

National Taiwan Normal University

Notes for Outstanding Teaching Assistant Award Application

1. Employment-based Teaching Assistants should submit application form and supporting documents. The supervising faculty writes the recommendation letters and send it to Ms. Luo.
2. The application form includes 5 parts: applicant's profile, results from applicant's online course evaluation survey, major achievements, reflection, and feedback from enrolled students. The application form should be 5 pages (A4 size) maximum, excluding supporting documents. Applications that have exceeded the limit will be returned to the applicant. Applicants may resubmit their application within two days. Applicant can provide other specific supporting information but don't more than 10 pages.
3. There are no restrictions on how applicants present their application. The fonts specification: For the font size is 12pt for the main content, apply 1.15 line spacing, and each page in your paper should including the page number.
4. All text should be typed (not hand-written) to ensure legibility.
5. Application Period: February 19 (Mon.) – March 4 (Mon.), 2024.
No applications will be accepted after this time.
6. Submission:
 - (1) Compile the application form and all supporting documents into one electronic file (PDF format) and send it to Ms. Luo (luo@gapps.ntnu.edu.tw). The subject heading of the email should be "Outstanding TA Application – NAME".
 - (2) The supervising faculty writes the recommendation letters and send it to Ms. Luo (luo@gapps.ntnu.edu.tw). CTLD will send a confirmation email to the applicant and the author of the letter once the letters have been received.
- 7. Applicants should be mindful of the application deadline and leave sufficient time for their supervising faculty to write their recommendation letters.**

Application for NTNU Outstanding Teaching Assistant Award

I. Profile (one page, A4 size)

Course Title		Name (Teacher)	
Name (Student)		Department	
Student Number		Academic level	<input type="checkbox"/> 1. Undergraduate <input type="checkbox"/> 2. Master's <input type="checkbox"/> 3. Doctoral
Contact	Mobile:	E-mail:	
TA Type	<input type="checkbox"/> TA (Non English Mediated Instruction) <input type="checkbox"/> EMI TA (English Mediated Instruction)		
Session Attendance Required	<input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. Some sessions only <input type="checkbox"/> 3. No		
Course Category	<input type="checkbox"/> 1. General Education <input type="checkbox"/> 2. Common Core Education <input type="checkbox"/> 3. General Physical Education <input type="checkbox"/> 4. Teacher Education Courses <input type="checkbox"/> 5. Collegial Courses <input type="checkbox"/> 6. Departmental Courses <input type="checkbox"/> 7. Others: _____		

※ Online Course Evaluation Survey (Academic Affairs Information System)

II. Course Performance (one page, A4 size)

A. I believe I have...

(Instruction: Helped the course in achieving its features as stated in the syllabus.)

B. The role I play in the course...

(Instruction: Evaluate the efficacy and the pros and cons of the course.)

III. Major Achievements

My major achievements (**choose 3 from the following 5 items**, one page only):

1. Producing course materials or learning sheets.
2. Using the teaching/learning platform.
3. Producing websites for instruction or courses.
4. Records of interaction with students on the teaching/learning platform.
5. Other achievement or records related to the teaching assistance.

My performance lies in...(choose 3 out of the 5 items)	
No.1	Items:
No.2	Items:
No.3	Items:

IV. Reflection

Instruction: Acting as a teaching assistant this semester, my experiences and reflection are as follows (should contain “Self-evaluation of performance”, “interaction with the instructor(s) and students”, and “my growth”, one page only, A4 size).

V. Feedback from Enrolled Students

(Instruction: Feedbacks from sitting in on the class or interaction with students, one page only in A4 size.)

※ **Other specific supporting documents**

Instruction: Please do attach the relevant information by yourself as the basis for evaluation. leave this column blank if none. **No more than 10 pages.**

Note: If the page is not enough to use, please add it by yourself.