

# 成大心理學系助教分配辦法與時程表

## NCKU Department of Psychology Regulations and Schedules for Teaching Assistants Assignments

102 年 6 月 19 日系務會議修訂通過

Revised and approved by the Department Affairs Council on June 19, 2013

時程 Progressive Schedule	執行內容 Administrative Procedure
開學前一個月之前 One month before the beginning of the semester	<p>公告徵求助教：</p> <p>The department office publicizes a notice of <i>Teaching Assistants Wanted</i>.</p> <p>系辦估計該學期需選修「教學實習」之學生人數。 The department office estimates the number of students required to enroll in the course of <b>Teaching Practicum (I) or (II)</b>.</p> <p>授課教師並提出需助教的課程資訊，含人數、明確的工作內容、時數、助教需要的基礎知識或條件、可學到的東西等，以及需要由非碩一學生擔任的人數、名單（如碩二以上有經驗者）。</p> <p>The instructor provides information on the courses that require teaching assistants, specifying the number of teaching assistants required, job responsibilities, number of hours, required knowledge or qualifications, what is to be acquired by them, the required number of non-first-year graduate students, and the roster of the upper-class students (those with experience).</p> <p>系辦再依學生數與下列優先順序原則排出需求數與順位，告知師生：</p> <ol style="list-style-type: none"><li>1、 必修課</li><li>2、 特定選修課（如已答應外聘教師提供助教者）</li><li>3、 其他需求（如行政助教、選修課學生數較多者）</li></ol> <p>The department office will inform all faculty members and students of the required number of teaching assistants with a list of assignment priority compiled on the basis of the number of students and the order of priority as follows:</p> <ol style="list-style-type: none"><li>1. Required courses</li><li>2. Designated elective courses (such as a guaranteed assignment to an externally-employed instructor)</li><li>3. Other needs (such as administrative teaching assistant or</li></ol>

	an elective course with a large number of enrolled students)
開學前兩週之前 Two weeks before the beginning of the semester	私下協調： 學生自行向授課教師應徵，或由師生自行協調。師生都同意好的分配先告知系辦填入。 Private assignment negotiation between a student and the instructor: A student may consult with the instructor personally to be assigned as a TA, or both of them may negotiate an assignment. This mutually-agreed assignment should be registered in advance with the department office.
開學前一週之前 One week before the beginning of the semester	系辦公佈尚未配對之課程和學生名單，公開以抽籤等方式分配完畢。 Apart from the agreed assignments, the department office will complete the assignments of the other students through an open lot-drawing process.
開學前一週之內 Within the week before the beginning of the semester	私下協調、交換，並告知系辦。 Private assignment negotiations or exchanges may be conducted, and the department office shall be informed of the results.
開學後第一次系務會議 The first meeting of the Department Affairs Council in the semester	定案。 All assignments shall be finalized and approved by the Department Affairs Council.