

國立中山大學教學助理培訓及考核要點

The Guidelines for Training and Evaluation of Teaching Assistants

96.10.5本校第113次教務會議通過
98.12.14本校第122次教務會議修正通過
101.12.17本校第134次教務會議修正通過
110.12.28本校第170次教務會議修正通過

Amended and approved at the 170th Academic Affairs Meeting, Dec. 28, 2021

一、為提升本校教師在學科、實驗及實習課程之教學成效，透過教學助理專業之培訓及考核，協助教師教學，特訂定本要點。

I. The guidelines are enacted to enhance faculty members' teaching effectiveness in the matter of subjects and laboratory and internship courses through professional training and evaluation of teaching assistants.

二、本要點所稱「教學助理」係指本校在校學生協助教師進行教學活動，負責分組討論、分組實驗、批改作業或協助全英授課教學之助理，不同於各系所辦公室執行行政工作之「助教」，亦不同於各系所分派協助老師一般教學研究庶務之研究生助理。

II. "Teaching assistants" refer to current students of the University who assist faculty members in teaching activities that include group discussions, group experiments, grading homework, language practice, or matters related to English Medium Instruction (EMI). The scope of work differs from that of administrative TA and of assigned TA in graduate programs in the colleges.

三、本要點所稱「教學助理」計分五類：

(一) 討論課教學助理（簡稱討論類TA）：為配合課程分組討論需要，在授課老師指導監督下，帶領修課同學進行小組討論或習題演練。其工作內容包括：協助教師準備上課資料、參與聆聽上課內容、負責帶領分組討論、協助批改作業及評分、設計並維護課程網頁，以及其他相關教學輔助工作。

III. Types of teaching assistants are categorized into the five (5) followings:

(1) Teaching assistants for group discussion (hereinafter referred to as "TAs for Discussion") who guide and facilitate small group discussions or guide practicing exercise questions under the supervision of the instructor. The scope of work shall include the followings: assisting the instructor in preparing teaching materials, participating in and listening to the lessons, leading group discussions, assisting in reviewing and grading homework, designing and maintaining course website, and other related work.

(二) 實驗課教學助理（簡稱實驗類TA）：為配合實驗課之需要，在授課老師指導監督下，帶領修課同學進行分組實驗。其工作內容包括：協助教師準備上課資料、準備試劑、預作課程實驗、協助學生操作實

驗、督導實驗室安全、課後清理實驗室、進行實驗相關之討論、協助批改實驗報告及評分、設計並維護課程網頁，以及其他相關教學輔助工作。

(2) Teaching assistants for laboratory course (hereinafter referred to as “Laboratory TAs”) who guide group experiment to meet the needs of laboratory courses under the supervision of the instructor. The scope of work shall include the followings: assisting the instructor in preparing teaching materials, preparing chemical agents, piloting experiments, assisting students in conducting experiments, supervising laboratory safety, after-class cleaning of laboratory, facilitating discussions concerning experiments, assisting in reviewing and grading experiment reports, designing and maintaining course website, and other related work.

(三) 一般類教學助理（簡稱一般類TA）：為配合課程批改作業之需要，在授課老師指導監督下，分擔老師之教學負擔。其工作內容包括：協助教師準備上課資料、參與聆聽上課內容、協助批改作業或報告、製作E化教材、設計並維護課程網頁、上網與學生互動、每週定時提供課業諮詢服務，以及其他相關教學輔助工作。

(3) General Teaching assistants (hereinafter referred to as “General TAs”) who share the instructor’s workload, reviewing and grading assignments under the supervision of the instructor. The scope of work shall include the followings: assisting the instructor in preparing teaching materials, participating in and listening to the lessons, assisting in reviewing and grading homework, making digitalized materials, designing and maintaining course website, interacting with students online, providing regular weekly learning consultation, and other related work.

(四) 全英授課教學助理（簡稱EMI TA）：為配合全英授課課程之教學需要，在授課老師指導監督下，帶領修課同學進行全英授課課程之學習。其工作內容包括：執行一般類TA工作內容、協助修課同學提升對課程內容與英文的理解、擔任跨文化溝通的橋梁、協助批改作業與評分及其他相關教學輔助工作。

(4) English Medium Instruction Teaching Assistants (hereinafter referred to as “EMI TAs”) who, to address needs of the instruction of EMI courses, guide students with regard to their learning under the supervision and guidance of the instructor. The scope of work shall include the followings: doing the work of “General TAs”, assisting students in understanding the course content and English, serving as a bridge for intercultural communications, assisting in reviewing and grading assignments, and other related work.

