

# AY2022

## Education Supporters (ES) Guide

[For ES]

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# 1. ES System

## **A brief history of ES**

Educational Supporters (hereinafter referred to as “ES”) are aimed to connect instructors and students in a class of curricular courses, and to guide students in the class toward deeper learning. It is a productive academic activity in which each ES member can also grow and mature. The system has been in use since 2004, to realize our agreement at the AY2003 University Plenary Council that all the students in the Ritsumeikan campuses grow as students with a solid academic basis and rich personality.

Since introduced, ES has been giving worthy contributions in an ideal educational environment in which students can themselves spontaneously decide to learn, and then establish a self-study style, and pursue deeper learning with a sense of fulfilment. ES have also been contributing to cultivating an assisting environment in which a variety of experiences, whether within the range of regular courses or not, can lead students to learning.

## **ES are supporters of learning**

The ES system is a structure in which students learn from each other under guidance and assistance from instructors/staff members. The role of ES is to give assistance in the classes, and assistance in studies outside of the classes. Note that the responsibility always belongs to the instructor of the class.

The task of ES is to assist students’ learning in collaboration with instructors by joining the class as a supporter of learning. To realize a better class based on a better collaboration of ES and instructors, sufficient preparation, and a close communication/collaboration system between them is necessary.

## **ES involve educational activity**

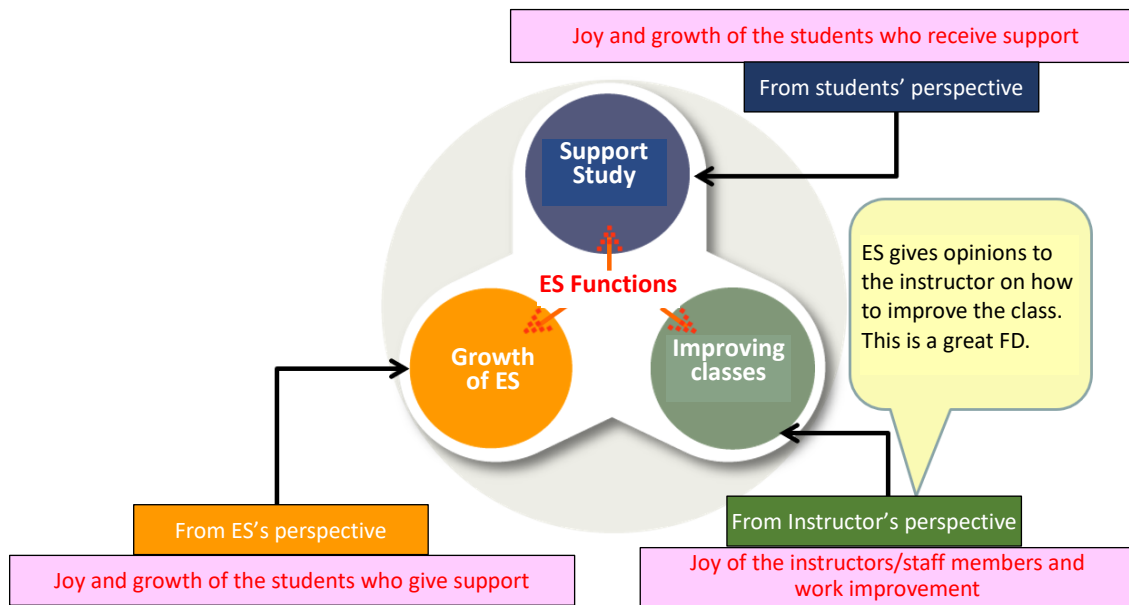
The key duty of ES is to join a specific class as a supporter of learning, to assist the students in cooperation with the instructor, and to establish a thriving “learning community” in each class. Also, what ES is assigned is not a mere part-time job; it is an educational activity to establish a learning style for course students as well as to target the growth of ES students. ES are expected not only to assist the learning of the other students in the class as key persons of a “learning community,” but also to approach the ES activity with a full strength to realize growth of themselves.

The instructor of the class, and the college or the academic institution to join the ES System are expected to have a systematic approach so that each ES member can fully and actively play its part in the “learning community.”

