

NATIONAL SUN YAT-SEN UNIVERSITY

General Job-Related Notes for Department of Electrical Engineering General Course Teaching Assistants with Scholarships

Approved by the 1st Institute General Meeting on September 19, 1997, School Year 86.

Amended and approved by the 4th Scholarship Evaluation Committee Meeting on March 30, 2011, School Year 99.

Approved by the 7th Joint Department/Institute Scholarship Meeting on April 29, 2011, School Year 99.

Approved by the 4th Joint Department/Institute Scholarship Meeting on November 29, 2011, School Year 99.

- I. Job responsibilities for Teaching Assistants are determined by the faculty members responsible for courses; the requirements listed below must be fulfilled.
- II. Teaching Assistants must regularly submit Teaching Assistants Assessment Reports to the Academic Counselor to receive Teaching Assistants subsidies. (time of submission: before November 5th and January 5th for the first semester, and before April 5th and June 5th for the second semester).
- III. Teaching Assistants must gain an in-depth understanding to the causes of under performing students and provide them with counseling.
- IV. Teaching Assistants must regularly upload an electronic copy of administered exams to websites designated by the department office. Should the Teaching Assistant fail to complete this task, the Department of Electrical Engineering will suspend the provision of Teaching Assistants fees.
- V. To improve the courses' effectiveness, the Department of Electrical Engineering may investigate students' ability to absorb the course contents and the effectiveness of Teaching Assistants' counseling.
- VI. Teaching Assistants who provide excellent counseling will receive the department office's recommendation for priority considerations for course Teaching Assistant roles in the following semester. The responsible faculty members will be notified by the department office.