

## 外文系教學助理施行細則

99 年 3 月 31 日課程委員會通過

102 年 11 月 6 日課程委員會通過

103 年 10 月 8 日課程委員會通過

104 年 4 月 15 日課程委員會通過

107 年 4 月 18 日課程委員會通過

107 年 12 月 17 日課程委員會通過

112 年 5 月 31 日課程委員會通過

一、教學助理應協助教師進行教學活動，負責分組討論、課業諮詢服務、批改作業或協助練習；除從事與課程相關之學習活動外，教師不得要求教學助理從事與教學無關之事務，亦不可代教師授課。

二、教學助理應參加教學發展中心舉辦之教學助理研習會，並取得教學助理資格認證。取得教學助理基本資格認證並擔任教學助理者，每學期應依規定參加教學助理培訓活動。學期末未完成最低進修時數要求者，暫停其教學助理資格一學期，須完成雙倍之最低進修時數後，方得恢復教學助理之資格。

三、教學助理得以支援學士班必修專業課程（含必選，不含語言學習）及文學與文化專題課程（限英美文學與相關文化課程），經課程委員會審核後核予名額。申請之優先順序如下：

（一）文學作品讀法、西洋文學概論、語言學概論、英國文學、歐洲文學、戲劇選讀、小說選讀、美國文學，電腦初選人數達 30 人以上者，每班得申請 1 名教學助理。

（二）於上述課程申請完畢猶有員額時，得開放第一項課程，電腦初選人數達 60 人以上者，申請第二名教學助理。

（三）於前兩項課程申請完畢猶有員額時，得開放文學與文化專題課程，電腦初選人數達 30 人以上者，每班得申請 1 名教學助理。

每學期開學前由系辦公室依照以上順序詢問教師需求並公告缺額。

如教師全學年均教授必修課程，且於上學期經核定 2 名教學助理者，可優先於下學期直接沿用 2 名教學助理；其餘課程皆應由系辦公公告缺額周知。

每位學生以擔任一門課程教學助理為原則。如當學期有需求之課程尚有缺額，得擔任第二門課程教學助理。研究生擔任教學助理、由本系經費支應之行政助理至多共二職。

四、獲核定配置教學助理之課程，該課程及教學助理之考核與評鑑方式如下：

（一）教師期末課程成果得以多元方式呈現，其內容以能體現教學改進成效及學生回饋意見為原則。

（二）教學助理應於期末撰寫教學助理心得報告，並附上進修時數證明資料。

- (三) 教務處於期中、期末教學意見調查中，對實施教學助理制度之課程加列問卷調查題目。調查結果將提供授課教師及教學助理參考，並作為學期結束後評鑑教學助理表現及選拔傑出教學助理之重要依據。
  - (四) 課程委員會根據學期成果報告、教學助理期末教學意見調查、授課教師期末教學意見調查等，評估受補助課程之實施成效，以作為未來核定教學助理名額之參考。
  - (五) 如授課教師評鑑值有低於 3.5 之情況，應經課程委員會議討論通過始得任用教學助理。
- 五、如教學助理評鑑值有低於 3.5 之情況，應經課程委員會審查通過，且應完成該委員會所規定之研習活動後，始得繼續擔任教學助理。決議暫停教學助理資格者，於暫停期間，不得繼續擔任研究生獎勵金補助課程之教學助理。暫停資格期滿後，欲再度擔任教學助理者，應檢具下列資料向課程委員會提出恢復教學助理資格之申請：
- (一) 暫停資格期間完成課程委員會規定之進修時數證明。
  - (二) 參與研習心得或其他相關書面文件。
- 六、研究所課程召集人為當然教學助理總協調人。
- 七、擔任本系教學助理除了充實自身專業能力的附加價值之外，由本系發給學習證明及推薦信以增加學生日後職場競爭力。
- 八、本細則經課程委員會通過後施行，修正時亦同。

### DPLL Teaching Assistant Regulations

- I. TAs should assist instructors in their teaching activities, and be in charge of facilitating group discussions, holding office hours, correcting and grading homework, and assisting students with their assignments. Apart from teaching activities, instructors cannot ask their TAs to do work unrelated to teaching, nor ask TAs to be substitute instructors.
- II. TAs should attend TA training programs held by the Center for Teaching and Learning Development (CTLTD) and obtain TA qualification. Each semester, TAs should complete the required training sessions as stated by the university regulations. TAs who fail to do so, will be disqualified in the following semester, and will have to complete double of the required training sessions in order to be qualified again.
- III. Instructors of DPLL undergraduate required courses (excluding language courses) and literary and cultural studies courses related to English and American literature or culture can apply for TAs to assist their teaching. Their applications are subject to the approval of the DPLL Curriculum Committee. Application

priorities are as follows:

1. Teachers of Approaches to Literature, Introduction to Western Literature, Introduction to Linguistics, English Literature, European Literature, Drama, Fiction, and American Literature can apply for 1 TA if their courses have an enrollment of more than 30 students after the online course selection procedure.
2. Teachers of the above courses can apply for a second TA if there is still vacancy after the first round of applications and if their courses have an enrollment of more than 60 students after the online course selection procedure.
3. Teachers of literary and cultural studies courses can apply for 1 TA if there is still vacancy after the first two rounds of applications and if their courses have an enrollment of more than 30 students after the online course selection procedure.

Each semester, before the beginning of classes, the DFLL Office will ask teachers, in order of priority, to apply for TAs. The DFLL Office will then announce these TA vacancies to DFLL graduate students.

If a teacher teaches required courses for two consecutive semesters of the same academic year, the teacher has the priority to the same TA(s) in the second semester.

In principle, each student can only be TA for one course. In the case where there are still vacancies but no applicants, a student can apply to be TA for a second course. Students can in total take up to two teaching assistantships or department-funded administrative assistantships.

IV. Course and TA evaluation procedures of courses that have been granted TAs are as follows:

1. Course achievements could be presented in different ways, as long as the content can reflect teaching improvement and student feedback.
2. TAs should submit a reflections report and proof of completion of training activities at the end of the semester.
3. TAs will be evaluated by the students in the Course Evaluation at the end of each semester. The results of the evaluations will be given to the course instructors for passing on to the TAs for reference, and will be an important source to the Office of Academic Affairs for evaluating TAs and electing Outstanding TAs.
4. At the end of each semester, the courses granted TAs will be evaluated by the Curriculum Committee as to the effects of TA employment basing on the results report, semester-end evaluation of TAs, and semester-end

evaluation of course instructors. The results will serve as a source of reference for future TA grants to related courses.

5. Course instructors who score below 3.5 in the evaluations will need approval of the Curriculum Committee before applying for a TA.
- V. TAs who score below 3.5 in the evaluations will be temporarily disqualified and will have to complete the training activities assigned by the Curriculum Committee to be qualified again. After completing the assigned training activities, the TA should submit the following documents to apply for restoration of TA qualification:
  1. Proof of completion of assigned training activities.
  2. Report of the training activities or other related materials.
- VI. The graduate courses coordinator is the coordinator of TAs.
- VII. The department can also issue learning proofs and recommendation letters for the TAs.
- VIII. These regulations are implemented after being passed by the Course Committee. When revised, the same procedures will apply.