

# Form for General teaching assistant application

Application Date: \_\_\_\_\_

紙本編號：1122T-□□□(由教資填寫)

| Type of General teaching assistant (TA)   |  |  |  |   |  |
|---|--|--|--|---|--|
| <input type="checkbox"/> General course TA<br><small>(1 course is limited to 1 TA)</small>  |  |  | <input type="checkbox"/> Practical /Experiment course TA<br><small>(1 course is limited to 2 TA-split the TA salary)</small> |   |  |
| Course information ① ~ ⑨  |  |  |  |   |  |
| <b>① Course offered by</b><br><input type="checkbox"/> International College of Practice and Education for the Environment <input type="checkbox"/> College of Health Sciences<br><input type="checkbox"/> College of Management <input type="checkbox"/> College of Information and Design<br><input type="checkbox"/> College of Humanities and Social Sciences <input type="checkbox"/> College of Continuing Education<br><input type="checkbox"/> College of Theology <input type="checkbox"/> College of Fine Arts<br><input type="checkbox"/> College of Safety and Health Sciences<br><input type="checkbox"/> School of Liberal Arts Education ( <input type="checkbox"/> General Education Center / <input type="checkbox"/> Language Education Center. / <input type="checkbox"/> Other) |  |  |  |   |  |
| <b>② Course offered by</b>  |  | <input type="checkbox"/> 系<br><input type="checkbox"/> 學程                | <b>③ Grade/Class</b>   |   | Grade : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4<br>Class : <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D |
| <b>④ Course name</b>  |  |  | <b>⑤ Course code</b><br><small>例:ABC222</small>  |   |  |
| <b>⑥ Sorts of course</b><br><input type="checkbox"/> Compulsory<br><input type="checkbox"/> Elective  |  | <b>⑦ Credits / Weekly hours</b>  |  | <b>⑧ Estimated number of students</b><br>___Credits,<br>Weekly hours___ |  |
| Course instructor information   |  |  |  |   |  |
| <b>Instructor name</b>  |  | <input type="checkbox"/> full time<br><input type="checkbox"/> part-time | <b>Department</b>  |   |  |
| <b>Contact number</b><br><small>(School extension or mobile phone number)</small>   |  | <b>Email</b><br><small>(請使用 Arial 字型)</small>                            |  |   |  |
| Statement   |  |  |  |   |  |
| <b>The application will be accepted on a case-by-case basis, that is, if you are applying for another course/class, please fill in a separate form</b>  |  |  |  |   |  |
| I. To be eligible for the position of teaching assistant, students must be enrolled in the University and must have a master's degree or junior year or higher, or be a student who has taken the course with good academic performance. For students in the lower grades who are tutoring in the upper grades, the application must be supported by information showing academic excellence or special expertise.  |  |  |  |   |  |
| II. The applicant's teaching assistant status cannot be a student enrolled in the course.   |  |  |  |   |  |
| III. The amount of the TA remuneration and subsidy method will be decided after the review meeting. The subsidized courses will be announced by the "Section of faculty development" before the semester starts.  |  |  |  |   |  |
| IV. The application process for a course teaching assistant is based on the 『Enforcement Rules of General teaching assistant application』 of CJCJ.  |  |  |  |   |  |
| V. The instructor must supervise the student's duties in accordance with 『Enforcement Rules of General teaching assistant application』, as well as follow the relevant regulations from the rules. This is because there is an employment relationship between the General teaching assistant, the school and the instructor. In case of any dispute concerning the labor rights and interests of teaching assistants caused by the failure to comply with the above provisions, the teacher shall bear all responsibilities.   |  |  |  |   |  |
| VI. When the TA application has been approved, The duration of the employment, insurance, and remuneration for the  |  |  |  |   |  |

second semester of academic year 112 will be announced.

▲The instructor and the teaching assistant should reach a consensus on the work content and duties during the announced employment. Instructors should be careful not to assign more than the recommended total number of hours of work to teaching assistant.

VII. After the teaching assistant application has been approved and its results announced, the instructor should submit the certificate data, complete the employment procedure and start the work arrangements. The instructors should not arrange any work to the teaching assistant beforehand if the application is not yet approved.

**Statement**

**Teachers and teaching assistants should sign after reading the above notes**

I have indeed read and agreed to the above statement.

**Instructors signature:**

\_\_\_\_\_

I have indeed read and agreed to the above statement.

