

# 國立交通大學教學助理施行準則

104 學年度第 13 次行政會議修正(105.01.08)

第 1 條 國立交通大學(以下簡稱本校)為增進教學卓越，特訂定本準則，以做為本校推動教學助理工作之依據。

第 2 條 教學助理工作準則

依教學活動需求之不同，本校教學助理分為四類。

## 一、培英教學助理

本校「霹靂博教學助理培英獎學金」聘任之教學助理，負責「輔導教學」或「菁英教學」。

輔導教學以複述課程(recitation)及小班輔導等方式增強課後輔導之成效，輔助在課業上表現欠佳之學生。

菁英教學以小班創意課程方式，開發具創意的優質教育環境，造就更多在學業上有優異表現之學生。

培英教學助理並得配合大班課程分組討論之需要，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：開授複述(recitation)課程、定時進行小班輔導、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，協助教師填寫教學日誌，以及其他相關教學輔助工作。

## 二、實驗課教學助理

實驗課助教主要工作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，協助教師填寫教學日誌，以及其他相關教學輔助工作。

## 三、一般性教學助理

一般課程助教主要工作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、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，協助教師填寫教學日誌，以及其他相關教學輔助工作。

## 四、服務學習教學助理

為領有津貼或補助之服務學習課程教學助理，主要工作為協助服務學習課程之教學、與協力機構溝通聯繫、帶領服務實作、彙整學生服務成果及配合辦理其他相關教學活動。

教學助理以研究生擔任為原則，若因課程性質特殊必須聘用大學部學生者，須經開課單位核可。

### 第 3 條 講習與培訓

- 一、為協助教學助理確實瞭解教學助理制度之精神與實踐要點，本校教學發展中心於每學期開學時舉辦「教學助理研習會」。
- 二、教學助理每學期應瞭解本準則之最新規定，並據以執行教學助理工作。
- 三、教學發展中心於學期中不定期舉辦各種座談會與工作坊（包括教學經驗分享、多媒體教材製作、e3 平台課程實務等），歡迎授課教師及教學助理踴躍參加。

### 第 4 條 考核與評鑑

- 一、各課程應於開學後三週內於 e3 平台系統上架設課程網頁，或透過 e3 平台系統建置個人教學網頁，隨時將課程資訊及其他適合在網站上展示的文字報告、數位教材、學生作業，以及活動紀錄上網。教務處將對各課程網頁之建置與經營，不定期進行了解與評估。
- 二、教務處於期末將對授課教師與修課同學進行教學助理工作協助教學成效意見調查。調查結果將提供授課教師與教學助理參考，並作為本校於學期結束後評鑑教學助理表現及選拔傑出教學助理之重要依據。

### 第 5 條 傑出、優良教學助理遴選方式

- 一、鼓勵表現傑出的教學助理，彰顯其教學熱忱與技能，特頒發傑出及優良教學助理獎。
- 二、由教學諮詢委員會參考學生評語、任課教師推薦信及各教學助理候選人所繳交之輔助資料審核，共計選出 10 名傑出教學助理獎以及 15 名優良教學助理獎。
- 三、獲獎者由教務長頒授獎狀。

### 第 6 條 本準則經行政會議通過後實施，修正時亦同。

# National Chiao Tung University Implementation Guidelines for Teaching Assistants

Amended at the 13th Administrative Meeting of the 2015 academic year on Jan 8, 2016

Article 1 In order to pursue teaching excellence, National Chiao Tung University (NCTU) has formulated the Guidelines to serve as the basis for promoting the work of teaching assistants.

## Article 2 Working standards for teaching assistants

To cater for the needs of different teaching activities, teaching assistants in the school can be divided into four categories.

### 1. Pei Ying teaching assistants

The teaching assistants appointed with the school's "Pre-PhD Teaching Assistant Pei Ying Fellowship" are responsible for "remedial teaching" or "elite teaching."

Remedial teaching enhances the effectiveness of after-school tutoring by means of recitation and small classes, and assists students who perform poorly in some classes.

Elite teaching develops creative and high-quality education environment in small classes, so as to nurture more students with outstanding academic performance.

Pei Ying teaching assistants may also need to meet the needs of group discussions in large classes and lead the students in group discussions or exercises under the guidance and supervision of the instructor. Their work includes: giving recitation courses, offering regular tutoring in small classes, assisting teachers in preparing class materials, listening in class, leading group discussions, assisting in correcting schoolwork and grading, designing and maintaining curriculum webpages, helping teachers in keeping a diary for instruction, and other relevant auxiliary teaching work.

### 2. Teaching assistants in experimental courses

The main tasks of the teaching assistant in the experiment course are to cater for the experiment courses, and under the guidance and supervision of the teacher, lead students to carry out group experiments. The work contents include: assisting teachers in preparing class materials, preparing reagents, preparing course experiments, assisting students in operating experiments, supervising laboratory safety, cleaning laboratories after class, experiments-related discussion, assisting in correcting experimental reports and scoring, designing and maintaining curriculum webpages, helping teachers in keeping a diary for instruction, and other relevant auxiliary teaching work.

### 3. General teaching assistants

The main tasks of general teaching assistants are to share the teaching burden with teachers by helping correct schoolwork under their guidance and supervision. The work contents include: assisting teachers to prepare class materials, attending the class, helping correct schoolwork or reports, designing and maintaining curriculum websites, online interaction with students, providing weekly academic consultation service, assisting teachers in keeping a diary for instruction, and other relevant auxiliary teaching work.

#### 4. Teaching assistants for service learning

For service-learning course teaching assistants who receive an allowance or subsidy, their main tasks are to assist with the teaching of service-learning courses, to communicate with cooperative organizations, to lead hands-on service, to collate students' service achievements, and to work on other related teaching activities.

The post of teaching assistants is normally held by postgraduates. If an undergraduate student is required because of the special nature of the course, it must be approved by the unit offering the lesson.

#### Article 3 Workshops and training

1. In order to help teaching assistants really understand the spirit and practice points of the teaching assistant system, the school's Center for Teaching and Learning Development holds a teaching assistant workshop when the school term commences.
2. Teaching assistants shall grasp the latest requirements of the Guidelines every semester so as to undertake teaching assistant work.
3. During the semester, the Center for Teaching and Learning Development holds various seminars and workshops on teaching experience sharing, multimedia teaching materials production, e3 platform curriculum practice, etc. on an irregular basis. Teachers and teaching assistants are welcome to participate.

#### Article 4 Assessment and Evaluation

1. Within three weeks after the school begins, the course websites shall be set up on the e3 platform system or personal teaching websites shall be built through the e3 platform system, and curriculum information and other suitable text reports, digital teaching materials, student schoolwork and activity records shall be posted on the website at any time. The Office of Academic Affairs will keep abreast of and evaluate the establishment and operation of course websites.
2. At the end of the semester, the Office of Academic Affairs will conduct a survey of teachers and students about teaching assistants' work on teaching effectiveness. The results of the survey will provide a reference for teachers and teaching assistants, and serve as an important basis for evaluating the performance of teaching assistants and selecting outstanding teaching assistants at the end of the semester.

#### Article 5 Selection of outstanding and excellent teaching assistants

1. The school gives awards for outstanding and excellent teaching assistants for their teaching enthusiasm and skills.
2. A total of 10 outstanding teaching assistant award winners and 15 excellent teaching assistant award winners are selected by the teaching advisory committee by examining students' comments, letters of recommendation from teachers and supporting materials submitted by candidates.
3. The diploma will be presented by the dean of academic affairs to the winner.

Article 6 The Guidelines shall come into force after adopted at the administrative meeting. Any amendments thereafter must be handled in the same manner.