## 2. Role and Functions

### Purpose of ES

There are three purposes of ES: Support study, Improve classes, and help ES to grow and mature themselves (see below).



#### ○ Study support and improve classes

More specifically, ES join the specific classes as “learning supporters,” in which they 1) establish a “learning community” in each class in collaboration with the instructor, and 2) assist the learning of the students in the class as key persons of the “learning community.”

#### ○ Growth of ES themselves

ES aim to grow themselves through the ES activity.

### Function and Duties of ES

Based on the objectives above, the three functions are assigned:

Function	Outline
1. Class Support	1-1) Class Support to assist students' learning in class
2. Learning Facilitation	1-2) Learning Facilitation to assist interactive class operation
3. Study Support	1-3) Study Support to assist diversified learning outside of scheduled class hour

The above three functions are specified as the tasks stated in Table 1 below. **Under Table 1, duties that an ES cannot take on are described; read this part for clarification.** Training (jointly offered by the Division of Academic Affairs and the college/academic institution, and those separately and independently performed by the Division of Academic Affairs and the college/academic institution) are also included in the duties.

Table 1 ES Duties

ES function	Coverage	Duties	Example in online classes
Class support	In class	Support Q&A before and after classes	<ul style="list-style-type: none"> <li>Respond to questions on the manaba+R bulletin board or Zoom chat</li> </ul>
		Show examples of basic operation of experiments/practices	
		Organize tools or apparatus used in experiments/practices	<ul style="list-style-type: none"> <li>Guide for the usage in the server used for experiments online</li> </ul>
		Advise on instructor's class operation or teaching material creation	<ul style="list-style-type: none"> <li>Assist class operation for the online classes</li> </ul>
		Other activities in classes	<ul style="list-style-type: none"> <li>Host zoom meetings by creating a breakout session</li> <li>Process entry permission in Zoom or help students who cannot join the Zoom meetings</li> </ul>
Learning facilitation	In class	Advise on the group work or experiments in classes	<ul style="list-style-type: none"> <li>Facilitation in the group works</li> <li>Advise in group discussions in the breakout rooms</li> </ul>
		Lead students in interactive classes	<ul style="list-style-type: none"> <li>Lead group work in the breakout rooms</li> <li>Facilitation in the group works in the face-to-face classes</li> <li>Host or facilitate the entire class</li> </ul>
		Show examples for presentations	<ul style="list-style-type: none"> <li>Introduce ideal examples in the presentations</li> </ul>
Study support	Outside of class	Support Q&A outside of class hours	<ul style="list-style-type: none"> <li>Respond to questions or consult with students in the classes for remedial subjects</li> <li>Respond to questions from students or consult with students in the bulletin board of manaba+R</li> </ul>
		Assist study outside of classes such as report writing or preparation/review	<ul style="list-style-type: none"> <li>Correct reports to submit as class assignments</li> </ul>
		Assist study outside of classes such as preparation for presentations	<ul style="list-style-type: none"> <li>Give advices to the presentation materials</li> </ul>
		Other activities relating to assistance for study outside of classes	<ul style="list-style-type: none"> <li>Exchange meeting in classes using ZOOM</li> <li>Input comments on the submissions from students</li> </ul>
		Other activities relating to assistance for class preparation Ex: Prepare agenda based on the guidance from the instructors, prepare digital teaching materials based on the guidance from the instructors	<ul style="list-style-type: none"> <li>Ensure proper uploading of the (digital) materials for the class uploaded by instructor</li> <li>Confirm whether the materials or movies uploaded by the instructor can be correctly downloaded or viewed.</li> <li>Create an answer sheet for a questionnaire used in classes.</li> <li>Establish appropriate WEB environment for smooth correction/editing work on submissions</li> <li>Correct test answer sheets (except of those evaluated for grading), separate advice on the subjects of foreign languages such as English</li> <li>Prepare class materials and distribute them before class or soon after the class starts</li> </ul>

\*Meetings with the instructors before and after the class or other duty are regarded as part of the job.

\*When the duties entail accommodation needs, the accommodation fee is paid by the college/academic institution in charge at cost.