**The 1st TA candidate**

**signature:**\_\_\_\_\_

**The 2nd TA candidate**

**signature:**\_\_\_\_\_

## Basic information on 1st TA candidate

| Basic information on 1st TA candidate   |   |                |   |   |   |
|---|---|----------------|---|---|---|
| Type of General teaching assistant (TA)   |   |                | <input type="checkbox"/> General course TA<br><input type="checkbox"/> Practical (experiment) course TA |   |   |
| Name  |   | Student number |   | Educational system  | <input type="checkbox"/> Undergraduate<br><input type="checkbox"/> Graduate |
| College   |   |                | Department  |   |   |
| Grade / Class<br>New semester<br>grade  | Grade : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |                | Nationality   | <input type="checkbox"/> Foreign national <input type="checkbox"/> Overseas Chinese |   |
|   | Class : <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D |                |   | Country : _____   |   |
| Contact number  |   | Email          |   |   |   |
| <p><b>Please be sure to check the following :</b></p> <p>1. I will be taking this course in the first semester of academic year 112, <input type="checkbox"/>NO</p> <p>2. I have taken the course, <input type="checkbox"/>Yes, ranked in the top 50% of the class and the average academic score should be above 70 points.<br/> <input type="checkbox"/>No ,(Please also attach proof of outstanding performance such as a course-related license and a letter of recommendation from the teacher (in any format)).</p> <p>The field of personal information provided in this application form is for the needs of the personnel management and labor insurance of General teaching assistants' employment only.<br/>           personal information protection notice and declaration: <a href="http://www.cjcu.edu.tw/pims">http://www.cjcu.edu.tw/pims</a></p> <p><input type="checkbox"/> I have carefully read the above personal information protection notice and declaration before applying.</p> <p><b>The 1st TA candidate signature:</b> _____</p> |   |                |   |   |   |

## Basic information on 2nd TA candidate

| Basic information on 1st TA candidate   |   |                |   |   |   |
|---|---|----------------|---|---|---|
| Type of General teaching assistant (TA)   |   |                | <input type="checkbox"/> 2nd Practical (experiment) course TA |   |   |
| Name  |   | Student number |   | Educational system  | <input type="checkbox"/> Undergraduate<br><input type="checkbox"/> Graduate |
| College   |   |                | Department  |   |   |
| Grade / Class<br>New semester<br>grade  | Grade : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |                | Nationality   | <input type="checkbox"/> Foreign national <input type="checkbox"/> Overseas Chinese |   |
|   | Class : <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D |                |   | Country : _____   |   |
| Contact number  |   | Email          |   |   |   |
| <p><b>Please be sure to check the following :</b></p> <p>1. I will be taking this course in the fall semester of 2022, <input type="checkbox"/>NO</p> <p>2. I have taken the course, <input type="checkbox"/>Yes, ranked in the top 50% of the class and the average academic score should be above 70 points.<br/> <input type="checkbox"/>No ,(Please also attach proof of outstanding performance such as a course-related license and a letter of recommendation from the teacher (in any format)).</p> |   |                |   |   |   |

The field of personal information provided in this application form is for the needs of the personnel management and labor insurance of General teaching assistants' employment only.

personal information protection notice and declaration: <http://www.cjcu.edu.tw/pims>

I have carefully read the above personal information protection notice and declaration before applying.

The 2nd TA candidate signature: \_\_\_\_\_

## Reasons for hiring a teaching assistant

### 1. (Required) Teaching assistant work content (multiple selections) ① ~ ②

#### ① Assist in course teaching

- 1. Assist in collecting and producing course materials
- 2. Assist in the operation of teaching media equipment
- 3. Assist to manage interactive teaching platform
- 4. Assist to manage lab environment safety
- 5. Assist in the preparation of laboratory-related equipment and dispense prescription
- 6. Assist in related course activities
- 7. Other lecture related matters

(please specify) : \_\_\_\_\_

#### ② Assist in student guidance

- 1. Assist in responding to questions about student course content
- 2. Assist students in explaining homework assignments
- 3. Assist in leading students in group discussions / experiments
- 4. Assist with students in class collection or consultation
- 5. Assist to discuss students' learning status with teacher
- 6. Assist students with after-school tutoring and counseling / TA Time
- 7. Other counseling related matters

(please specify) : \_\_\_\_\_

### 2. (Required) Reasons for hiring a teaching assistant (fill in by instructors) ① ~ ④

#### ① Please describe the learning difficulties for the students of the course ?

(please specify) :

#### ② How to improve the learning outcomes for students by hiring a teaching assistant? (multiply selection)

(Please further explain why you selected the above options)

- To help achieve the objective and the learning outcomes of the course.

(please specify) :

- To help deepen the course content through group discussion/arithmetic/practice teaching

(please specify) :

- To help fully express and communicate the course content, develop their critical thinking ability and clarify the concepts or problems

(please specify) :

- To assist in establishing independent learning mode for students
- Enhance the learning motivation
- Train and Strengthen the practical ability.

(please specify) :

Others

(please specify) :

③ How to guide the teaching assistants to improve their professional knowledge?

(please specify) :

3. If it doesn't meet the following characteristics, you don't need to fill in

Special courses

- The course is subsidized by the teaching project : \_\_\_\_\_
- Special needs from instructors (for example: translation...etc.) : \_\_\_\_\_
- Classroom or equipment restrictions : \_\_\_\_\_
- Others · (please specify) : \_\_\_\_\_

Signature by instructor and department director

I have read the instructions carefully and will guide the students' behavior in accordance with 『Enforcement Rules of General teaching assistant application』 .

Instructors signature:

I have read the regulations carefully and I am willing to take the supervision responsibility according to the 『Enforcement Rules of General teaching assistant application』 .

Department director signature:

Receiving time

Review status

Administrator of "Section of faculty development"

Chief of "Section of faculty development"