

文藻外語大學課輔教學助理工作紀錄表

Wenzao Ursuline University of Languages TU Working Record

月份：____年____月 yy/mm: /

一、教學助理資料 Teaching Assistant Information

姓名 Name		學號 Student ID Number	
所屬班級 Class		課輔單位 Tutoring unit	

二、課輔學生資料 Information of the Student Receiving Tutoring

所屬班級 Class	學號 Student ID Number	姓名 Name	接受課輔學生簽章 Signature of Student Receiving Tutoring

三、工作內容與執行概況 Overview of Work Details and Implementation

1. 工作概況 Work details			
(1) 我能引導同學解決問題。I can assist students in solving problems. <input type="checkbox"/> 非常同意 Strongly Agree <input type="checkbox"/> 同意 Agree <input type="checkbox"/> 尚可 Neutral <input type="checkbox"/> 不同意 Disagree <input type="checkbox"/> 非常不同意 Strongly Disagree			
(2) 我能指出同學沒注意的盲點。I can indicate shortcomings that students do not realize they have. <input type="checkbox"/> 非常同意 Strongly Agree <input type="checkbox"/> 同意 Agree <input type="checkbox"/> 尚可 Neutral <input type="checkbox"/> 不同意 Disagree <input type="checkbox"/> 非常不同意 Strongly Disagree			
(3) 我和同學間互動良好。I interact well with students. <input type="checkbox"/> 非常同意 Strongly Agree <input type="checkbox"/> 同意 Agree <input type="checkbox"/> 尚可 Neutral <input type="checkbox"/> 不同意 Disagree <input type="checkbox"/> 非常不同意 Strongly Disagree			
(4) 同學能在事前準備，主動發問。Students prepare before class and are proactive in asking questions. <input type="checkbox"/> 非常同意 Strongly Agree <input type="checkbox"/> 同意 Agree <input type="checkbox"/> 尚可 Neutral <input type="checkbox"/> 不同意 Disagree <input type="checkbox"/> 非常不同意 Strongly Disagree			
2. 簡述學生學習狀況（如出席情形、上課態度等。） Briefly describe students learning performance (such as attendance, attitude in class, etc.)			
3. 簡述工作心得與檢討事項 Briefly describe what you have learned through your work and examining matters.			
4. 其他（如課堂紀錄剪影，輔以簡單文字說明等，可另附頁補充。） Other (For example, photographs taken in class with simple supplementary text descriptions, etc. You may attach an extra page in order to provide further explanation.)			
課輔教學助理 Teaching assistant		指導教師簽章 Instructor	

◎依「文藻外語大學教學助理制度實施準則」，課輔教學助理每月須填寫工作紀錄報表，詳細填寫每月的工作內容，並須經申請人評核簽章，於**次月 1 日**前送各系所（中心）匯整。未按規定日期繳交工作紀錄報表之課輔教學助理，當月薪資暫不發放，待繳交後再行發放。

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 (center) for collection and processing before the **first** 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.

單位承辦人 Staff：

單位主管 Chairperson：

文藻外語大學課輔教學助理課輔時程計畫表

[illegible]

課輔教學助理 Teaching assistant :

指導教師 Instructor :

單位承辦人 Staff :

單位主管 Chairperson :