

國立成功大學教學助理培訓實施要點

National Cheng Kung University Directions for the Teaching Assistant Training Program

102年5月14日101學年度第2次教務會議通過

Approved by the 2nd Meeting of the Academic Affairs council in the 2012-2013 school year on May 14, 2013

- 一、 國立成功大學（以下簡稱本校）為協助教學助理提升教學技巧與班級經營能力，提供學生更完善的學習資源，特訂定本要點。
The National Cheng Kung University Directions for the Teaching Assistant Training Program (the Directions, hereinafter) are established by National Cheng Kung University (NCKU) to help teaching assistants improve their teaching skills and classroom management to provide students with more comprehensive learning resources.
- 二、 本要點所稱「教學助理」，係指協助本校教師在學業課程、實驗課程、研討課程教學與輔導之助理。
The term teaching assistant (TA) in the Directions refers to an assistant who helps NCKU faculty members with class instruction, experiments and student consultation.
- 三、 本要點參加對象如下：
Eligible applicants for the position of a TA include:
 - （一）本校研究生（含碩士在職專班）、大學部學生。
Graduate students (including in-service master program students) and undergraduate students.
 - （二）各系所提報領取獎、助學金研究生教學助理。
Graduate students assigned by their respective departments as teaching assistants under the auspices of scholarship or assistantship programs.
- 四、 教學助理培訓課程辦理單位如下：
Various sessions and workshops of the TA training program are organized by the Center for Teaching and Learning Development (the Center, hereinafter) with related institutions, as follows:
 - （一）本校教務處教學發展中心（以下簡稱本中心）規劃辦理課程培訓。
Regular sessions and workshops of the TA training program are designed and organized by the Center under the Office of Academic Affairs.
 - （二）本校各院系所或學術單位得自行規劃特殊需求之課程，並培訓之。
Various sessions and workshops for specific purposes are designed and established by related departments, colleges or academic units for the TA training program.
- 五、 培訓課程之開設：
Types of sessions and workshops organized for the TA training program:
 - （一）教學助理培訓課程類型，分「必修課程」及「選修課程」兩種，各課程所需修習之時數，由課程開設主辦單位決定。
There are two types of sessions and workshops, required and elective, organized by the Center and related institutions for the TA training program, respectively.
 - （二）必修課程：由本中心開設，包括以下相關培訓課程：

Required sessions and workshops are organized by the Center to address the following topics:

1. 教學助理之職責及義務。
The responsibilities and obligations of teaching assistants
2. 數位教材軟體介紹及學習平臺運用。
Knowledge and application of digital teaching software and learning platforms
3. 班級經營策略。
Class management strategies
4. 師生溝通與人際互動。
Methods of communication and interaction between students and teachers
5. 情緒管理與壓力調適。
Emotional control and ways to deal with pressure

(三) 選修課程：由各系所或學術單位開設，各單位得自行決定開設之課程與時數。開設課程內容建議如下：

Elective sessions and workshops are organized by related institutions to address the following topics, among others:

1. 數位媒體或教材製作。
Production of digital media or teaching materials
2. 各項多媒體課程錄製系統操作。
Operation of multi-media course video recording systems
3. 實驗室儀器操作。
Operation of laboratory instruments
4. 討論課程帶領技巧。
Discussion skills
5. 圖書及線上資料蒐尋等。
Online searches for books and data

六、學習時數與證書核發：

Program Attendance and Certification:

(一) 課程研習條：於課程結束後，依出席紀錄，發放當場次之研習條。(加蓋本中心戳記，作為參與研習課程證明)。

A stamped sheet of attendance hours for each session or workshop will be issued to participants.

(二) 教學助理證書：當學期參加至少 8 小時之培訓課程，包含必修課程 4 小時及選修課程 4 小時，經本中心審核通過後，核發教學助理證書。A TA certificate will be issued by the Center to each participant who has completed the program requirements with a minimum attendance of eight hours, including four for required sessions/workshops and four for elective ones.

(三) 各系所或學術單位所開設「選修課程」時數，由主辦單位自行核發。主辦單位於課程結束後，檢具成果表單(包括課程表議程、簽到單、活動照片或光碟等)，送交本中心進行選修課程時數認證，但最多以 4 小時為限。

A participant will receive a sheet of attendance hours upon completion of each elective session or workshop from the organizer, who shall submit the relevant documents (session/workshop agenda, attendance signature record, activity photos or DVDs) to the Center for certification of a maximum of four hours.

七、本要點經教務會議通過，陳請校長核定後實施，修正時亦同。

The Directions shall be approved by the Academic Affairs Council and the President before taking effect. Any amendments shall be processed accordingly.

The regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.