



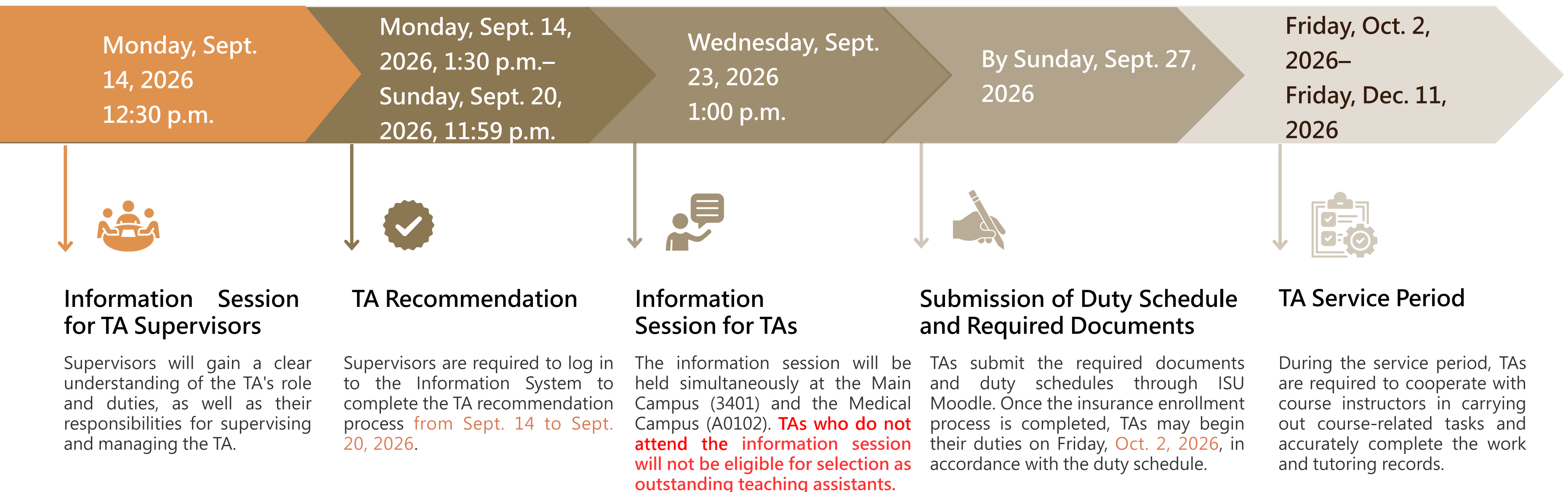
Information Session for Teaching Assistant (TA) Supervisors in the First Semester of Academic Year 2026

Monday, Sept. 14, 2026, 12:30 p.m.

Prof. Wei-Yi Cheng, Director, Center for Teaching and Learning Development

2026 | Overview of Important Administrative Timelines

 If there are any changes regarding a TA's employment or duty schedule, please contact the Center for Teaching and Learning Development first to confirm the insurance coverage and the required administrative procedures.



TA Recommendation Criteria

01 | Roles and Responsibilities

- ! If a student is already working part-time in another administrative or academic unit and is covered by monthly insurance, please do not hire the student, as they cannot be insured again.

TA Recommendation and Acceptance Confirmation



- Before recommending a student for a TA position, please ensure that the student clearly understands the duties and responsibilities of the role.
- A TA recommendation is subject to the student's consent.
- In principle, each student may serve as a TA for a maximum of two courses.



Information Session for TAs

- Date: Wednesday, Sept. 23, 2026, 1:00 p.m.
- Location: Main Campus (3401) and Medical Campus (A0102)
- TAs who do not attend the information session will not be eligible for selection as outstanding teaching assistants.

Eligibility Requirements and Application



- Students must not be enrolled in the course for which they will serve as a TA during the current semester.
- Students must not serve as a TA for a course offered to students at a higher grade level.
- For sophomore students or students whose academic performance is below the required standard, supervisors should complete the Teaching Assistant Recommendation Form.

International Students as TAs



- A valid **work permit** is required before scheduling work hours.
- Please ensure that the international student's ARC and work permit are valid and have not expired.

TA Responsibilities



TA salaries must be paid directly and in full to the TAs.



Do not require TAs to return their salaries or use their salaries for purposes unrelated to their TA duties.



IMPORTANT | TAs are strictly prohibited from teaching classes on behalf of the course instructor or from being assigned personal tasks unrelated to their TA duties.



