|  |  |
| --- | --- |
| **Task** | **Date** |
| **March** |  |
| **TA Orientation** | **Wed., March 7, 10:30 a.m. ~ 11:30 a.m.** |
| **1. Agreement on Teaching Assistant Type** | **Fri., March 9** |
| **TA Training** | **Wed., March 14, 10:30 a.m. ~ 12 noon** |
| Beginning of TA Work-Study Program | Wed., March 14  Labor-oriented TAs are not allowed to work until required documents are submitted and they are insured. |
| **Completion of【Personal Information Maintenance】and【Recommendation of Courses to Have a Teaching Assistant】**on the Teaching Assistant Management Platform | By Fri., March 16 |
| ★**Submission of TA documents (required documents are different for labor- and learning-oriented TAs)** | By Fri., March 16 |
| **April** |  |
| Submission of the work-study & learning record and the student tutoring sign-in sheet for March | Mon., April 2 ~ Mon., April, 9 |
| **May** |  |
| Submission of the work-study & learning record and the student tutoring sign-in sheet for April | Tue., May 1 ~ Fri., May 4 |
| **June** |  |
| Submission of the work-study & learning record and the student tutoring sign-in sheet for May | Wed., June 1 ~ Fri., June 8 |
| End of TA Work-Study Program | **Wed., June 6** |
| Submission of the work-study & learning record and the student tutoring sign-in sheet for June | By Fri., June 15 |
| **Submission of the TA Achievement Report and completion of the TA Self-evaluation** | **Fri., June 1 ~ Fri., June 15**  **(The TA Achievement Report should be completed in advance and submitted in print for review)** |
| **Completion of a survey by supervisors and students being tutored by teaching assistants, respectively** | **Fri., June 1 ~ Fri., June 15** |
| **(For Learning-oriented TA only) Submission of the Learning Record Sheet and the Payment Receipt**  **※ Graduands should submit them in advance.** | **By Fri., June 15(late submission will not be accepted)** |
| **Panel Discussion** | **Wed., June 13 or 15** |
| **Submission of the TA Achievement Report in print (being reviewed and signed by the supervisor and the head of the unit-in-charge)** | **By Wed., June 20** |

**Tasks and Schedule for Teaching Assistants**

Documents required at the beginning of the semester:

1. Agreement on Teaching Assistant Type

2. Labor Contract for Labor-oriented Teaching Assistants

3. Shift Table for Labor-oriented Teaching Assistants

4. Agreement on Shift Arrangements for Labor-oriented Teaching Assistants

5. Affidavit of the Supervision of Labor-oriented Teaching Assistants

6. Learning Proposal of Learning-oriented Teaching Assistants

7. Payment Receipt (for labor-oriented teaching assistants)

8. Personal Information Collection and Usage Agreement

9. An academic transcript with the courses taken

10. Copies of work permit and passport (international student

Documents required during the semester:

11. Work-study & Learning Record (print it out on the Teaching Assistant Management Platform)

12. Student Tutoring Sign-in Sheet

Documents required at the end of the semester:

13. Learning Record Sheet for Learning-oriented Teaching Assistants

14. Payment Receipt (for learning-oriented teaching assistants; submit together with the Learning Record Sheet)

15. TA Achievement Report and TA Self-evaluation (available date will be announced by email)

★Required documents:

Learning-oriented TAs: (1)(6)(8)(9)(11)(12)(13)(14)(15)

Labor-oriented TAs: (1)(2)(3)(4)(5)(7)(8)(9)(11)(12)(15)