

# Guidelines for Training and Evaluation of Teaching Assistants

Amended and approved at the 170<sup>th</sup> Academic Affairs Meeting, December 28, 2021

- 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.
- 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.
- 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.
  - (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.
  - (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.
  - (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.

- (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.

#### IV. Training Methods:

- (1) Training courses shall be planned and organized by the Teaching and Learning Development and Resources Center per semester.
- (2) Each academic unit shall plan training courses that meet each college’s need for teaching or types of TAs per semester.

#### V. Qualification Certifications:

- (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.
- (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.
- (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”.

- (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.

## VI. Training Courses:

- (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.)
  - i. TAs for Discussion, Laboratory TAs, General TAs, and TAs for Service Learning are required to complete all the main courses detailed below:
    - (i) Teaching Assistants Regulations and Responsibilities (main course);
    - (ii) Classroom Management (main course);
    - (iii) Effective Teaching Strategies (main course); and
    - (iv) Communication and Interaction between Teachers and Students (main course).
  - 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):
    - (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); and
    - (vi) Intercultural Communication (main course).
- (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.)
  - i. Sharing of teaching experiences (main course)
  - ii. Operation of e-classroom equipment (auxiliary course)

- iii. Introduction to PowerPoint presentation and production (auxiliary course)
- iv. Operation of various types of photographic equipment (auxiliary course)
- v. Production of digitalized materials (auxiliary course)
- vi. Operation and management of digital teaching platform (auxiliary course)
- vii. Library data collection and online database browsing (auxiliary course)
- viii. Explanation for the operation of academic information system and Cyber University system (auxiliary course)
- ix. Operation of laboratory instruments (auxiliary course)
- x. Leading small group discussions for practical learning (auxiliary course)
- xi. Leading reflection activities (auxiliary course)
- xii. Organization of achievement presentation (auxiliary course)

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.

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

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