**國立陽明交通大學優秀教學助理遴選申請表**

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| **參加教學助理遴選之學生基本資料** |
| 中文姓名 |  | 英文姓名 |  | 學號 |  |
| 聯絡方式 | 行動電話：　　　　　　　　　e-mail： |
| 身分別 | 所屬系所\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 博士生 年級  碩士生 年級  大學生 年級 |
| **課程基本資料** |
| 課程名稱 |  | 修課人數 |  人 |
| 開課單位 |  | 學分數 |  |
| 任課教師 |  | 助教人數 |  人 |
| 助教類型 | 教學助理(一般課程) 全英語教學助理(全英語授課) |
| 隨班跟課與否 | 是 否 部分隨班 |
| 課程屬性 |  一般性課程  專題/實驗課程 小組討論課  其他類型： |
| 開課學期 | 上學期 下學期 暑期 |

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| **此欄為推薦系所及所屬學院填寫** |
| 推薦理由 |  |
| 學院推薦排序 |  | 學院核章 |  年 月 日 |

1. **主要工作內容或表現**

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| --- | --- | --- | --- |
| **項目** | **工 作 內 容** | **有無執行****（請勾選）** | **相關職能** |
| **有** | **無** |
| １行政庶務 | 參與聆聽上課內容（聽課或討論） |  |  | 文件輸入、建檔與彙整管理文件收發與檔案管理能力行政事務處理能力 |
| 監考 |  |  |
| 收集、登記學生作業 |  |  |
| 準備上課資料與用品（例：影印、電子設備） |  |  |
| 批改作業、考試卷 |  |  |
| 登記學生考試成績 |  |  |
| 管理和更新課程網頁 |  |  |
| ２諮詢輔導 | 每週有固定office hours |  |  | 教導／輔導學生技巧溝通能力 |
| 帶領學生分組討論 |  |  |
| 協助學生進行研究 |  |  |
| 解答學生課程相關問題 |  |  |
| ３數位製作 | 編輯／整理數位教材（例：紙本轉電子文件） |  |  | 文件更新、發行、審核與跟催 |
| 影片剪輯及字幕登打等 |  |  |
| 協助拍攝數位課程 |  |  |
| ４活動規劃 | 協助課間活動安排與協調 |  |  | 課程規劃與安排協調與安排各類型活動 |
| 協助課間分組研討 |  |  |
| 講座活動教材等之準備 |  |  |
| 講師接待與交通安排等 |  |  |
| ５其他內容 | 負責\_\_\_\_\_\_\_\_位學生，每週約\_\_\_\_\_\_\_小時。撰寫說明：請提出協助該課程過程中，最具特色且代表性的工作內容及表現。 |

1. **優異事蹟具體詳述**

撰寫說明：著重對授課教師與班級學生有實際助益，請舉例說明。

1. **擔任教學助理的心得與反思**

撰寫說明：依據擔任教學助理之經驗，分享教學心得及反思。

（內容須包含自我評估、與學生互動的情形、自我成長）

1. **修課同學回饋意見與交流互動紀錄**

撰寫說明：敘述如何解決修課同學的學習困難，及提供相關的協助，例如：透過FB、教學平台、各種方式管道等等。(請自行檢附，作為考評依據，若無則免。)

1. **其他佐證資料**

請檢附其他有助於審查之相關資料，本申請書總頁數已不超過5頁為限。

**National Yang Ming Chiao Tung University**

**Excellent Teaching Assistant Selection Application Form**

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| **Teaching Assistant’s Basic Information** |
| Chinese name |  | English name |  | Student ID |  |
| Contact method | Mobile phone:　　　　　　　　　E-mail: |
| Status | Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PhD student year Graduate student year Undergraduate student \_ year |
| **Course Information** |
| Course title |  | Number of students taking the course |   |
| Department or unit that offers the course |  | Number of credits |  |
| Course instructor |  | Number of teaching assistants |   |
| Type of assistant | 🞏Teaching assistant (general course) 🞏English teaching assistant (fully English-taught course) |
| Whether to audit the class or not | 🞏Yes 🞏No 🞏Partial attendance |
| Course type | 🞏 General course 🞏 Special topic course or experimental course🞏 Group discussion course 🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Semester | 🞏First semester 🞏Second semester 🞏Summer term |

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| **The following section is to be filled out by the recommending department and its affiliated college** |
| Reasons for recommendation |  |
| College recommendation ranking |  | College seal | \_\_\_\_(mm)\_\_\_\_(dd)\_\_\_\_(yyyy) |

1. **Main job responsibilities or performance**

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| --- | --- | --- | --- |
| **Item** | **Job responsibilities** | **Executed or not** | **Related competencies** |
| **Yes** | **No** |
| 1.Administrative tasks | Participating in the course and listening to course content (attending lectures or discussions) |  |  | Skills of document input, filing, and organization; skills of document reception and distribution and file management; administrative task handling abilities |
| Exam supervision |  |  |
| Collecting and recording student assignments |  |  |
| Preparing class materials and supplies (e.g., photocopies and electronic devices) |  |  |
| Marking assignments and exam papers |  |  |
| Recording student exam scores |  |  |
| Managing and updating course website |  |  |
| 2Consultation and counseling | Holding regular office hours each week |  |  | Teaching and student mentoring skills; communication skills |
| Leading group discussions with students |  |  |
| Assisting students in their research |  |  |
| Answering students’ course-related questions |  |  |
| 3Digital production | Editing and organizing digital teaching materials (e.g., converting hard copies into electronic files) |  |  | Document updating, issuance, review, and follow-up |
| Video editing and subtitling |  |  |
| Assisting in filming digital courses |  |  |
| 4Activity planning | Assisting in organizing and coordinating inter-class activities |  |  | Curriculum planning and scheduling; coordinating and organizing various activities |
| Assisting in inter-class group discussions |  |  |
| Preparing materials for seminars |  |  |
| Arranging reception and transportation for lecturers |  |  |
| 5Other | In charge of \_\_\_\_\_ students, approximately \_\_\_\_ hours per week;Written description: Please provide the most distinctive and representative tasks and performances involved in assisting with the course. |

1. **Describe your outstanding achievements in detail**

Written description: Emphasize practical benefits to the course instructor and students. Please provide examples.

1. **Reflections and insights on being a teaching assistant**

Written description: Share insights and reflections on teaching based on your experience as a teaching assistant. (Content should include self-assessment, interaction with students, and personal growth.)

1. **Records of feedback of and interaction with students from the course**

Written description: Describe how you address students’ learning difficulties and provide relevant assistance, such as through Facebook, teaching platforms, and various communication channels. (Please provide supporting evidence for evaluation, if available; otherwise, exempt.)

1. **Additional supporting documents**

Please attach any other relevant materials that may assist in the review process. The total number of pages for this application should not exceed 5 pages.