(五) 服務學習類教學助理(簡稱服務學習類TA)：為配合服務學習類課程之教學需要，在授課老師指導監督下，引導修課同學進行服務學習課程

之學習及社區服務。其工作內容包括：執行一般類TA工作內容、社區機構聯繫與協調、引導同學人際互動、表達(導覽或課輔)技巧、小組討論及反思活動，帶領修課學生設計成果展及督導學生完成服務學習成果報告。

- (5) Teaching assistants for service-learning (hereinafter referred to as “TAs for Service Learning”) who guide students’ learning in service-learning courses and community service to meet the needs of service-learning courses under the supervision of the instructor. The scope of work shall include the followings: doing the work of “General TAs”, coordinating and communicating with community organizations, guiding students on interpersonal interaction and expression (tour guiding or tutoring), leading small group discussions and reflection activities, leading organization of achievement presentations, and supervising students’ completion of service-learning achievement reports.

四、培訓方式：

IV. Training Methods:

- (一) 每學期由教務處教學發展與資源中心規劃開辦之培訓課程。

(1) Training courses shall be planned and organized by the Teaching and Learning Development and Resources Center per semester.

- (二) 每學期由各學術單位規劃符合各系所教學或各類TA需求之培訓課程。

(2) Each academic unit shall plan training courses that meet each college’s need for teaching or types of TAs per semester.

五、資格認證：

V. Qualification Certifications:

- (一) 採取電子化「研習護照」的方式：各學術單位之教學助理須參與教務處及學術單位所舉辦至少八小時以上之培訓課程，並於「教學助理培訓資訊網」平台予以認證，通過後即給予教學助理資格。紙本資格證書，可於認證完成後自行上網列印。

(1) Electronic “Training Passport”: TAs of each academic unit shall participate in at least 8 hours of training courses organized by the Teaching and Learning Development and Resources Center. Certification shall be implemented through the “教學助理培訓資訊網” (TA training program webpage). Once the requirement is met, TAs shall be issued the certificate and print it on their own.

- (二) 八小時以上培訓課程至少包括教務處主辦之四門主要課程及學術單位主辦之一門主要課程及二門輔助課程。

(2) Training courses of over 8 hours should include at least 4 main courses offered by the Office of Academic Affairs, and one main course and two auxiliary courses by the academic units.

(三) 討論類TA必修「帶領小組討論實務教學」課程；實驗類TA必修「實驗室儀器操作能力」課程；一般類TA必修「數位教材編製能力」課程；EMI TA必修「課室語言(含發音)」、「跨文化溝通」課程；服務學習類TA必修「反思活動帶領」、「成果發表設計」課程。

(3) The course “Leading small group discussions for practical learning” is mandatory for “TAs for Discussion”. The course “Operation of Laboratory Instruments” is mandatory for “Laboratory TAs”. The course “Production of Digitalized Materials” is mandatory for “General TAs”. The courses “Classroom Language (including pronunciation)” and “Intercultural Communication” are mandatory for “EMI TAs”. The courses “How to Lead Reflection Activities” and “Organization of Achievement Presentation” are mandatory for “TA for service-learning”.

(四) 取得教學助理資格認證者，各學術單位應予優先聘用；任教之當學期一個月內未取得教學助理資格認證者，立即予以停聘；雖取得資格認證但學期末評量不佳者，各學術單位不得再續聘。

(4) Certified TAs should be prioritized by the academic units apropos of hiring TAs. Those who do not complete TA certification after one month since the first day of classes of the semester should be terminated immediately. The academic units should not re-hire TAs who receive negative evaluation at the end of the semester despite their certification.

六、培訓課程：

VI. Training Courses:

(一) 教務處教學發展與資源中心規劃開辦之培訓課程（課程時數由主辦單位訂定）。

(1) Training courses are organized by the Teaching and Learning Development and Resources Center of the Office of Academic Affairs. (Course hours shall be determined by the program organizer.)

