

國立成功大學心理學系碩士班研究生擔任「助教」辦法
NCKU Department of Psychology Regulations
for Master's Program Students Serving as Teaching Assistants

99年8月11日系務會議修正通過

Revised and approved by the Department Affairs Council on August 11, 2010

100年6月20日系務會議修訂通過

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第一條、凡本系碩士班一年級研究生均應修習「教學實習」(一)(二)，擔任本系「助教」。助教之實務被視為碩士班研究生訓練之重要部份及研究所畢業之基本要求。

Article 1 Graduate students in the first year of the master's program at the Department of Psychology are required to take the courses of **Teaching Practicum** (I) and (II) and serve as teaching assistants in the Department. The internship and practical service of teaching assistants shall be an important part of the departmental education of master's program students, and a basic requirement for their graduation from the program.

第二條、研究生助教分為行政助教與教學助教：

(一) 行政助教工作為執行系辦公室交辦之相關事項，具體工作內容依實際需要訂定之。

(二) 教學助教工作內容由授課教師依實際需要訂定之。

Article 2 Graduate student teaching assistants are classified into administration- and course-based teaching assistants:

(1) Administration-based teaching assistants shall work to complete the tasks assigned by the department office to facilitate its administration of departmental affairs.

(2) Course-based teaching assistants shall work to complete the tasks assigned by their instructors to facilitate the teaching activities of the course.

第三條、研究生助教應盡力完成交辦事務，若覺得難度太高不易完成或難度太低不具挑戰性，可向授課教師或所長反應。

Article 3 Graduate student teaching assistants shall do their best to complete their assignments. Should they find any assignment too difficult to complete or too easy, they may report the situation to the instructor or the director of the graduate institute.

第四條、研究生助教依本系研究生獎助學金實施辦法，支付獎助學金。發放額度視該學年度本所受配經費及課程委員會議決而定。

Article 4 Graduate student teaching assistants are entitled to receive scholarships or assistantships according to the Department of Psychology Regulations for Graduate Program Student Scholarships and Assistantships. The quota of recipients shall be set by the departmental curriculum committee based on the relevant budget allocated to the Department.

第五條、研究生助教之評量由授課教師(教學助教)、或系主任(行政助教)，於學期末就研究生綜理助教事項之表現給予評分(參附件一)。研究生助教若未能善盡應負之責任，且勸說、警告後仍無改善，經授課教師提交系務會議討論後，可予要求重修且重修期間不再支付獎助學金。

Article 5 Graduate student assistants shall be evaluated in terms of their work performance by their instructors (course-based TAs) or the department chair (administration-based TAs) at the end of the semester (Attachment 1: Graduate Student Assistant Evaluation Form). Should any assistants fail to fulfill their responsibilities and fail to follow the advice or warning to improve their performance, they should be reported by the instructor to the council of department affairs for deliberation, which may resolve that they are required to repeat the course(s) without any payment of scholarship or assistantship.

第六條、本施行辦法經系務會議通過後實施，其修正時亦同。

Article 6 These regulations shall be approved by the Department Affairs Council before taking effect. Any amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

研究生教學助教評量表

Graduate Student Teaching Assistant Evaluation Form

課程名稱 Title of Course:

教師姓名 Name of Instructor:

助教姓名 Name of TA (學號 Student No.):

項目 Item	非常 不滿意 Very dissatisfied	不滿意 Dissatisfied	尚可 Neutral	滿意 Satisfied	滿意 非常 Very satisfied	不適用 本題 Not applicable
一、工作態度 Work Attitude						
1. 會於課前主動與您討論課程相關事務 The TA works proactively to discuss course-related affairs with you in preparation for each class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 與學生有良好的互動，並會適時反映學生的需求 The TA works to interact positively with students and inform you timely of their needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 會主動觀察學生的學習反應，並適時與您討論 The TA works proactively to observe students and discuss his observation timely with you.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 會主動進修課程所需之知識與技能 The TA works proactively to improve his/her knowledge and skills required for the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
二、專業能力 Professional Ability						
1. 具有指導學生能力 The TA is able to instruct/guide students in class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 具有解答學生課程疑問的能力 The TA is able to answer questions from students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 具有製作教材的能力 The TA is able to produce and prepare teaching materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. 具有帶討論(或帶實驗)的能力 The TA is able to lead students to conduct a discussion or an experiment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
三、協助教學整體評估 Overall Performance Evaluation						
1. 整體而言，她/他是一位稱職的助教 Overall, s/he is a competent teaching assistant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 總體而言，她/他對您的教學很有幫助 Overall, s/he is helpful as a TA for your class instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 請問她/他是否通過「教學實習」課程？ Do you approve that s/he has completed the course of Teaching Practicum (I) or (II) based on your evaluation? <input type="checkbox"/> 通過 Yes. <input type="checkbox"/> 不通過 No.						

四、在本門課程中，是否授權助教獨立教學的機會？

Did you authorize your TA to teach independently in this course?

有 (Yes)，時數 (No. of hours) _____ 小時

否 (No)，原因 (Reasons) _____

五、在本門課程中，是否授權助教參與打成績？

Did you authorize your TA to do grading for this course?

有 (Yes)，佔學生總成績之配分比例 (Percentage of the final grade) _____%

否 (No)，原因 (Reasons)

六、其他具體評語或建議

Other comments or suggestions
