

國立成功大學醫學院護理學系
Department of Nursing, College of Medicine, NCKU
教學助理工作職責
Job Description of Teaching Assistant

110 學年度第 3 次系務會議 110.11.1

Resolved by the 3th Faculty Meeting in 110 academic year on November 1, 2021

107 學年度第 6 次系務會議通過 108.2.18

Resolved by the 6th Faculty Meeting in 107 academic year on February 18, 2019

教學助理(Teaching Assistant: TA)工作職責可依據課程特性，由授課教師與 TA 進行協調，其工作職責可包含以下內容：

The responsibilities of Teaching Assistant (TA) based on the characteristics of the curriculums, and it can be coordinated by instructors and TA. The job descriptions are as follows:

一、課前準備 Before the course

- (一) 與授課老師討論及確認工作內容及工作時數【基本護理學(含備物及技術練習)、成人護理學(一)(二)、產科護理學、兒科護理學、精神衛生護理學實習及社區護理學實習不得低於 120 小時/梯，其餘課程依學分數及上課週數與授課教師討論訂定】。
Discuss with the instructor and confirm the job description and working hours
【Fundamentals of Nursing (including equipment and technical exercises)、Adult Health Nursing (一)(二)、Maternity Nursing、Pediatric Nursing、Mental-Health Psychiatric Nursing Practice & Community Health Nursing Practice shall not be less than 120 hours/batch. The other courses are determined by discussion with the instructor according to the credits and the weeks of class】.
- (二) 協助授課教師準備課程表、建置並維護成功大學數位學習平台(Moodle)。
Assist the instructors with syllabus and the establishment and maintenance of Moodle.
- (三) 負責外聘講師授課資料、交通事宜聯絡與行政文件準備簽署相關事宜。
Assist the external lecturer with the teaching material, travel arrangement and document signing.

二、課程進行 During the course

- (一) 督促學生備妥上課所需之電腦、麥克風、投影設備、簡報筆或計時器等。
Urge students to prepare the computers, microphones, projection equipment, pointers or timers required for the course.
- (二) 登錄學生出缺紀錄。
Record the attendance of the students.
- (三) 協助釐清學生問題與需求。
Assist to clarify students' problems and needs in learning.
- (四) 依授課教師的指導，協助課程教學活動之進行。

Assist the teaching activities during the course in accordance with the guidance of instructors.

- (五) 追蹤學生繳交作業情形，協助授課老師了解學生學習情況。

Track the submission of the assignments and assist the instructors to understand the students' learning.

- (六) 將學生的回饋與需求轉達給授課老師知悉。

Convey the feedback and the needs of the students to instructors.

三、課後統整 After the course

- (一) 彙整學生出缺課紀錄。

Calculate the students' attendance throughout the course.

- (二) 協助授課教師進行學生課室參與及報告之同儕評值。

Assist the instructors with the class participation and peer evaluation.

- (三) 協助授課教師進行課程評值，並彙整課程建議與摘要。

Assist the instructors with the course evaluation, and consolidate the suggestions and summary of the course.

- (四) 提醒學生如期完成課程線上教學反應問卷事宜。

Remind students to finish the questionnaires on “Student Feedback Questionnaires System” on time.

- (五) 協助教師處理學生成績相關事宜。

(但若 TA 同時為該班修課學生，則不可擔任此任務)

Assist the instructors with the calculation of the students' grades.

(If TA also enrolls this course, he/she cannot be responsible for this duty)

- (六) 如該堂課有使用 Turnitin 論文原創性比對系統，須請 TA 於課程結束時協助將學生上傳之資料刪除。

If the course has used the “Turnitin” system, TA must delete the information upload by the students after the end of the course.