**Application Manual for Teaching Assistant (TA) Excellence Award**

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**Implementation Rules for Applying TA Excellence Award Issued by the**

**Center for Teaching Excellence at National Dong Hwa University (NDHU)**

R1. The rules are laid out by the Center for Teaching Excellence (referred as the Center hereinafter) of National Dong Hwa University to reward distinguished teaching assistants (TA) for their hard work and responsibility.

R2. The rules are applicable for TAs of any course offered by NDHU, whom has received a TA training certificate.

R3. Members of the Center will form a committee to review the applications for TA Excellence Award. Committee members are selected by the Director of the Center.

R4. The TA Excellence Awards will be conferred every semester. The review process is divided into two stages: preliminary and final. At the preliminary stage, each paper application will be reviewed. Then, at the final stage, an in-class survey regarding the performance of the TA applicant will be conducted.

R5. The number of excellent TA winners each semester will be announced by the committee members.

R6. Each TA can only apply for the Award for one course per semester. Multiple applications for different courses from the same TA is not allowed.

R7. The certificate of merit and the price for each TA Excellence Award winner will only be conferred in the following semester.

R8. The elected excellent TAs are obliged to participate in the learning activities held by the Center to share their experiences of being TAs.

R9. Based on the actual evaluation situation, the Center will publish he application time and process and related forms on the website of teaching resources.

R10. The rules were approved during the meeting held by the Center and then published. Any amendments should follow the same procedure described above.

**The application instruction for the rewarding of excellent TA issued by the**

**Center of Teaching Excellence at National Dong Hwa University (NDHU)**

1. **Purpose**

The Center of Teaching Excellence established the plan in order to enhance TA’s performance of teaching assistance and student counseling and to reward excellent TA.

1. **Application Rules**
2. Application deadline
3. The application date starts at the 15th week of each semester.
4. The application materials must be submitted to the Center of Teaching Excellence before 5:00 pm the Friday of the above-mentioned week. Late submission is not acceptable.
5. Application procedure

All of the specific supportive information should be submitted for the application. All of the materials must be bound according to the following order and submitted to the Center for evaluation:

1. The application form for the rewarding of excellent TA.
2. The copy of TA certificate issued by NDHU.
3. TA self-evaluation form
4. The process is divided into two stages: primary and final stages.

Primary stage: the application information is evaluated based on the materials submitted.

Final stage: The initial name lists of possible winners will be checked

again at the final stage. The selection of possible finalist is based on two scores (teacher evaluation and class student evaluation) and the following ratio for total. The average must be greater than 4.0 (the perfect score is 5). After the approval by the committee members, the names of the winners will be finalized.

1. 40% for teacher evaluation
2. 60% for class student evaluation
3. **Awarding Rules**

 The winning TAs will received a certificate issued by the Center and a gift coupon worth of NT3,000. The names of the finalist will be announced next semester. The elected best TAs are obliged to participate in the learning activities held by the Center to share their experiences of being TAs.

**Appendix A：The ckecklist for the rewarding of excellent TA**

**National Dong Hwa University**

**Semester 2, 2016 (105-2)**

 **The Ckecklist for the Rewarding of Excellent TA**

**Excellent Teaching Assistant**

 Name：



 Student ID Number：

 Personal Identification Number：

 Telephone Number：

 E - mail ：

**Application Materials:**

Basic information (please check if applicable)

1. □ The application form for the rewarding of the best TA.
2. □ The copy of the TA certificate issued by NDHU.
3. □ TA self-evaluation form

Appendix B: The application form for the rewarding of excellent TA

Date：　/ / /

|  |  |  |  |
| --- | --- | --- | --- |
| Department  |  | Course Title / Teacher’s Name |  |
| TA’s Name |  | TA’s Grade Level and Department  |  |
| Class Meeting Time and Location  |  | Student Numbers |  |
| Please answer the following questions using the examples of actual work, contents and specific results (please type concisely via computer and make appropriate space adjustment based on the contents). 1. Overview of the work this semester (required and at least 300 words)

II. The sharing of the experience 1. The sharing of the experience for the participation of TA training (required and at least 300 words)

 1. The sharing of TA service experience and suggestions(required and at least 300 words)
 |
| **Teacher’s Comment** □ By check in the box, I approve the in-class “survey of TA evaluation form for both teacher’s and student’s editions” conducted by the Center of Teaching Excellence. Date of Survey: \_\_\_\_\_\_\_\_\_\_\_ Time of Survey : \_\_\_\_\_\_\_\_\_\_\_\_ (Please conduct the survey at the seventeen week of the semester)Location of Survey: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature：  |

**Appendix A：TA evaluation form – Teacher’s edition**

**TA Evaluation Form – Teacher’s Edition**

Dear Instructors:

In order to enhance TA’s assisting quality, the Center for Teaching Excellence is holding a special activity for the selection of excellent TAs. Please help us by completing this TA evaluation form, and provide us with your valuable opinions. All the collected feedback will be used as reference for the selection of excellent TA.