1. 討論類 TA、實驗類 TA、一般類 TA、服務學習類 TA 所需修習之主要課程：

i. TAs for Discussion, Laboratory TAs, General TAs, and TAs for Service Learning are required to complete all the main courses detailed below:

(1) 教學助理制度與職責（主要課程）。

(i) Teaching Assistants Regulations and Responsibilities (main course);

- (2) 班級經營 (主要課程)。
- (ii) Classroom Management (main course);
- (3) 有效的教學策略(主要課程)。
- (iii) Effective Teaching Strategies (main course); and
- (4) 師生溝通與人際互動 (主要課程)。
- (iv) Communication and Interaction between Teachers and Students (main course).

2. EMI TA所需修習之主要課程：以下所列前4門課程任選2門，第5、6門【課室語言(含發音)」、跨文化溝通】為必修課程。

ii. EMI TAs are required to complete 2 out of the 4 courses indicated in option (i) to (iv) and complete course (v) and (vi):

- (1) 教學助理制度與職責 (主要課程)。
- (2) 班級經營(主要課程)。
- (3) 有效的教學策略(主要課程)。
- (4) 師生溝通與人際互動 (主要課程)。
- (5) 課室語言(含發音)(主要課程)。
- (6) 跨文化溝通(主要課程)。
- (i) Teaching Assistants Regulations and Responsibilities (main course);
- (ii) Classroom Management (main course);
- (iii) Effective Teaching Strategies (main course);
- (iv) Communication and Interaction between Teachers and Students (main course);
- (v) Classroom language (including pronunciation) (main course);
- (vi) Intercultural Communication (main course).

(二) 建議各學術單位自行開設之培訓課程 (由各學術單位依據單位教學特殊需求選開課程，課程時數由主辦單位視需求調整，但主要課程必開)。

(2) Advised training courses organized by the academic units (The courses shall be organized based on the special needs of the academic units, and the course hours shall be determined by the program organizer. Offering of the main course is necessary.)

- (1) 教學經驗分享 (主要課程)。
- i. Sharing of teaching experiences (main course)
- (2) E化教室設備資源操作 (輔助課程)。
- ii. Operation of e-classroom equipment (auxiliary course)

- (3) PowerPoint介紹與製作（輔助課程）。
- iii. Introduction to PowerPoint presentation and production (auxiliary course)
- (4) 各項攝錄影器材之操作（輔助課程）。
- iv. Operation of various types of photographic equipment (auxiliary course)
- (5) 數位教材編製能力（輔助課程）。
- v. Production of digitalized materials (auxiliary course)
- (6) 數位教學平台操控與管理（輔助課程）。
- vi. Operation and management of digital teaching platform (auxiliary course)
- (7) 圖書資料蒐集、線上資料庫導覽（輔助課程）。
- vii. Library data collection and online database browsing (auxiliary course)
- (8) 教務資訊系統及網大資訊系統相關操作說明（輔助課程）。
- viii. Explanation for the operation of academic information system and Cyber University system (auxiliary course)
- (9) 實驗室儀器操作能力（輔助課程）。
- ix. Operation of laboratory instruments (auxiliary course)
- (10) 帶領小組討論實務教學（輔助課程）。
- x. Leading small group discussions for practical learning (auxiliary course)
- (11) 反思活動帶領(輔助課程)。
- xi. Leading reflection activities (auxiliary course)
- (12) 成果發表設計(輔助課程)。
- xii. Organization of achievement presentation (auxiliary course)

七、考核機制：每學期末授課教師針對教學助理依據下述規定予以考評，並將評量結果提次學期各學術單位聘用教學助理相關機制參考。

VII. Performance Appraisal Methods: At the end of each semester faculty members shall review TAs' performance and submit review outcome to the academic unit as reference for further hiring and its mechanism.

(一) 透過授課教師於學期末對教學助理加以追蹤考評。

(1) Faculty members shall review and complete the review form of TAs' performance at the end of the semester.

(二) 透過每學期期末「教學意見調查表」中，學生對教學助理之教學評量題項加以考評。

(2) Students shall evaluate TAs' performance by filling out the part of students' evaluation of TA in "Teaching Evaluation Survey" at the end of the semester.

(三) 根據學生與授課教師之考評，對表現優異者酌予獎勵並予以續聘，對評量不佳者，各學術單位不得再續聘。

(3) In accordance with performance reviews from students and faculty members, TAs with good performance shall be rewarded and their hiring renewed. TAs with bad performance shall not be hired by the academic units.

八、本要點經本校教務會議通過，陳請校長核定後實施，修正時亦同。

VIII. The guidelines were approved at Academic Affairs Meetings and are enforced with the President's approval, and so are the amendments.