensitive to whether the others are feeling uncomfortable or not.
- Build trust so honest talk can be exchanged.
- Understand that a power balance exists where “no” cannot be said as an answer as it implies a situation of poor communication.

# When Encountered Harassment

F

TA

- When you feel subjected to harassment, tell the harasser clearly on the spot that the words/behavior made you uncomfortable and that you would like to ask the harasser to stop immediately.
- Report to the assistance desk when there has been no effect of your speaking-out or speaking-out does not seem like an option.
- Record harassment incidents (dates, places, circumstances, witnesses, etc.)

# 10. Others

F

TA

- Registration of achievements on [Faculty Education and Research Information Database](#)
  - Made public on the official website.
  - Inquiry: Research Promotion Center
- Semesters and class hours
  - System with 2 semesters and 4 quarters
  - Class duration : 100 min.

Period	Timetable
Period 1	9:00~10:40
Period 2	10:55~12:35
Lunch Break	12:35~13:30
Period 3	13:30~15:10
Period 4	15:25~17:05
Period 5	17:20~19:00
Period 6	19:10~20:50

# Information on Related Offices

F

TA

Adm. Offices	Location	Extension
Center for Academic Affairs	1F, Bldg. 2	Academic Services: 3515 Record: 3519 FD Secretariat: 3522
Info. System Office	3F, Bldg. 2	3101
Course Materials Preparation Room	B2, Bldg. 2	4615
Property Management Group	1F, Bldg. 2 1F, Bldg. 11	3112 4195
Library	1F, Central Library	General: 3055 Borrow/return: 3510
Kinokuniya Sophia University Store	B1, Bldg. 2	3092

Calling from outside:  
Press "03-3238" before  
the extension.

- FD Committee
  - Class surveys, Good Practices (based on class surveys), various seminars and lectures
- Your active participation is encouraged.
  - University-wide FD lectures, lectures hosted by departments and graduate studies, FD workshops of other universities
- FD Committee Website <http://www.fd-sophia.jp/>