

Wenzao Ursuline University of Languages
Instructions for Teaching Assistants

Date (yyyy/mm/dd): / /

- I. _____ (Name of the instructor) from Dept. (Center) of _____ hires _____ (Name of the assistant), student ID number _____, as a teaching assistant in order to improve the quality of teaching.
- II. Please read the following instructions carefully and fill in the required information:
1. Hiring period: the _____ semester of school year _____
 2. Course information
 - (1) Course code: _____
 - (2) Course title: _____
 - (3) Note: Every full-time teacher can hire two teaching assistants for two courses at most (one assistant for one course).
 3. Job descriptions
 - (1) During the hiring period, a teaching assistant must perform his/her duties such as participating in teaching (A TA must join a lesson to lead in-class practices at least one hour per week and give an after-class tutorial once a week) and assisting in other work related to teaching.
 - (2) Regarding the above requirement of “joining a lesson to lead in-class practices at least one hour per week and giving an after-class tutorial once a week,” when the instructor or the teaching assistant is on a leave of absence (official, personal, or medical reasons), this requirement shall be postponed to the following week. The TA must make up the teaching hours and the number of times of the after-class tutorial.
 4. Working hours:

At least four hours per week, but no more than 17 hours (including in-class teaching and after-class tutorial) per month (four weeks).
 5. Regulations for grant
 - (1) A teaching assistant shall be eligible to be hired, obtain a certificate of training and fill in the work log sheet that must be submitted to the department (center) office every month.
 - (2) The grant is NTD 2,000 every month, and it shall be given no more than 5 months in each semester. For a fractional month (for example, there are only three weeks in the month when the semester starts), the grant is given on a pro-rata basis.
 6. During the hiring period, if the number of teaching assistants needs to be reduced due to the number of students or other factors, or if the instructor believes that the teaching assistant is unable to fulfill the job requirements, the instructor may notify both the teaching assistant and the department (center), and the employment of the teaching assistant shall be terminated on the first day of the following month.
- III. This copy of the instructions, after being signed by both the teaching assistant and the instructor, shall be submitted to the department (center). The department (center) shall send the Printed Detailed List of Salary with this copy of the instructions to the Accounting Office at the first payment request.

Teaching assistant	(Signature)
Instructor	(Signature)
Chairperson of the Department	(Signature)
Dean of the College	(Signature)
Dean of Academic Affairs	(Signature)

Wenzao Ursuline University of Languages

TA Working Record

Date (yyyy/mm/dd): / /

I. Teaching Assistant Information

Name		Student ID Number	
Course Title		Instructor	

II. Overview of Work Details and Implementation

1. Major work details (Multiple choices. The first choice is a must.)			
<input checked="" type="checkbox"/> Participation in course implementation (includes 1 hour in class and 1 time tutoring per week) <input type="checkbox"/> Teaching material collection <input type="checkbox"/> Teaching material creation <input type="checkbox"/> Homework and test scoring and corrections <input type="checkbox"/> Tutoring <input type="checkbox"/> Other (explain) _____			
2. Provide a brief overview of classroom teaching			
Example: September 9 (brief overview)			
3. Provide a brief overview of out-of-class tutoring (tutoring may include e-Learning, e-mails or other modes of tutoring)			
Example: September 9 (brief overview)			
4. Other (for example, photographs taken in the class with simple supplementary text descriptions, etc. You may attach an extra page in order to provide further explanation.)			
Applicant		Instructor	

According to the “Wenzao Ursuline University of Languages teaching assistant system implementation criterion,” teaching assistants for a course must fill out a work record report every month in which they list work content in detail, in addition to submitting an application for an evaluation approval stamp or signature. These must be returned to the department office (center) for collection and processing before the tenth of the following month. Salary payment will be delayed temporarily for teaching assistants who do not submit work record reports before the designated date. Only after the report is received will the salary be issued.

Staff:

Chairperson: