**➤全英語授課課程(EMI課程) 教學助理所需資格：**

**●工作資格：**

1. 擔任本職位者，112-1學期無法同時受聘於校內其他單位。
2. 一位TA可兼任2門EMI課程。

**●語言能力：**
英文能力應達CEFR B1以上，並檢具校內外英檢成績證明。若英文能力達A2但未達B1者，需請授課老師於EMI助教申請表內填寫推薦理由。

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| **CEFR** | **北科** | **GEPT** | **New TOEIC** | **TOEFL iBT** | **IELTS** |
| C2 | A | 優級 | - |  | 8.5 分 (含)以上 |
| C1 | 高級 | 945 分以上  | 95 分以上  | 7 分 (含)以上 |
| B2  | 中高級 | 785 分以上  | 72 分以上  | 5.5 分 (含)以上 |
| B1  | B | 中級 | 550 分以上  | 42 分以上  | 4 分 (含)以上 |
| A2 | C | 初級 | 225 分以上  | - | 3 分 (含)以上 |
| D |
| A1 | E | - | - | - | - |

**●  工作內容：**

須回傳雙語中心：

1. 協助側錄課堂師生互動，並提供給雙語中心。

Record instructors-students’ interaction and lecture clips.

1. 提供特色教學文件給雙語中心。

Submit featured course materials to the Center for Bilingual Learning.

1. 每週利用Teams進行1-3hr輔導諮詢，錄影留存後提供給雙語中心。

Provide weekly tutorial sessions (1-3 hrs/week) to students, record tutoring sessions and submit to the Center for Bilingual Learning.

1. 每月需配合參與A選項或B選項:

**A.** 一場TA培訓工作坊及一次諮詢服務

**B.** 兩次諮詢服務。

Participate in option A or option B every month:

1. one TA training workshop and one consulting service
2. two consulting services

\*將於當學期最後一次提交工作日誌時進行個人參與次數總結算，未達成之次數將依規定扣除時薪，每缺少1次活動參與= 1時薪。

1. 其他雙語中心指定事務。

Others required by Center for Bilingual Learning.

由教師安排：(請由教師勾選Marked by instructors)

□向老師要教材上傳北科i-學園

□管理課程line群組

□協助教師EMI課程備課

□協助教師EMI課程現場教學

□協助教師EMI實驗及實務操作

□作業批改、算成績

□教具器材準備、架設與操作

□其他

**●  培訓重點：**

擔任TA期間，當學期需全程參與並完成相關EMI TA培訓，目前規劃如下：

1. 熟悉課室英文、EMI常用的教學方式及口說表達練習 – 4小時
2. 參與TA培訓工作坊 – 1次/月
3. 參與英文諮詢服務 –1次/月
4. EMI TA 互相觀摩 – 1次
5. 期末心得分享工作坊 – 1次

**●  考評制度：**

1. 繳交EMI工作日誌。
2. 約$4000-$6000/月，依據實際輔導時數撥發每月時薪。
3. 雙語中心保留取消不適任TA之權利。

**●  需提供文件：**

1. EMI助教申請表(內可填寫教師推薦理由)
2. 學生證件資料黏貼表
3. 英語能力證明
4. 111-2在學證明(於聯合服務中心申請)
5. 工作許可證明(僅外籍生須提供)

**Required qualifications for teaching assistants (TA):**

**●  Qualifications:**

1. Those who hold this position cannot be employed in other units on campus at the same time in the 2023 Spring(111-2) semester.
2. One TA can serve 2 EMI courses concurrently.

**●**  **Language skills:**

Teaching assistants’ English proficiency requires CEFR B1 (new TOEIC score: 550) or above. Prospective TAs need to provide their official score reports. For TA with CEFR A2 (if not B1; equivalent to new TOEIC score 225) proficiency, please provide the instructor’s recommendation. All TAs are asked to fill out the application form (annex 2) for qualification review.

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| **CEFR** | **NTUT** | **GEPT** | **New TOEIC** | **TOEFL iBT** | **IELTS** |
| C2 | A | Superior | - |  | 8.5 and above |
| C1 | Advanced | 945 and above  | 95 and above  | 7 and above |
| B2  | High-Intermediate | 785 and above | 72 and above  | 5.5 and above |
| B1 | B | Intermediate | 550 and above | 42 and above  | 4 and above |
| A2 | C | Elementary | 225 and above | - | 3 and above |
| D |
| A1 | E | - | - | - | - |

**●**  **TA Duties:**

Required to submit to Center for Bilingual Learning：

(1) Record instructors-students’ interactions and lecture clips.

(2) Submit featured course materials to the Center for Bilingual Learning.

(3) Provide weekly tutorial sessions (1-3 hrs/week) to students, record tutoring sessions and submit to the Center for Bilingual Learning.

(4) Participate in option A or option B every month:

1. one TA training workshop and one consulting service
2. two consulting services

(5) Others required by Center for Bilingual Learning.

Required by instructors：(Marked by instructors)

□ Upload course materials to NTUT i-Study

□ Manage LINE class group

□ Assist instructors in preparing EMI courses

□ Assist instructors in EMI teaching on site

□ Assist instructors in EMI experiments and practical operations

□ Assignment correction and grade calculation

□ Preparation, erection, and operation of teaching aids

□ Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**●**  **TA Training:**

TAs are required to participate in the following EMI TA training sessions held by the university:

1. Getting familiar with classroom English, EMI common teaching methods, and oral expression exercises – 4 hours
2. Participate in TA workshop – 1 time/month
3. Participate in TA consultation – 1 time/month
4. EMI TA peer observation – 1 time
5. End-of-term experience sharing workshop – 1 time

**●**  **TA Evaluation:**

1. Submit the EMI work log.
2. Monthly stipend will be issued based on actual tutoring hours and work log.
3. The Center for Bilingual Learning reserves the right to cancel EMI TA subsidy upon deficient TA performance.

**●**Documents required:

1. Application Form for EMI TA Recruitment (including instructor recommendation)
2. Form for copies of personal document
3. Proof of English proficiency
4. Certificate of Enrollment for 2023 Spring(111-2) semester (apply at the Joint Service Center)
5. Proof of work permit (only required for foreign students)