

文件編號	NCHU-PIMS-D-001	機密等級	內部限閱	版本	1.1
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收件編號：

附件一

**113學年度第1學期**  
**國立中興大學校級通識課程教學助理 (TA) 申請書**  
**NCHU-GE Course TA Application Form for 2024 Fall Semester**

課程資料 Course Details			請雙面列印1-2頁 double sided printing p.1-2
課程名稱 113-1學期	Course Name of 2024 Fall Semester	開課單位 通識教育中心	Course Unit : General Education Center
選課號碼 113-1學期	Course No. of 2024 Fall Semester	學分數 Credit	
修課人數 該課程112-1學期(前一學年)	Number of students of 2023 Fall Semester	上課時間 312(週三12節) Weekday/Session	資訊素養/其他 <input type="checkbox"/> 1-9週 <input type="checkbox"/> 10-18週 Information Literacy or others: week 1-9 / 10-18
授課教師	Instructor	教師職稱	Title
教師聯絡電話 請填研究室分機及手機號碼	Instructor's Contact phone and Extension No.	教師 Email (請填常用帳號並確認 與教務系統帳號一致)	Instructor's Email : Please fill in your commonly used email account and ensure it matches your account in the academic system.

**教學助理 ( T A )**

<b>TA 類別 / TA Types</b> 1)分類請詳見本校教學助理制度實施要點第六條，每課程僅能選擇一類。 2)請注意：TA 協助事項(出勤表之工作內容)應符合及紀錄所選類別內容。	<input type="checkbox"/> 討論課 ( A 類 TA ) <input type="checkbox"/> Discussions (Type A) <input type="checkbox"/> 演練課 ( B 類 TA ) <input type="checkbox"/> Drills (Type B) <input type="checkbox"/> 實驗課 ( C 類 TA ) <input type="checkbox"/> Teaching assistants for experiments (Type C TA) 1)Please refer to Article 6 of the NCHU Guidelines for Recruitment and Selection Labor-based Teaching Assistants for TA types. Only one type of Learning-based TAs is allowed for each course each semester. 2)Please note: TA assistance tasks (work contents in the attendance record) should match and be recorded in the selected category.												
<b>TA 人選 TA Selection</b> 1)請務必填寫正確，113-1學期 TA 所屬班級、學號。 2)每名學生不得擔任與該學期所修課程同名稱科目之教學助理，且每學期以擔任二班為限。 3)通識課程獎助金核發，以聘任日起至學期結束共4個月，依聘任週數比例核發。	<table border="1"><thead><tr><th>學號 Stud. ID</th><th>TA 姓名 Name</th><th>系所/ 班別(博/碩/學)/年級 Dept./Class(PhD/MD/BD)/Year</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table> 1)Please make sure to fill in the correct information, including the class and student ID for the 113-1 semester. 2)Each student may not serve as a teaching assistant for a course with the same name as the course they are currently enrolled in for that semester, and each student is limited to serving as a TA for two general education courses per semester. 3)For the awarding of grants for general education courses, grants will be issued from the date of appointment until the end of the semester, totalling 4 months, based on the proportion of weeks appointed.	學號 Stud. ID	TA 姓名 Name	系所/ 班別(博/碩/學)/年級 Dept./Class(PhD/MD/BD)/Year									
學號 Stud. ID	TA 姓名 Name	系所/ 班別(博/碩/學)/年級 Dept./Class(PhD/MD/BD)/Year											
申請總人數 Total TAs	博士生 PhD__名、碩士生 MD__名、學士生 BD (三年級以上 Year 3 <sup>rd</sup> up)__名。												
申請教師簽章 Instructor's Signature	日期：____年____月____日 Date : ____ yyyy mm dd												
TA 學籍所屬單位主管簽章 (須簽核 EZCome 聘案) Signature of the TA's academic unit supervisor (Requires approval of the EZCome appointment case)	<b>現任系所主管核章 Current department head's endorsement</b> 日期：____年____月____日 Date : ____ yyyy mm dd <b>*113-1學期(113年/8月起)系所主管異動者，請備註新任主管姓名。For department heads who have changed in the 113-1 semester (from August 2024), please note down the name of the new department head.</b>												
通識中心主管簽章 GE Director	日期：____年____月____日 Date : ____ yyyy mm dd												

**備註：Remarks**

- 本表格請至本校教務處通識教育中心網頁下載 Download Application Form : [http://oaa.nchu.edu.tw/zh-tw/ge-teachera\\_assistant](http://oaa.nchu.edu.tw/zh-tw/ge-teachera_assistant)
- 配合教育部修正「專科以上學校獎助生權益保障指導原則」並於108年2月1日起實施教學助理全面納保，教學助理以勞僱聘任。Labor-based TA Recruitment starts from Feb. 1<sup>st</sup> 2019.
- 本申請表電子檔，請授課教師務必副本轉知擬聘任之 TA。The instructor has to inform TA of this application.

