

# 長榮大學學生兼任教學助理實施準則

## Chang Jung Christian University Regulations for Student Teaching Assistants

108.05.16 107 學年度第 2 學期第 3 次行政會議通過

Approved on May 16, 2019 by the 3rd Administrative Meeting of the 2018 Academic Year Semester II.

- 第一條 為協助提升本校教學品質、強化學生學習成效，加強課業輔導及培養學生服務心志，教學資源中心(以下簡稱本中心)特訂定「長榮大學學生兼任教學助理實施準則」(以下簡稱本準則)。
- Article1 To improve the University's teaching quality, reinforce student learning, strengthen academic counseling and cultivate student desire to serve, the Teaching Resource Center (hereinafter referred to as the Center) has formulated the Chang Jung Christian University Regulations for Student Teaching Assistants (hereinafter referred to as the Regulations).
- 第二條 本準則所稱「學生兼任教學助理」，係指協助教師於課前錄製課程教材、課程中進行觀察、討論與課業輔導等，提升學生學習效能之本校在學學生。
- Article2 The student teaching assistants in this Regulations refer to enrolled students assisting instructors with tasks for enhancing student learning, such as course material preparation before class, classroom observation, discussion and tutoring, etc.
- 第三條 依教學活動需求之不同，本準則所稱「學生兼任教學助理」之類別如下：
- Article3 Based on teaching needs, the categories of student teaching assistants referred to in this Regulations are as follow:
- 一、 一般類教學助理：學科教學助理、實作教學助理。  
General teaching assistants: subject teaching assistants, practice teaching assistants.
  - 二、 課程助理。  
Course assistants.
  - 三、 系所駐點教學助理。  
In-department teaching assistants.
  - 四、 課業預警(補救)教學助理。  
Academic warning (remedial) teaching assistants.
  - 五、 創新教學助理：深碗課程教學助理、各類創新課程教學助理。  
Innovation teaching assistants: Depth courses teaching assistants, innovative courses teaching assistants.
  - 六、 數位教學助理。  
Digital teaching assistants.
- 第四條 學生兼任教學助理之聘僱及勞動權益相關注意事項依據勞動部「專科以上學校兼任助理勞動權益保障指導原則」辦理。
- Article4 The employment and labor rights of student teaching assistants are in accordance with the Ministry of Labor's Guidelines for the Protection of the Rights and Interests of Teaching Assistants in Colleges and Universities.
- 第五條 各類學生兼任教學助理申請資格要點與工作相關事項另行訂定實施細則，並依本準則第八條訂定。
- Article5 Regulations pertaining to the qualifications and responsibilities of student teaching assistants shall be separately formulated in accordance with Article 8 of this Regulations.

- 第六條 學生兼任教學助理名額及工讀費，視該學期本校當年度預算及計畫經費額度編定。
- Article6 The number of student teaching assistants and work study stipend shall be determined according to the University budget and allocation for the current year.
- 第七條 擔任學生兼任教學助理，以一學期一聘為原則，聘期屆滿需重新提出申請。
- Article7 In general, the term for student teaching assistants is one semester. Students may reapply upon expiration of term.
- 第八條 每學期經本中心教師發展組公告各類別學生兼任教學助理申請事宜後，教師或教學單位得向本中心教師發展組提出申請。申請資料經彙整後，由教學資源中心主任或指派教師發展組組長召集組成各類學生兼任教學助理審查小組進行會議審查，審查結果由本中心教師發展組公告之。
- Article8 Each semester after the Center's Teacher Development Group has announced application information for the various categories of teaching assistants, teachers and teaching units may submit the applications to the Center. After applications have been collected, the Director of the Center or the assigned head of the Teacher Development Group will convene a review committee meeting to review the applications for the different categories of student teaching assistants. The review result will be announced by the Center's Teacher Development Group.
- 第九條 學生兼任教學助理應接受本中心教師發展組相關培訓課程。
- Article9 Student teaching assistants shall receive relevant training courses by the Center's Teacher Development Group.
- 第十條 每學期結束前，學生兼任教學助理應協助填寫考核評鑑表，以作為績效考核之依據。
- Article10 Before the end of each semester, student teaching assistants shall assist with filling out performance assessment forms for proof of performance.
- 第十一條 本準則經行政會議通過後，陳請校長核定後公佈實施，修正時亦同。
- Article11 This Regulations is announced and implemented upon approval by the Administrative Meeting and University President, any amendments likewise.