

►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，111-1 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 B2 以上，並檢具校內外英檢成績證明。若英文能力達 B1 但未達 B2 者，需請授課老師於 EMI 助教申請表內填寫推薦理由。

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) 111/10/10(一)前提供 EMI 課程修課學生通訊錄。
- (2) 課前先彙整翻譯會使用到之專有名詞並提供學生預習。
- (3) 協助側錄課堂師生互動，並提供給雙語中心。
- (4) 提供特色教學文件給雙語中心。
- (5) 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。
- (6) 其他雙語中心指定事務。

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 Your English World 實習助理 – 1 次
- (3) 參與應英系課程觀摩 – 建議 1- 2 次
- (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獎助學金。
- (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) 111-1 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 2022 Fall(111-1) semester.
- (2) One TA can serve 2 EMI courses concurrently.

● **Language skills:**

Teaching assistants’ English proficiency requires CEFR B2 (new TOEIC score: 785) or above. Prospective TAs need to provide their official score reports. For TA with CEFR B1 (if not B2; equivalent to new TOEIC score 550) proficiency, please provide the instructor’s recommendation. All TAs are asked to fill out the application form (annex 2) for qualification review.

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) The student directory of the EMI course should be provided by 2022/10/10(Mon).
- (2) Provide translation of professional terminology for students in advance.
- (3) Record instructors-students’ interactions and lecture clips.
- (4) Submit featured course materials to the Center for Bilingual Learning.
- (5) Provide weekly tutorial sessions (1-3 hrs/week) to students, record tutoring sessions and submit to the Center for Bilingual Learning.
- (6) 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 Your English World assistant internship – 1 time
- (3) Participate in course observation at Department of English – 1-2 times
- (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 2022 Fall(111-1) semester (apply at the Joint Service Center)
- (5) Proof of work permit (only required for foreign students)