

# **Training Guidelines for Teaching Assistant at Chang Gung University**

Approved by the First Academic Affairs Meeting of 2009 Academic Year on  
September 24<sup>th</sup>, 2009

## **Article 1 Purpose**

The guidelines have been developed to strengthen the work capabilities of teaching assistant in order to enhance the teaching quality of teachers and learning performance of students.

## **Article 2 Methods**

Each year, the Teaching Resource Center at the Academic Affairs Office plans the training methods, which are approved by Academic Affairs Head Chen and the Deans before implementation. The training methods are divided into pre-service training and in-service training.

### **2-1. Pre-service training :**

The Teaching Resource Training plans the training session to be held before the first and second semesters begin.

### **2-2. In-service training :**

The training is held during the semester when deemed necessary mainly to solve the difficulties encountered by the teaching assistant at work. The training is an seminar-based form.

## **Article 3 Content**

The training content is planned by the Teaching Resource Center at the Academic Affairs Office in accordance with the guidelines and orientation for school work, which shall be approved by the Academic Affairs Head Chen and the Dean before implementation. The content grounds are divided into teaching assistant (including research assistant), remedial teaching assistant and information technology assistant.

### **3-1. Teaching assistant (including research assistant) :**

Content based on work ethics, education and fundamental knowledge, teaching preparation, and data collection.

### **3-2. Remedial teaching assistant :**

Content based on work ethics, education and fundamental knowledge, teaching principles, and teaching evaluation.

### **3-3. Information technology assistant :**

Content based on education and fundamental knowledge, teaching resources login and IT implementation, planned and organized by the Information Center.

### **3-4. Internships and lab assistant :**

Professional and work related requirements that are organized by the departments when deemed necessary.

### **3-5. Information technology assistant :**

Professional and work related requirements that are organized by the Information Center or Teaching Resource Center when deemed necessary.

## **Article 4 Tasks**

In addition the obligation of accepting trainings, all teaching assistants must take responsibilities in the assistant-related works and complete accordingly.

### **4-1. Teaching assistant (including research assistant) :**

Assisting teachers with teaching and research related works; to be specified by the colleges and Center for Generation Education.

4-2. Remedial teaching assistant :

Main assistance in remedial teaching works for colleges, Center for General Education and Teaching Resource Center; which work attributes are specified by colleges, Center for General Education or Teaching Resource Center.

4-3. Information technology assistant :

The jobs include cooperation with Teaching Resource Center to assist teachers in teaching resource login and implementation of teaching technology information; which are specified by the Teaching Resource Center.

Article 5 Annex

Any matters not covered by these standards shall be processed according to the relevant university regulations.

Article 6 Implementation and Revision

The guidelines are approved by the Academic Affair Meeting and must be approved by submission to the Deans before promulgated of implementation. Amendments shall be approved in the same fashion.