

# National Taiwan Normal University

## 教學助理培訓及評鑑原則

### General Guidelines for Teaching Assistant Training and Assessment

Last Amended on August 30, 2021

1. The Center for Teaching and Learning Development (hereinafter referred to as “CTLTD”) of National Taiwan Normal University has formulated the “General Guidelines for Teaching Assistant Training and Assessment” (hereinafter referred to as “the General Guidelines”) in accordance with the “National Taiwan Normal University Teaching Assistant Directives”, to assist faculty members in enhancing the effectiveness of teaching support in the fields of expertise, as well as experimental and internship courses through providing professional training and assessment and strengthening the overall competency of teaching assistants.
2. The General Guidelines shall apply to teaching assistants employed under the provisions of the “National Taiwan Normal University Teaching Assistant Directives”.
3. Training for teaching assistants consists of the following stages, and information on the training courses shall be announced on the learning platform of Moodle and the website of CTLTD:
  - (1) First Stage Certification Courses:
    - (a) All those who serve as teaching assistants for the first time shall take the courses of this stage and complete the assessment within the first month of their employment to obtain the qualification of teaching assistants.
    - (b) This stage may be waived for teaching assistants who have completed courses on pedagogical literacy or professional development offered by the College of Teacher Education.
    - (c) Those who have completed the training of this stage previously need not do it again.
  - (2) Second Stage Professional Knowledge and Skills Courses: Teaching assistants shall complete the training courses and the survey of this stage by the end of week 10 of the semester they are employed.
  - (3) Teaching assistants shall complete the end-of-term survey within one week after the end of the semester they are employed.

4. Teaching Assistant Employment and Assessment Mechanism:
  - (1) Teaching assistants' instructional performance shall be reviewed by students at the end of each semester. For those who wish to serve as a teaching assistant in the following semester, they shall obtain a review score of 3.5 or above.
  - (2) Teaching assistants who fail to complete the aforementioned stages of training without valid reasons shall not be eligible for the selection of 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 shall submit a report and receive approval from the supervising faculty member, hiring unit, and the Office of Academic Affairs, to have their employment qualification reinstated.
  - (3) Starting from the third week after the end of the semester, teaching assistants who have completed the training may print the Teaching Assistant Certificate from the academic affairs system.
  
5. Matters not stipulated in the General Guidelines shall be handled in accordance with relevant CTLD announcements.
  
6. The General Guidelines and any amendments thereto shall be implemented upon passage by the Office of Academic Affairs Meeting.

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This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.