National Taiwan Normal University
Teaching Assistant Training and Assessment Principles

I. The Center for Teaching and Learning Development (hereinafter referred to as CTLD) of National Taiwan Normal University (hereinafter referred to as NTNU) has drafted the "Teaching Assistant Training and Assessment Principles" (hereinafter referred to as Principles) based on the "National Taiwan Normal University Teaching Assistant Implementation Directions", to assist our faculty members in enhancing the effectiveness of their instruction in their fields of expertise, as well as experimental and practice courses through professional training and assessment of teaching assistants and the strengthening of the overall competency of teaching assistants.

II. The Principles shall apply to teaching assistants employed under the provisions of NTNU's Teaching Assistant Implementation Directions.

III. Training for teaching assistants is consisted of the following stages; information on training courses shall be announced on the learning platform of Moodle and the website of CTLD:

(1) First Stage Certification Courses:

1. All those who are serving as teaching assistants for the first time are required to take the courses of the current stage. These individuals must complete the assessment within the first month of their employment to be qualified as teaching assistants.

2. This stage may be waived for those who have completed College of Teacher Education's teacher literacy or teachers' professional development courses that are offered specifically to teaching assistants.

3. Those who have completed the training of this stage previously need not do so again.

(2) Second Stage Professional Knowledge and Skills Courses: Teaching assistants should complete the training courses of the current stage and the survey/feedback before the end of the 10th week of the semester they are employed.

(3) Teaching assistants should complete the end-of-term survey within the first week after the semester they are employed has ended.

IV. Teaching Assistant Employment and Assessment Mechanism:

(1) Teaching assistants' instructional performance shall be reviewed by their students at the end of each semester. For those who wish to serve as a teaching assistant in the following semester, their review score must be 3.5 or above.

(2) Those who fail to complete the aforementioned stages of training without cause will not qualify for the Outstanding Teaching Assistant Award of the semester. They will also be disqualified from serving as teaching assistants in the following two semesters. Those who wish to apply to serve as teaching assistants thereafter will need to submit a report and receive approval from their supervising faculty member, hiring unit, and the Office of Academic Affairs, to have their employment qualification reinstated.

(3) Starting the third week after the end of the semester, teaching assistants who have completed their training may go to the academic affairs system to print out their Teaching Assistant Certificate.

V. Matters not covered herein shall be subject to relevant CTLD announcements.

VI. The current Principles and all of its subsequent amendments shall be implemented once approved by the Office of Academic Affairs Meeting.