**國立陽明交通大學優秀教學助理遴選–師長推薦函**

1. **基本資料**

|  |  |  |  |
| --- | --- | --- | --- |
| 課程名稱 |  | 開課學期 | 上學期下學期暑期 |
| 任課教師 |  | 任課教師  所屬單位 |  |
| 推薦教學助理姓名 |  | 教學助理  所屬單位 |  |

1. **教學助理評量表**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 評　　量　　項　　目 | | 非常符合  5 | 符  合  4 | 尚符合  3 | 不符合  2 | 極不符合  1 |
| 教學專業知能 | | | | | | |
|  | 具備本科目所需之專門學科知識 |  |  |  |  |  |
|  | 具備獨立解答課程相關問題 |  |  |  |  |  |
|  | 積極增進本科目所需之教學新知 |  |  |  |  |  |
| 行政工作表現 | | | | | | |
|  | 具備支援教學場域所需之能力 |  |  |  |  |  |
|  | 課前主動協助教師進行教學準備工作 |  |  |  |  |  |
|  | 文件輸入、彙整管理等(包含更新數位教學教材) |  |  |  |  |  |
|  | 與修課學生有良好的互動  (如課後問答、小組活動、實驗課程等) |  |  |  |  |  |
|  | 整體來說，該生對於本人課程教學上很有幫助 |  |  |  |  |  |
| 本人願意推薦該生參加優秀教學助理遴選   極力推薦  推薦  不推薦  推薦理由：  　　　　年月日 | | | | | | |

**National Yang Ming Chiao Tung University**

**Excellent Teaching Assistant Selection**

**Teacher Recommendation Letter**

1. **Basic information**

|  |  |  |  |
| --- | --- | --- | --- |
| Course title |  | Semester in which the course is offered | 🞏First semester 🞏Second semester 🞏Summer term |
| Course instructor |  | Department of the instructor |  |
| Name of the recommended teaching assistant |  | Department of the teaching assistant |  |

1. **Teaching assistant evaluation form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Evaluation items | | Strongly agree  5 | Agree  4 | Somewhat agree  3 | Disagree  2 | Strongly disagree  1 |
| Teaching professional competence | | | | | | |
| 1. | Possesses specialized knowledge required for this subject |  |  |  |  |  |
| 2. | Capable of independently answering course-related questions |  |  |  |  |  |
| 3. | Actively advances teaching innovations required for this subject |  |  |  |  |  |
| Administrative performance | | | | | | |
| 1. | Possesses the ability to support teaching activities |  |  |  |  |  |
| 2. | Proactively assists teachers in preparing for classes |  |  |  |  |  |
| 3. | Document input, organization, and management (including updating digital teaching materials) |  |  |  |  |  |
| 4. | Has excellent interactions with students taking the course (such as after-class Q&A, group activities, and experimental courses, etc.) |  |  |  |  |  |
| 5. | Overall, the student is very helpful in my teaching the course |  |  |  |  |  |
| I would like to recommend the student as a candidate in the selection of excellent teaching assistants   Strongly recommend  Recommend  Do not recommend  Reasons for recommendation:  　　　 \_\_ (mm) (dd) (yyyy) | | | | | | |