

Regulations for Teaching Assistants Training and Evaluation of National Sun Yat-sen University

Approved at the 113th Academic Affairs Meeting, October 5, 2007

Adopted at the 122th Affairs Meeting, December 14, 2009

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Article 1 The regulations are established by the University to improve teaching effectiveness for faculty members in the matter of course learning, experimental laboratory and course practicing through professional training and evaluation of teaching assistants, assisting faculty members' work.

Article 2 "Teaching assistants" refer to the University students who assist faculty members on teaching activities that include group discussions, group experiments, grading homework or language practice. The scope of work differs from the work of administrative TA and of assigned TA in graduate programs under every college.

Article 3 Types of teaching assistants are categorized into the five (5) followings:

(1) Teaching assistants for group discussion work (hereinafter referred as "TAs for Group"): Lead and facilitate small group discussion or practice homework meet requirements of group discussion for courses under supervision of faculty members.

The scope of work shall include the followings: Assist faculty members to prepare teaching materials, participate and contrite to course discussion, lead group discussion, help grading homework and exams, design and maintain course website, and other related work.

(2) Teaching assistants for experimental laboratory work (hereinafter referred as "TAs for Experiment"): Lead and facilitate group discussions to meet requirements of group experimental courses under supervision of faculty members.

The scope of work shall include the followings: Assist faculty members to prepare teaching materials, prepare chemical agent, pretrial experiments, assist students to operate experiments, supervise safety of laboratory, after-class cleaning of laboratory, facilitate discussions on experiment related subjects, grade experiment reports, design and maintain course website, and other related work.

(3) Teaching assistants for common work (hereinafter referred as "TAs for

Common”): Share faculty members’ workloads to meet requirements of homework grading for courses under supervision of faculty members.

The scope of work shall include the followings: Assist faculty members to prepare teaching materials, participate and contribute to course discussion, help grading homework and exams, produce digitalized materials, design and maintain course website, interact with students online, provide regular weekly consultancy, and other related work.

- (4) Teaching assistants for foreign language (hereinafter referred as “TAs for Foreign Language”): Lead and facilitate students to practice pronunciation or writing to meet requirements of foreign language learning course under supervision of faculty members.

The scope of work shall include the followings: Assist faculty members to prepare teaching materials, participate and contribute to course discussion, facilitate pronunciation practice, help grading homework and exams, design and maintain course website, and other related work.

- (5) Teaching assistants for service learning (hereinafter referred as “TAs for Service Learning”): Lead students to conduct service learning courses and community engagement to meet requirements of service learning course under supervision of faculty members.

The scope of work shall include the followings: Execute common TA works, coordinate community organizations, lead interactions among students, show mentoring or coaching skills, lead small group discussions and reflection activities, lead students to showcase accomplished result presentation, and supervise students to complete service learning result reports.

Article 4 Training Methods:

- (1) Training courses shall be planned and organized by Academic Development Center of Academic Affairs Office per semester.
- (2) Every academic unit shall plan training courses that meet every college’s need for teaching or types TAs per semester.

Article 5 Qualification Certifications:

- (1) Electronic 「 Learning Passport 」 : TAs from every academic unit shall participate at least 8 hours of training courses organized by Academic Affairs Office and academic units. Certification shall be applied through internet platform for TA training program. Once approved, TA shall be given certification. Shall print-out certification requested, please seek for assistance of organizer.
- (2) Training courses of over 8 hours require at least 4 courses offered

from Office of Academic Affairs, one main course and two complimentary courses from academic units.

- (3) The course on 「 Practical Learning of Small Group Discussion 」 is a prerequisite for “TAs for group”. The course of “Operation of Laboratory Materials” is a prerequisite for “TAs for experiment”. The course on 「 Production of Digitalized Materials 」 is a prerequisite for “TAs for common”. The courses on 「 How to Lead Reflection Activities 」 and 「 Design of Result Presentation 」 are prerequisites for “TA for service learning”.
- (4) Certified TAs shall be first considered to be hired by every academic unit. Those who do not obtain TA certification in one month during semester shall apply online training course with Office of Academic Affairs within two weeks and provide voluntary service hours (two hours/each) to program organizer. Thus TA certification shall be given. Termination shall be done for those who do not obtain TA certification. Certified TAs who receive negative appraisal at the end of semester shall not be hired by academic units.

Article 6 Training Courses:

- (1) Training courses organized by Academic Development Center of Academic Affairs Office. (Course hours shall be determined by program organizer.)
 - 1) Regulations and responsibilities of teaching assistants (main course)
 - 2) Class management (main course).
 - 3) Effective teaching strategies (main course)
 - 4) Communication and interaction between faculty members and students (main course)
- (2) Training courses organized by every academic unit. (Courses shall be open based on special request. Course hours shall be determined by program organizer. Main courses are mandatory.)
 - 1) Sharing of teaching experiences (main course)
 - 2) Operation of electronic classroom and equipment (complimentary course)
 - 3) Introducing PowerPoint presentation and production (complimentary course)
 - 4) Operating types of photography and recording equipment (complimentary course)
 - 5) Production of digitalized materials (complimentary course)
 - 6) Operation and management of digital teaching platform

- (complimentary course)
- 7) Library data collecting and analysis, and online database browsing
(complimentary course)
 - 8) Related operation and explanation of academic information system and
online database (complimentary course)
 - 9) Operation of laboratory equipment (complimentary course)
 - 10) Practical teaching on how to lead small group discussion
(complimentary course)
 - 11) Lead reflective activities (complimentary course)
 - 12) Design of result representation (complimentary course)

Article 7 Performance Appraisal Methods: In the end of semester faculty members shall base on the followings to review TAs' performance and submit results to academic unit as future reference for next semester.

- (1) Faculty members shall follow up review and complete appraisal in the end of semester.
- (2) Students shall make comments on TAs' performance by filling out quantified 「 Teaching Opinion Survey 」 in the end of semester.
- (3) In accordance of performance review from students and faculty members, TAs with good performance shall be rewarded and renewed hiring. TAs with bad performance shall not be hired by any academic unit.

Article 8 The regulations were approved at Academic Affairs Meetings and complied with the Principal's approval, so are the amendments.