

Teaching Assistant System Implementation Detail

Passed at the 2nd Department Faculty Meeting of 2008 dated Oct.2, 2008

- I. The department's relevant implementation detail (hereinafter referred to as the "Implementation Detail") has been drafted and finalized in accordance with the school's "Yuan Ze University Research Students' Scholarship Installation Measure", "Yuan Ze University Teaching Assistant System's Implementation Measure" and "Yuan Ze University Post-enforcement Counseling Implementation Measure".
- II. The eligible subjects as defined by the Implementation Detail refer to the department's master or doctoral postgraduate students with excellent academic achievements and good discipline, and/or university department junior and senior students with excellent academic achievements.
- III. The department's teaching assistant grants need to have an application filed, and the teaching assistants are grouped into five categories by the nature of work. Those who desire to apply for a particular type of teaching assistant are to verify the contents of work with the teaching instructor,
 - (I) Type A: which encompasses the following two subjects,
 1. The contents of work for teaching assistants of the computer programming subject encompass grading the homework and examination papers, class quizzes, and are charged with facilitating the students to log on to the computer, monitoring the examinations, after-class counseling, as well as facilitate in questionnaire surveys (with an effective recall ratio of exceeding 80%) and other department teaching administration duties.
 2. The contents of work for teaching assistants facilitating in the university department laboratory course encompass grading the preview reports, formulating laboratory chemicals, and are charged with the laboratory safety and health work, fully participate in the laboratory course and facilitate maintaining the laboratory's safety and order, after-class counseling, facilitating in questionnaire survey (with an effective recall ratio of exceeding 80%), as well as other teaching administrative duties.
 - (II) Type B: The contents of work for classroom teaching assistants encompass facilitating in grading the subject homework, with a weekly working hours reaching at least six hours, which include classroom sessions, examination supervision, post-class counseling, facilitating in questionnaire survey (with an effective recall ratio of exceeding 80%), and other teaching administrative duties, as well as to precisely carrying out pertinent teaching measures conveyed by the instructors, while those taking a particular subject may not apply to become a teaching assistant of the subject.
 - (III) Type C: The contents of work for general teaching assistant encompass facilitate in examination supervision, and other teaching administrative duties.
 - (IV) Type D: The contents of work for foreign teaching assistants encompass facilitating in examination supervision and other teaching administrative duties.
 - (V) Type E: The contents of work for this category encompass facilitating the post-class reinforcement counseling of mandatory subjects, and other teaching administrative duties.
- IV. Selection process & criteria:

(I) Type-A teaching assistants

1. The particular types and quotas of the selection for the next semester are to be announced prior to the midterm examination of each semester.
2. In the ensuing one week, master (doctoral) students are to file an application by filling out the standard form; no multiple choices are allowed to apply for other laboratory teaching assistant programs.
3. Doctoral students may participate in a maximum of five selection processes, and master students may participate in a maximum of three selection processes, except the replenishing selection process is unrestricted by the foresaid entry limit.
4. The applicant is required to first enter the application form, which is to be consented by whose guidance professor with signature; of those that have surpassed two consecutive selection processes, the applicant who applies for the third time is not only required to secure the consent of whose guidance professor, but is also required to secure the referral signature of the person in charge of the laboratory course.
5. The number of satisfactory candidates selected for various laboratory courses as the third-time applicant may not exceed one-half (1/2) of the mandated selection candidates for a particular course.
6. The selection of doctoral students who apply to participate in the same laboratory course as the second-time applicant may be hired without undergoing the written examination, and the sequence of selection priority shall heed to the senior students; in the event of multiple candidates of the same seniority, the individual recommended by the person in charge of the laboratory course is to be hired with priority.
7. An applicant, after presenting the application, is required to conduct interview with the person in charge of the laboratory course to discern the contents of work.
8. An applicant is required to participate in at least three hours of laboratory internship at the laboratory course applied. Those who have twice (inclusive) been a teaching assistant for the same subject are exempt from the internship.
9. Only applicants that have undergone the internship are eligible to participate in the written examination, and the written examination is comprised of the laboratory safety and health and the experiment professional knowledge.

(II) The Type-B teaching assistant quota is to be distributed by the department's instructors in accordance with the number of the total students (including requisite and free-elective students) of the semester, and the name list is to be recommended and assigned by the teaching instructors.

