

文藻外語大學教學助理培訓與評量準則

民國 97 年 03 月 18 日行政會議訂定

民國 97 年 04 月 02 日校長核定

民國 102 年 08 月 25 日校長核定配合學校改名大學修訂法規名稱

一、目的

文藻外語大學(以下簡稱本校)為使教學助理及課輔助理具備勝任其工作所需之專業知能，協助教師進行教學活動或同儕輔導，以提升教學品質及學習成效，並且評量教學助理與課輔助理之學習與服務工作表現，特訂定本準則。

二、培訓與認證

教學助理和課輔助理須參加本校辦理之相關必修培訓課程及取得認證。如因故不能參加，必須向指導老師或系所(中心)主任以書面請假並經其簽可，且須參加補訓課程以取得認證。已獲認證之教學助理與課輔助理如獲續任，必須參加教師發展中心舉辦之複習課程。

三、評量機制

教學助理及課輔助理每學期皆須接受評量，平均評量總分不滿 3 分者，不予續聘。

四、如有未盡事宜，悉依本校相關規定辦理。

五、本準則經行政會議通過、校長核定後實施，修正時亦同。

Regulations for Training and Assessment for Teaching Assistants

By Wenzao Ursuline University of Languages

I. Purposes

1. The training is aimed to equip Wenzao students with professional knowledge, skills and attitudes for teaching assistants so that they can help faculty members and peers improve teaching quality and learning outcomes.
2. The assessment is aimed to evaluate teaching assistants' job performance.

II. Training

Wenzao students who intend to become teaching assistants have to attend required training workshops held by Wenzao and obtain required certificates before employment.

III. Assessment

An assessment for each and every of teaching assistants is required per semester. If the average assessment result is below 3, the employment contract will not be renewed.