\*ES are not permitted to perform the following:

- 1) Any task other than stated in the above Table 1 "ES Duties"
- 2) Duties that involve academic records that can identify individuals

\*The following works shall not be independently assigned:

- (1) Assistance in class such as material distribution or collection of submissions
- (2) Organizing submitted materials
- (3) Creating or compiling in-class deliverables such as presentation summaries

\*The above works can be assigned when combined with the duties stated in "3. ES Duties," when such duties can be comprehended as an education activity in which the ES themselves can grow and learn. (agreed by Academic Policy Conference, March 15, 2004)

### 3. Treatment

- (1) Salaries and allowances both for inside and outside of classes to be paid to the ES shall be subject to "[RITSUMEIKAN TRUST REGULATIONS CONCERNING SALARIES OF HOURLY NON-TEACHING STAFF.](#)"
- (2) The approximate operation hours of ES for the duties outside of classes shall be specified in the job description
- (3) Working hours shall be subject to "[RITSUMEIKAN TRUST WORK REGULATIONS FOR HOURLY NON-TEACHING STAFF.](#)"
- (4) The payment standard of the commuting allowance (transportation expenses) shall be subject to "[RITSUMEIKAN TRUST REGULATIONS CONCERNING SALARIES OF HOURLY NON-TEACHING STAFF.](#)"
- (5) For duties for classes off-campus where the use of the "Ritsumeikan University Learning Community Off-Campus Activity Encouragement Scholarship (For Curricular Classes)" is applicable, transportation allowance and accommodation fees are not paid at cost, but covered by the scholarship.

NOTE: "RITSUMEIKAN TRUST REGULATIONS CONCERNING SALARIES OF HOURLY NON-TEACHING STAFF" and "RITSUMEIKAN TRUST WORK REGULATIONS FOR HOURLY NON-TEACHING STAFF" are posted on the ES dedicated course in manaba+R; be sure to confirm the information.

Cited by <"RITSUMEIKAN TRUST WORK REGULATIONS FOR HOURLY NON-TEACHING STAFF">

**(Hourly wage)**

Article 8

2 The hourly wage for students' part-time job shall be based on the unit price stated in Annex 2, and separately specified on the Employment Notice or Employment Agreement after considering the job description, experience, and skills. If, however, the students working for Ritsumeikan university perform the assistance job of the classes, the hourly wage is paid under a rule in which a single class of 90 minutes be regarded as two (2) hours.

Annex 2 (relating to Article 8)

Hourly wage for students (part-time)

Course	Duties	Hourly wage
Graduates	Teaching Assistant	1,500JPY
Graduates (3 <sup>rd</sup> grade or higher in the doctoral course)	Other than Teaching Assistant	1,200JPY
Graduates (Masters, professional degree course, 2 <sup>nd</sup> grade or less in the doctoral course)	Other than Teaching Assistant	950JPY
Undergraduates (Bachelor's degree)	Educational Supporter	1,000JPY
	Other than Educational Supporter	840JPY

**(Commuting allowance)**

Article 11 The commuting allowance shall be paid when the recipient uses public transportation on the officially approved route from the home to the workplace. For part-time working students, the allowance shall not be paid when they commute to the campus to which they belong.

**Cited by <The Ritsumeikan Trust Work Regulations for Hourly-based Employment Staff>**

**(Working hours)**

Article 17 The working hour including the time of start, end, and break(s) shall be separately specified on the Employment Notice or Employment Agreement within the range of 40 hours of actual work per week, and 8 hours of actual work per day.

2 Notwithstanding the provision stated in the preceding paragraph, the prescribed working hours for the part-time working students shall be within 28 hours of actual work per week. For the students who are hired for a job for 2 months or less during the summer/spring vacations, however, this rule shall not apply.

## 4. General Rules for ES Duties

Be sure to follow the general rules stated below when you perform ES duties.

### **(1) Confirm the course “ES Work Assist (for ES)” in manaba+R**

When the appointment as ES is determined, the ES students are automatically enrolled to the course “ES Work Assist (for ES)” in manaba+R. In this course, important information for the ES job including the ES training guidance, submission method of “ES Final Work Report” is presented. Be sure to confirm this course periodically.

### **(2) Hold a meeting with the instructor**

ES should have meetings with instructors before the start of class to discuss the following:

- (1) Roles of ES and Instructor
- (2) How ES should respond to students in their questions and offer them advice
- (3) Details regarding the duties and working hours (You should not take on duties not written on the ES Notice of Employment)
- (4) How to submit and process the "ES Monthly Report & Invoice" each month
- (5) Any other necessary matters

### **(3) Know the duties ES are not permitted**

ES are not permitted to perform the following duties:

- (1) Any activity other than stated in the above Table 1 “ES Duties”
- (2) Duties that involve academic records that can identify individuals
- (3) The following work which are independently assigned (It is no problem if this work is assigned in combination with the duties stated in Table 1.)
  - Assistance in class such as material distribution or collection of submissions
  - Organizing submitted materials
  - Creating or compiling in-class deliverables such as presentation summaries

### **(4) Observe the direction system on the job**

In some classes in which ES is assigned, a part of the class can be subcontracted to a company outside of the university, where personnel other than instructors employed by the university gives the class. In this case, the instructor of the outsourced classes cannot directly task an ES.

### **(5) Report the hours you worked**

ES members need to report the actual working hours to the instructor in charge of the class. Also, ES needs to input the same contents with the reported work performance on the “ES Monthly Work Report & Invoice” provided by the administrative office that employs ES. For the “Support work

outside of the classes” which arises from the third function (“Study Support”), consult how to report the working hours with the instructor of the class or the administrative office.

[How to handle the works outside of classes]

- Responding to questions or offering consultations to students out of class hours

After confirming how many hours are needed and the specific details with the class instructor in advance, ES should send an email to the class instructor after finishing the job.

- Creating materials and making corrections that do not involve academic records

After confirming how many hours are needed and the specific details with the class instructor in advance, ES should send an email to the class instructor and the administrative office attached with the created documents (evidence).

#### **(6) Submit “ES Monthly Work Report & Invoice” every month**

When the job is completed for each month, submit the “ES Monthly Report & Invoice” to the instructor of the class and obtain approval (stamp). After that, submit it to the administrative office that employs ES. According to the contents in the “ES Monthly Report & Invoice,” payment is processed. (The “ES Monthly Report & Invoice” is provided by the administrative office that employs ES.)

When it is difficult to obtain a stamp from the instructor, submit the “ES Monthly Report & Invoice” with an “electronic record communicated with the instructor showing the agreement on the work result.”\*

\*For example, email messages demonstrating that the instructor confirmed the work result presented from the student

#### **(7) Submit “ES Final Work Report”**

When all the activities are completed, the ES should submit “ES Final Work Report.” **Note that the submission of this report is mandatory.** This report is utilized for verifying the effect and for improving the ES System in subsequent years. Detailed information on how to submit the Final Work Report is made available via manaba+R (the course only ES is enrolled) by the Office of Academic Affairs by the end of semester.



## 5. Important Notes

### **(1) Protect Personal Information**

- 1) You must not use students' personal information acquired through your work such as students' grades or contact information for any purpose other than your duties.
- 2) You must not use students' personal information outside the classroom, administrative office, private research room of the instructor in charge or other limited facilities within the campus. Even on campus, you cannot use your own PC to handle such potentially sensitive information. Regardless of the medium or the method, such information cannot be taken to your home or any other place outside the university. When dealing with information that contains personal information, you must receive permission and follow the directions of the instructor, and store the information so that it remains in control of the instructor in charge.

### **(2) Preventing Harassment**

- 1) You should familiarize with the "[Ritsumeikan University Harassment Prevention Regulation Guidelines](#)" and be fully careful not to commit any acts of harassment towards students and instructors through your speech or behavior.
- 2) If you experience harassment or witness acts involving harassment, you should promptly report the incident to the Ritsumeikan University Harassment Committee via the contact listed below as well as the administrative office in charge.

#### **[Ritsumeikan University Harassment Committee]**

Suzaku Campus 1 Nishinokyo-Suzaku-cho, Nakagyoku, Kyoto

URL: <http://www.ritsumei.ac.jp/mng/gl/jinji/harass/>

Tel: 075-813-8606

Mail: [harass@st.ritsumei.ac.jp](mailto:harass@st.ritsumei.ac.jp)

### **(3) When Supporting Students with Disabilities**

When you need to provide support to a student with disabilities, please read "[Ritsumeikan University Policy on Support for Students with Disabilities](#)" from the Disability Resource Center that outlines various methods for providing support and consult with the instructor in charge of the class. If you experience any difficulty, consult with the Disability Resource Center.