(III) The Type-C, Type-D and Type-E quotas are to be determined according to the budgeted amounts, and those meeting the criteria set forth in par 2 and of outstanding discipline would become the qualified candidates.

(IV) The foresaid various categories of teaching assistants who hold a valid teaching assistant certificate the school issues and having had prior experience as a teaching assistant of a given course will be hired with priority.

V. All teaching assistants are obligated to participate in the "Teaching assistants workshop" staged by the teaching administration division's teaching excellence center on a yearly basis, and various

workshops, lectures and seminar activities staged randomly throughout the semester. Those who have achieved the specified study hours may be given a teaching assistant certificate.

- VI. Type-A, Type-B and Type-E teaching assistants are required to submit the “Teaching assistant’s self evaluation sheet” before the end of a semester; to discern the course assistant system’s implementation yield, relevant school authorities would distribute the evaluation questionnaire at the end of a semester for the instructors to fill out.
- VII. The remunerations of the teaching assistant program are to be determined by the budgets allocated by the school, and once the remunerations have been finalized, a general principle calls for releasing the remunerations on a semester basis (covering a four-month period). Of those found breaching whose responsibilities during the period, a first-time offender will be penalized by a labor duty of three to six hours, and a repeat offender or one with gross negligence, according to the circumstances, will face having whose teaching assistant’s remunerations reduced or revoked, or be downgrade to a different category, with any unspecified matters subject to ruling motioning at the department administration meeting; those who breach their responsibilities that also violate the school regulations will be referred to the school authorities for penal action.
- VIII. The Regulations herein will come into effect after approval by the Department Faculty Meeting. Amendments to the Regulations shall follow the same procedure.

Department of Chemical Engineering & Materials Science, Yuan Ze University

_____ Semester, _____ School Year Instructor's Teaching Assistant Evaluation Sheet

Subject:

Class code:

Teaching instructor:

Student ID#:

Teaching assistant:

Heading	Very satisfied	Satisfied	Mediocre	Unsatisfied	Very unsatisfied
I. Satisfaction toward the teaching assistant's professional competency on the subject					
1. Assist in producing the teaching material.					
2. Assist in preparing the syllabus of teaching material					
3. Spearheading the group discussions, exercise practices					
4. Offering the students with schoolwork consultation					
5. Expression skills and communication skill					
II. Satisfaction toward the teaching assistant's attitudes on the subject					
1. Actively observe the students' leaning response, and timely discuss with you					
2. Interact well with the students, and would timely reflect the students' needs					
3. Would discuss with you on the teaching progress before a class session					
4. Would voluntarily prepare for the knowledge and skills needed for teaching the subject					
5. Has never been late or withdraw early.					
III. Overall satisfactory toward the teaching assistant on the subject					
As a whole, your level of satisfaction toward the teaching assistant					
As a whole, the teaching assistant has contributed to my teaching					

IV. Other tangible comments or recommendations

Signature: _____

_____ Semester, _____ School Year Instructor's Teaching Assistant Evaluation Sheet

Subject:

Class code:

Teaching instructor:

Student ID#:

Teaching assistant:

Heading	Very satisfied	Satisfied	Mediocre	Unsatisfied	Very unsatisfied
I. Professional competency					
1. I am able to facilitate in producing the teaching material					
2. I am able to facilitate in preparing the teaching syllabus					
3. At the class, I am able to spearhead the group discussions, and exercise practices					
4. At the class, I am able to provide the students with schoolwork consultation					
5. I reckon that I have good expression skills and communication skills					
II. Work attitudes					
1. I would voluntarily observe the students' learning response, and timely discuss it with the teaching instructor					
2. I interact well with the students, and would timely reflect the students' needs with the teaching instructor					
3. I would voluntarily discuss the teaching progress with the teaching instructor prior to a class					
4. I would voluntarily prepare for the knowledge and skill required for teaching the subject					
5. I am never late or withdraw early while as a teaching assistant					
III. Overall evaluation					
1. As a whole, I reckon that I am a competent teaching assistant					
2. I reckon that I contribute to the instructor's teaching on the subject					
3. I reckon that I contribute to the students' learning on the subject					
4. Working as a teaching assistant helps me excel my self growth					

IV. Other tangible comments or recommendations

Signature: _____