

# 國立陽明交通大學教學助理施行準則

110學年度第1次教務會議通過(110.9.1)

## 第一條 實施目的

國立陽明交通大學(以下簡稱本校)為增進教學卓越，特訂定本準則為本校教學增能工作、提升教師教學輔導品質之依據。

## 第二條 定義

教學助理 (Teaching Assistant, 簡稱 TA) 係指協助教師進行教學相關工作之兼任人員。主要工作為配合授課老師課程所需、協助教師課程準備、課後課業諮詢服務、e3 數位教學平台課程網頁維護及其他教學相關活動之協助。

教學助理以研究生擔任為原則，若因課程性質特殊必須聘用大學部學生者，須經開課單位核可。

## 第三條 研習活動

為協助教學助理確實瞭解制度之精神與協助教學內容，由教學發展中心或各教學單位於每學期依權責舉辦教學助理研習活動（各種座談會與工作坊、教學經驗分享、多媒體教材製作、e3 平台課程實務、遠距教學等）。

## 第四條 傑出、優良教學助理

一、教務處於每學期末定期對修課學生、授課教師進行意見調查，作為選拔傑出及優良教學助理、提升教師教學輔導品質之參考。

二、每學年各學院推薦優秀教學助理提送至教發中心，再由中心召開教學發展諮詢委員會進行審核。

傑出、優良教學助理獎總名額以不超過當學年度教學助理人數 5% 為原則，傑出教學助理獎名額以不超過優良教學助理獎人數 10% 為原則。

三、鼓勵表現傑出的教學助理，彰顯其教學熱忱與技能，特辦理傑出及優良教學助理遴選活動並由教務長頒獎。

## 第五條 本準則經教務會議通過後實施，修正時亦同。

# National Yang Ming Chiao Tung University Implementation Guidelines for Teaching Assistants

Adopted at the 1st Academic Affairs Meeting of  
the 2021 academic year on Sep 1, 2021

## Article 1 Implementation Purpose

In order to pursue teaching excellence, National Yang Ming Chiao Tung University (NYCU) has formulated the “Guidelines” to serve as the basis of the improvement of teachers’ efficacy, and their quality of teaching.

## Article 2 Definition

Teaching Assistants (“TA”) assist teachers in their teaching related work. The main tasks of general teaching assistants are cooperating with teachers, assisting teachers to prepare class materials, providing weekly academic consultations and services after lectures, maintaining the e3 Learning Management system and assisting in other teaching related activities. The post of teaching assistants is normally held by postgraduates. If an undergraduate student is required to fill this position because of the special nature of the course, it must be approved by the unit offering the course.

## Article 3 Study Activities

In order to help teaching assistants really understand the spirit and assist in teaching content, the school’s Center for Teaching and Learning Development or each teaching unit holds teaching assistant study activities every semester according to its rights and responsibilities. Such activities include various symposiums and workshops, teaching experience sharing, multimedia teaching materials production, e3 platform curriculum practice, distance learning, and so on.

## Article 4 Outstanding and excellent teaching assistants

1. At the end of the semester, the Office of Academic Affairs will conduct a survey of teachers and students about individual teaching assistants’ work on teaching effectiveness. The results of the survey will serve as a guideline for selecting outstanding and excellent teaching assistants and provide a reference for teachers and teaching assistants of the mentoring quality.

2. Every academic year, each teaching unit shall recommend excellent teaching assistants to the Center for Teaching and Learning Development, after which the center will convene a teaching development advisory committee for review.

The total number of Outstanding and Excellent Teaching Assistant awards shall be based on the principle of not exceeding 5% of the number of teaching assistants in the current academic year. The total number of Outstanding Teaching Assistant awards shall be based on the principle of not exceeding 10% of the number of Excellent Teaching Assistant awards.

3. The school gives awards for outstanding and excellent teaching assistants for their teaching enthusiasm and skills. The award will be presented by the Dean of Academic Affairs to the winner.

#### Article 5

The Guidelines shall be enacted after being adopted at the administrative meeting. Any amendments thereafter must be handled in the same manner.