**Course: \_\_\_\_\_\_\_\_ Teacher’s name:\_\_\_\_\_\_\_\_ TA’s name：\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Items | **Disagree -------Strongly Agree** |
| **1 2 3 4 5** |
| 1. **TA’s Professional Ability**
 |
| 1. The TA is familiar with the professional knowledge of the course.
 | □ | □ | □ | □ | □ |
| 1. The TA helps the teacher convey the course content.
 | □ | □ | □ | □ | □ |
| 1. The TA helps the teacher complete the scheduled teaching progress.
 | □ | □ | □ | □ | □ |
| 1. The TA helps the teacher answer students’ questions.
 | □ | □ | □ | □ | □ |
| 1. The TA gives guidance to the students who fell behind.
 | □ | □ | □ | □ | □ |
| 1. The TA helps the teacher improve teaching effectiveness.
 | □ | □ | □ | □ | □ |
| 1. **TA’s Working Attitude**
 |
| 1. The TA is conscientious about all of the assigned teaching-related duties.
 | □ | □ | □ | □ | □ |
| 1. The TA cooperates well with the instructor.
 | □ | □ | □ | □ | □ |
| 1. The TA respects students’ opinions and ideas.
 | □ | □ | □ | □ | □ |
| 1. The TA is always willing to give guidance to students’ academic problems.
 | □ | □ | □ | □ | □ |
| 1. The TA manages his/her emotion maturely.
 | □ | □ | □ | □ | □ |
| 1. **TA’s In-class Interaction**
 |
| 1. The TA can initiate students’ learning motivation.
 | □ | □ | □ | □ | □ |
| 1. The TA interacts well with the students.
 | □ | □ | □ | □ | □ |
| 1. The TA can lead the students toward in-depth study and group discussion.
 | □ | □ | □ | □ | □ |
| 1. TA’s course Knowledge
 |
| 1. The TA supplements related teaching materials timely.
 | □ | □ | □ | □ | □ |
| 1. The TA always updates the course website timely.
 | □ | □ | □ | □ | □ |
| 17. The TA helps the instructor upload teaching materials.  | □ | □ | □ | □ | □ |
| 18. The TA is familiar with the operation of course-related equipment and apparatus. | □ | □ | □ | □ | □ |
| 1. **Overall assessment of TA’s Teaching Assistance**
 |
| 19. Overall, the course TA is very competent.  | □ | □ | □ | □ | □ |

～Thank you for completing the form with your attention and concern. Your precious opinions are the driving force of TA’s continuous improvement. ～

**Appendix B：TA evaluation form –TA’s edition**

**TA Evaluation Form -Self-evaluation**

Dear TAs:

In order to enhance TA’s assisting quality, the Center for Teaching Excellence is holding a special activity for the selection of excellent TAs. Please help us by completing this TA self-evaluation form, and provide us with your valuable opinions. All the collected feedback will be used as reference for the selection of excellent TA.

**Course: \_\_\_\_\_\_\_\_ Teacher’s name:\_\_\_\_\_\_\_\_ Your name：\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Items | **Disagree -------Strongly Agree** |
| **1 2 3 4 5** |
| 1. **TA’s Professional Ability**
 |
| 1. I am familiar with the professional knowledge of the course.
 | □ | □ | □ | □ | □ |
| 1. I help the teacher convey the course content.
 | □ | □ | □ | □ | □ |
| 1. I help the teacher complete the scheduled teaching progress.
 | □ | □ | □ | □ | □ |
| 1. I help the teacher answer students’ questions.
 | □ | □ | □ | □ | □ |
| 1. I give guidance to the students who fell behind.
 | □ | □ | □ | □ | □ |
| 1. **TA’s Working Attitude**
 |
| 1. I am conscientious about all of the assigned teaching-related duties.
 | □ | □ | □ | □ | □ |
| 1. I cooperate well with the instructor.
 | □ | □ | □ | □ | □ |
| 1. I respect students’ opinions and ideas.
 | □ | □ | □ | □ | □ |
| 1. I am always willing to give guidance to students’ academic problems.
 | □ | □ | □ | □ | □ |
| 1. I manage his/her emotion maturely.
 | □ | □ | □ | □ | □ |
| 1. **TA’s In-class Interaction**
 |
| 1. I initiate students’ learning motivation.
 | □ | □ | □ | □ | □ |
| 1. I interact well with the students.
 | □ | □ | □ | □ | □ |
| 1. I can lead the students toward in-depth study and group discussion.
 | □ | □ | □ | □ | □ |
| 1. TA’s course Knowledge
 |
| 1. I supplement related teaching materials timely.
 | □ | □ | □ | □ | □ |
| 1. I always updates the course website timely.
 | □ | □ | □ | □ | □ |
| 17. I help the instructor upload teaching materials.  | □ | □ | □ | □ | □ |
| 18. I am familiar with the operation of course-related equipment and apparatus. | □ | □ | □ | □ | □ |
| 1. **Overall assessment of TA’s Teaching Assistance**
 |
| 19. Overall, the course I am very competent.  | □ | □ | □ | □ | □ |

～Thank you for completing the form with your attention and concern. Your precious

opinions are the driving force of TA’s continuous improvement. ～