

國立中山大學教學助理培訓及考核要點

Guidelines on Training and Assessment of Teaching Assistants

96.10.5本校第113次教務會議通過

Approved at the 170th Academic Affairs Council meeting on October 5, 2007

98.12.14本校第122次教務會議修正通過

Amended and approved at the 3rd Academic Affairs Council meeting on December 14, 2009

101.12.17本校第134次教務會議修正通過

Amended and approved at the 3rd Academic Affairs Council meeting on December 17, 2011

110.12.28本校第170次教務會議修正通過

Amended and approved at the 170th Academic Affairs Council meeting, December 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. These guidelines are formulated to enhance the professional training and assessment of teaching assistants in order to elevate the teaching effectiveness of faculty during classes, labs, and internships.
- 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. The term “teaching assistant” herein refers to students currently enrolled at the University and assist faculty in teaching activities, such as taking charge of group discussions or experiments, grading assignments, and assisting in the EMI class. It shall be noted that this role differs from both administrative officers managing administrative work of a department/institute or graduate assistants assigned by their affiliated unit to assist faculty in tasks related to teaching and research.
- 三、本辦法所稱「教學助理」計分五類：
 - III. “Teaching assistants” herein are categorized into the following types:
 - (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。
 - (1) Teaching assistants for classroom discussions (hereinafter referred to as “Discussion TAs”): Under faculty’s supervision, they guide students to participate in group discussions and practice in-class exercises. Their job includes assisting faculty in preparing teaching materials, being attentive in classes, facilitating group discussions, grading assignments, maintaining the course website, and offering other teaching-related support.

- (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 lab experiments (hereinafter referred to as “Lab TAs”): Under faculty’s supervision, they are responsible for leading the class to conduct group experiments. Their job includes assisting faculty in preparing teaching materials, preparing chemical reagents, conducting course experiments in advance, assisting students during experiment, ensuring laboratory safety, cleaning the lab after class, leading discussions on the experiments, grading experiment reports, maintaining the course website, and offering other teaching-related support.
- (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”): Under faculty’s supervision, they are mainly responsible for grading assignments to ease faculty’s workload. Their job includes assisting faculty in preparing teaching materials, being attentive in class, grading assignments and reports, creating e-learning materials, maintaining course website, interacting with students online, providing weekly learning consultation services, and offering other teaching-related support.
- (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) Teaching assistants for EMI courses (hereinafter referred to as “EMI TAs”): Under faculty’s supervision, they are responsible for assisting students in learning during the EMI class. Their job includes carrying out similar tasks to those of General TAs, assisting students in comprehending course content and English, promoting intercultural communications, grading assignments, and providing other teaching-related support.
- (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 “Service Learning TAs”): Under faculty’s supervision, they are mainly responsible for guiding students in learning and community service activities. Their job includes carrying out similar tasks to those of General TAs, communicating and coordinating with community organizations, and guiding students in terms of interpersonal interaction, presentation & communication skills (through activities like tour guiding or tutoring), group discussions and reflection sessions, assisting students in organizing their achievement presentations, and ensuring students complete their reports of service learning outcome.

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 organized and offered by the Teaching and Learning Development and Resources Center (TLDRC) of the Office of Academic Affairs (OAA) 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) Individual academic units shall design the training courses that align with the teaching requirements or specific needs of TAs in individual departments/institutes/degree programs per semester.

五、 資格認證：

V. Certification:

- (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) The certificate of TA qualification is issued in the form of electronic “Training Passport.” TAs from individual academic units are required to participate in at least eight hours of training courses offered by the TLDRC, and the completed courses shall be certified on the online platform known as “Teaching Assistant Training Information Network”. TAs will be granted their certificates once the certification process is completed. A hard copy of the certificate can be printed online.
- (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) The minimum 8-hour training courses shall include at least four main

courses offered by the OAA, one main course and two subsidiary 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) Discussion TAs are required to complete the “Teaching Practices of Leading Group Discussions” course, Lab TAs shall undertake the “Operation Skills of Lab Instruments” course, General TAs shall attend the “Material Development Skills for Digital Learning” course, EMI TAs are mandated to take the courses “Classroom Language (including pronunciation)” and “Intercultural Communication”, and Service Learning TAs shall complete both “Leading Reflection Activities” and “Design of Achievement Presentation” courses.

- (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 shall be given priority in hiring within academic units. Those failing to acquire a TA qualification certificate within one month of teaching in the current semester shall be immediately suspended from their employment. Certified TAs with poor performance in assessment shall not be reappointed.

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 planned by the TLDRC, but the course hours shall be determined by the unit offering the courses.

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. Discussion TAs, Lab TAs, General TAs, and Service Learning TAs shall complete all the main courses specified below:

- (1) 教學助理制度與職責（主要課程）。

- (i) Teaching Assistant System 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)
- (4) 師生溝通與人際互動（主要課程）。
- (iv) Teacher-Student Communication and Interpersonal Interaction (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 shall complete two out of four courses indicated in Subparagraphs 1 to 4 and courses specified in Subparagraphs 5 & 6:
 - (1) 教學助理制度與職責（主要課程）。
 - (i) Teaching Assistants System 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)
 - (4) 師生溝通與人際互動（主要課程）。
 - (iv) Teacher-Student Communication and Interpersonal Interaction (main course)
 - (5) 課室語言(含發音)（主要課程）。
 - (v) Classroom Language (including pronunciation) (main course)
 - (6) 跨文化溝通(主要課程)。
 - (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) Suggested training courses to be offered by the academic units (Individual academic units shall offer TA training courses based on their specific needs. Course hours shall be determined by the unit offering the course but the main courses must be offered.)
 - 1. 教學經驗分享（主要課程）。
 - i. Sharing 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 and Resources (subsidiary course)

3. PowerPoint 介紹與製作（輔助課程）。
- iii. Power Point Introduction and Production (subsidiary course)
4. 各項攝錄影器材之操作（輔助課程）。
- iv. Operation of Various Photographic Equipment (subsidiary course)
5. 數位教材編製能力（輔助課程）。
- v. Material Development Skills of Digital Learning (subsidiary 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 (subsidiary 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 Navigation (subsidiary 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. Instructions to Academic and University Information Systems (subsidiary course)
9. 實驗室儀器操作能力（輔助課程）。
- ix. Operation Skills for Laboratory Instruments (subsidiary course)
10. 帶領小組討論實務教學（輔助課程）。
- x. Teaching Practices of Leading Group Discussions (subsidiary course)
11. 反思活動帶領(輔助課程)。
- xi. Leading Reflection Activities (subsidiary course)
12. 成果發表設計(輔助課程)。
- xii. Design of Achievement Presentation (subsidiary 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. Assessment Methods: At the end of each semester, TAs shall be assessed by the teaching faculty in compliance with the rules in the Paragraphs stipulated below. The results of the assessments shall be forwarded to relevant academic units as references for hiring in the following semester.

(一) 透過授課教師於學期末對教學助理加以追蹤考評。

(1) The assessment is carried out at the end of the semester through the evaluation from the teaching faculty and

(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) the feedback provided by students on TA's performance in the "Teaching Survey".
- (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) Based on the assessment feedbacks from students and the faculty, TAs with outstanding performance may be rewarded and reappointed, while those with poor performance shall not be reappointed by individual 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 are approved by the Academic Affairs Council and the President before implementation. Amendments to these guidelines shall follow the same procedure.