#### **[Disability Resource Center]**

Kenshinkan Hall 1F, Kinugasa Campus

URL: <http://www.ritsumei.ac.jp/drc/en/>

Tel: 075-465-8343

Mail: [drc@st.ritsumei.ac.jp](mailto:drc@st.ritsumei.ac.jp)

#### **(4) When advising students having private conversations in class**

The role of ES is to assist classes. It is the responsibility of the instructor of the class to take care of the class. When you need to advise a student to refrain from disruptive private conversations during classes, first consult with the instructor, and pay careful attention in the action.

[Reference] The responsibility of instructors, TA and ES regarding warnings for disruptive chatting and maintaining order in the classroom.

The following was decided on July 27, 2006 by the Executive Board of Trustees regarding the responsibilities of the instructor, TA and ES in managing the classroom environment pertaining to warnings for whispering and chatting during class.

“ Instructors should understand that they are seen as educators both inside and outside of the classroom. Above all, however, they bear all responsibility in their class(es). That is to say, it is the duty of the instructor to maintain order and a good environment in the classroom. This not only pertains to whispering and chatting in the classroom, but any disruptive behavior that hinders the right of other students to learn in the classroom. Therefore, from an academic perspective, instructors must make it their duty to achieve a classroom environment conducive to learning by properly handling behavior such as disruptive whispering and chatting.




In order for TA and ES to properly support courses to the very best of their ability, they must work closely and make plans with the course instructor. If an instructor relies on their TA or ES to conduct student guidance without sufficiently instructing and working together with the TA/ES and a problem arises, the instructor will be held solely responsible.

#### **(5) Problems during ES Activities**




When you experience any difficulties while conducting the ES activities, consult with the instructor or administrative office in charge.

## 6. Schedule of Activity

### ○Beginning of Semester (April, September)

Application & Appointment 	Either of the following two ways are available to become an ES: 1. Recommended by the instructor in the class 2. Open recruitment by the college/academic institution
Preliminary Meetings with Instructor 	Discuss the details of ES activities with the class instructor. Fully understand the course aim, class policy, and the expected role of ES, and seek for a style in which ES activities can be more meaningful.
ES Orientation Training 	At the beginning of each semester, ES Orientation Training is held to build fundamental knowledge and skills for ES. All ES members are required to attend this training.
Submission of "ES Notice of Employment"	Submit the "ES Notice of Employment" to the administrative office in charge. Submit any applicable documents such as tax exemptions for dependents.

### ○During Semester

Activities in and outside of Classes 	Carry out ES activities according to the instructor's directions. If you have questions or experience difficulties, consult with the instructor or college/academic institution in charge.
Submission of "ES Monthly Work Report & Invoice" 	Fill in the "ES Monthly Report & Invoice" every month with the working hour and duties of your ES work and obtain approval (stamp) from the instructor of the class. When it is difficult to obtain a stamp from the instructor, "electronic record communicated with the instructor showing the agreement on the work result"* is available. *For example, email messages demonstrating that the instructor confirmed the work result presented from the student. After approval, submit it to the office of the college/academic institution.
Payment 	Salary is paid according to the submitted "ES Monthly Report & Invoice."
Submission of "ES Final Work Report"	When completing your term as an ES, submit "ES Final Work Report." This is a part of your duty as ES. How to submit "ES Final Work Report" is informed via manaba+R. Try to review your ES activity for your future studies. Your report will be utilized for verifying the effect, and for improving the ES System in subsequent years.

## 7. Contact Guide

For questions on this guide, please contact the following:

Office of Academic Affairs, Ritsumeikan University

GAKUJIKAN HALL 1F, Kinugasa Campus

Tel: 075-465-8304 (Ext. 511-4633)

Mail: [es-peer@st.ritsumei.ac.jp](mailto:es-peer@st.ritsumei.ac.jp)