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**TA 協助課程教學計畫 (參第3頁辦法說明)**  
**TA course assistant planning (Refer to page 3)**

- 1)請參閱本校教學助理制度實施要點第六條，依申請類別填寫教學助理所協助課程之教學實務內容。
  - 2)請老師依據第1頁選填之 TA 類別及參考第3頁辦法摘要填寫本頁 TA 協助課程之教學實務內容，並請務必轉知擬聘任之 TA 課程申請之【類別】，並於聘任後每月填寫於出勤紀錄表之工作內容。
- 1) Please refer to Article 6 of the NCHU Guidelines for Recruitment and Selection Labor-based Teaching Assistants for TA types., and fill in the teaching practices of the course assisted by the teaching assistant according to the application type.
  - 2) Instructors are requested to fill out the teaching practices of the course assisted by the TA based on the selected TA type on page 1 and refer to the summary of instructions on page 3. **Please make sure to inform the TA of the course application type and fill out the job content on the attendance record every month after appointment.**

e化教學：  i-Learning  Zuvio  EverCam  其他    E-learning:  i-Learning  Zuvio  EverCam  Others

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國立中興大學教學助理制度實施要點 1081009 (辦法摘要, 自行列印參考, 無須繳交) 第3頁

六、教學助理依所協助課程之教學實務內容不同，分成以下三類：

(一) 討論課 (A類)：

1. 配合課程分組討論之需要，透過授課老師指導內容，帶領修課學生進行小組討論。
2. 授課教師可依需求規劃協助內容包括：定期與授課教師討論課程相關事宜、隨班跟課參與及聆聽上課內容、準備討論課議題、負責帶領分組討論、回報授課教師討論課進行情形及其他促進學生學習之教學輔助。
3. 原則上每週須於教師授課時段外另安排固定時段進行討論(學期第一週與學期考試週可不排)，每次以1小時為原則，且應先行與授課教師研商討論課內容，藉由帶領小組討論，使修課學生學習以理性態度對討論主題進行平等對話，培養同學批判思考、理性分析能力與溝通表達能力。

(二) 演練課 (B類)：

1. 配合課程習題演練與課業輔導需求，透過授課老師指導內容，帶領修課學生進行課後習題演練與課業輔導。
2. 授課教師可依需求規劃協助內容包括：定期與授課教師討論課程相關事宜、安排演練課、課後提供課業諮詢服務及其他促進學生學習之教學輔助。
3. 原則上每週須於教師授課時段外另安排時段帶領學生進行習題演練或課業解答(學期第一週與學期考試週可不排)，每次以1個小時為原則，強化基礎學科核心能力之養成。

(三) 實驗課 (C類)：

1. 配合實驗課之需要，透過授課老師指導內容，帶領修課學生進行分組實驗。
2. 授課教師可依需求規劃協助內容包括：協助教師準備實驗課上課資料及實驗材料試劑等、預作實驗、協助學生操作實驗、協助維持實驗室安全衛生、課後整理實驗室、進行實驗相關討論、協助批改實驗報告，以及其他促進學生學習之教學輔助。

每一課程每學期僅能申請 1類教學助理，不得同時申請 2類以上。

Page 3 (Regulation for reference only, no needs to print)

NCHU Guidelines for Recruitment and Selection Labor-based Teaching Assistants

**Article 6 The Guidelines cover the following three types of Labor-based teaching assistants according to curriculums and teaching practice.**

**1. Discussions (Type A):**

- i. Instructed and supervised by teachers, Type A TAs help students review and **lead students in group discussions.**
- ii. Teachers can ask TAs to do the following: discussing course-related issues with teachers regularly, participating and auditing in classes, preparing topics for discussion, leading group discussions, reporting discussion progress to teachers, and providing other supports to promote student learning.
- iii. Type A TAs are required to arrange regular discussions every weak and leads students to work on drills (except the first week of each semester, and the week of final exam), and each drill takes 1 hour and discuss his/her instruction content with the course instructor in advance so as to encourage students to engage in dialogues and develop critical thinking, rational analysis and communication abilities by leading group discussion.

**2. Drills (Type B):**

- i. Leading students to complete drills in class when necessary and assist any curriculum needs, instructed and supervised by teachers, Type B TAs **help students review and assist students with assignments.**
- ii. Teachers can ask TAs to do the following: discussing curriculum-related issues with teachers regularly, arranging drill lessons and providing tutoring services for at least 2 hours every weak, and providing other supports to promote student learning.
- iii. Type B TAs are required to arrange regular recitations every week and lead students in drills or assist with problems in assignments (except the first week of each semester, and the week of final exam), and each drill takes 1 hour, so as to develop their competence in core modules.

**3. Teaching assistants for experiments (Type C):**

- i. Instructed and supervised by the course instructor, Type C TAs **help students review and lead students to conduct experiment in groups.**
- ii. Teachers can ask TAs to do the following: assisting teachers to prepare handouts, experiment materials and reagents for experiment lessons, conducting experiments in advance of classes, assisting students to conduct experiments, maintaining the safety and hygiene of laboratories, cleaning up laboratories after classes, initiating experiment-related discussions, assisting in marking experiment reports, and providing other supports to promote school learning.

**Only one type of Learning-based TAs is allowed for each course each semester. Course instructors are not allowed to make request for two (or more) types of TAs.**