

# Details for Teaching Assistants of Laboratory Type A at the Department of Chemical Engineering and Materials Science in Yuan Ze University

5.1.2008 Revised and ratified in the 8th departmental meeting of academic year 2007

4.1.2010 Revised and ratified in the 7th departmental meeting of academic year 2009

Clause 1 This set of details is established based on the “Implementation Details for Graduate Student Scholarship at the Department of Chemical Engineering and Materials Science in Yuan Ze University.

Clause 2 Qualifications for Applicants

- I. The graduate students in the Master’s program as well as the doctoral program at this department are qualified for the scholarships but they are required to have the laboratory safety seminar certificates issued by the Ministry of Education or other related approved by this department.
- II. Those doctoral students who have received the Y. Z. Hsu Scholarship or Foreign Student Scholarship have to take the arrangement made by the department to become Type A lab assistants based on the regulations of the Y. Z. Hsu Scholarship. Their performance during the assistantship period will be taken into consideration regarding whether their scholarship will continue to be granted. Those who fail to meet the standards will immediately lose their scholarship. The Y. Z. Hsu Scholarship for doctoral students comes with another evaluation form.

Clause 3 Selection Procedures

- I. The types and quotas of assistant selection for the following semester will be announced after the midterm of each semester.
- II. Within one week after the announcement, those Master’s and doctoral students who are interested should submit their application forms but they should not participate in the selection of two types of lab assistantship at the same time.
- III. Doctoral students can participate in a maximum of five selections and Master’s degree students can participate in a maximum of three selections of assistantship. However, those who are in the second selection process are not limited by the above number of times.
- IV. The applicants have to fill out forms and ask their advisors to sign the application. Those who have been selected twice will need to obtain the additional signature from the lab authority for recommendation purpose in the third time.
- V. The total of the applicants who are qualified for the third application for lab courses cannot exceed 1/2 of the total selected assistants.
- VI. Doctoral students, attending the selection of the same lab course for the second time, can be chosen directly without the need of taking the written test as well as the internship. The priority of the selection order will be given to seniors. If the applicants are at the same year, those recommended by the lab authority will have the priority.
- VII. After the applicants submit their applications, they will have to be interviewed face-to-face by the lab authority to understand the work content.
- VIII. The applicants should participate in a short internship of at least three hours for the lab courses they want to apply for. Such a requirement can be waived for those who have been the

lab assistants for the same lab courses for at least twice.

- IX. The applicants who have completed the internship and qualified can participate in the written test. The written test will cover the lab safety/hygiene and the professional know-how of the lab. The grade of qualification is equally weighted based on both internship performances and professional laboratory knowledge.
- X. If the qualified applicants exceed the planned quotas, their scores will be arranged and those with higher scores will be taken. If the number of the qualified applicants is equivalent to the planned quotas, all of them will be taken.
- XI. When the number of the qualified applicants is lower than the planned quotas, a second selection process will start and such a selection will be repeated at most twice.

#### Clause 4 Selection Results

- I. Those who have completed the internship and passed the written exam of laboratory safety and sanitation (with a passing score of the total average) will become the candidates for the lab assistants.
- II. The selection results will be announced after the written test is finished. Those who are granted with the positions will be announced by the Type A Lab Assistant Selection Committee. The committee is organized by the professors at this department and the lab authority of different courses.
- III. If any applicant has doubts about the selection results, he/she can appeal in three days after the announcement is made. However, the person needs to provide necessary documents. Those who fail to appeal within the given time period will not be able to submit their cases to the department.
- IV. From the end of the selection to the week before the new semester starts, if the doctoral and Master's degree students who have been chosen as the Type A lab assistants cannot carry out their given tasks as the lab assistants due to illness, car accident, suspension or withdrawal, the quotas they have released will be offered in the make-up selection. Such a selection will be open to public. However, the selection held based on this reason is limited to one time only. The missing quotas resulted from other issues will not be replaced.

#### Clause 5 Obligations of the Selected Assistants

- I. The assistants should help the lab authority to prepare for the lab teaching tasks before experiments start. The tasks including reading or grading lab reports in advance or making chemicals.
- II. The assistants should help the lab authority with teaching tasks during the experiments. The tasks include supervising students and correcting their lab skills.
- III. The assistants should help the lab authority with tasks that need to be finished after experiments. For example, the assistants should monitor students in sorting out the labs.
- IV. The assistants should help the lab authority to ensure the safety of the labs, including sorting out the chemicals, registering the chemicals, and update the safety information of the chemicals.
- V. The assistants should help out with the surveys (to make sure the return rate is more than 80%), the engineering certification process and other details related to lab teaching.

#### Clause 6 Notes for Doctoral Students Applying for the Y. Z. Hsu Scholarship and Foreign Student Scholarship

- I. For those who cannot volunteer their services continuously, they must fill out the document stating that they have willingly to give up the assistantships.
- II. For TAs who have to participate and assist the courses in person, the attendance rate should be no less than 80% of the total semester course hours.
- III. Once the doctoral students have been selected for the assistantship but cannot fulfill the roles, they need to find the replacement. Such an arrangement has to be agreed by the lab authority. Those who have agreed to take up the assistantship need to be either current assistants or former assistants of Type A. If not, the doctoral students' assistantship will be cancelled.
- IV. Those who are granted with the Y. Z. Hsu Scholarship and Foreign Student Scholarship have to volunteer their services as Type A lab assistants for four semesters of their scholarship.

Clause 7 This set of details is ratified in departmental meeting before announcement and implementation.