01 Teaching Support

- Assist with classroom teaching activities and equipment management
- Facilitate group discussions and classroom interactions
- Assist in preparing teaching materials and laboratory equipment

02 After-Class Tutoring

- Assist students with questions related to the course
- Lead class exercises
- Manage relevant platforms and respond to students' questions

02 | Submission Deadlines

 Before beginning their service, TAs are required to complete and upload their duty schedule to ISU Moodle by [Sunday, Sept. 27, 2026](#).

 The documents to be submitted monthly must be uploaded to ISU Moodle no later than the first week of the following month.

Please remind TAs to submit their documents on time each month. Once the documents have been reviewed and signed by the supervisor, they will be used as the basis for payroll calculation.

► Work and Tutoring Records

[illegible]

數位課程教學助理工讀紀錄表 ⁽¹⁾			
e-Learning TA Work-study Records ⁽¹⁾			
姓名 ⁽¹⁾ Name ⁽¹⁾	系級 ⁽¹⁾ Department & Grade ⁽¹⁾		學號 ⁽¹⁾ Student NO. ⁽¹⁾
課程 ⁽¹⁾ Course Title ⁽¹⁾	課程代號 ⁽¹⁾ Course Code ⁽¹⁾		
115 學年第 1 學期配置時數 ⁽¹⁾ 115 Academic Year 1st Semester Approved Hours ⁽¹⁾			_____小時 Hours ⁽¹⁾
年月日 ⁽¹⁾ Date ⁽¹⁾	工讀起迄時間 ⁽¹⁾ Starting & Ending Time ⁽¹⁾	工讀時數 ⁽¹⁾ Hours ⁽¹⁾	工作日誌 ⁽¹⁾ Work Description ⁽¹⁾
Example ⁽¹⁾ 115.10.02 ⁽¹⁾	Example ⁽¹⁾ 08:00-11:00 ⁽¹⁾	Example ⁽¹⁾ 3 ⁽¹⁾	Example ⁽¹⁾ 製作教封影片 ⁽¹⁾
_____月份工讀總時數 ⁽¹⁾ Total Work-study Hours in _____ (month) ⁽¹⁾			_____小時 Hours ⁽¹⁾
教學助理簽章 ⁽¹⁾ Teaching Assistant's Signature ⁽¹⁾		指導老師簽章 ⁽¹⁾ Course Instructor's Signature ⁽¹⁾	

附註(注意)：不得進行教學助理相關之工作。 You are not allowed to engage in any work that may involve course preparation.

Achievement Report

115 學年度第 1 學期教學助理成果報告書			
The First semester of Academic Year 2026			
Teaching Assistant Achievement Report			
姓名		學號	
Name		Student No.	
系級		指導教師	
Department		Course Instructor	
課程代號		課程名稱	
Course Code		Course Title	
請依本學期執行成效及心得，撰寫以下內容，每項至少 150 字。			
Please fill in the following content in this semester, each item at least 150 words.			
執行內容描述			
Implementation content description			
執行心得與成果 (包含優、缺點)			
Implementation experience and results (advantages, disadvantages)			
請呈現至少 4 張執行成果照片(可截圖)。			
Please present at least 4 photos of the results (screenshots are acceptable).			
照片一說明 Photos description :	照片二說明 Photos description :		



Legal Issues (1): Employment Relationship and Insurance

03 | Laws and Insurance

! In the event of any issues related to labor insurance or labor rights, or other disputes arising from failure to comply with applicable laws and regulations, supervisors shall be responsible for such matters in accordance with applicable laws and regulations, as well as the applicable regulations and rules of the University.



Definition of an Employment Contract



- The relationship between the student and the University involves the provision of services, the receipt of remuneration, and subordination, and therefore constitutes an employment relationship.
- The [Labor Standards Act](#) applies to TAs, who are entitled to relevant labor rights and benefits during their service period.
- TAs and the University must sign an employment contract (ISU Moodle).



Mandatory Insurance Coverage

- Labor Insurance: The insurance enrollment process must be completed no later than the first day of work.
- Insurance enrollment is not only a legal requirement but also provides protection for students during their service period.
- TAs are insured on a daily basis. If a student is already working part-time in another administrative or academic unit (such as the Safety Section or as a part-time project assistant) and is covered by monthly insurance, please do not hire the student.

Legal Issues (2): Supervisors' Affidavit for Employment-Based Teaching Assistants

★ **Core Principle: Supervisors should prioritize students' learning and labor rights while fulfilling their supervisory responsibilities.**

1 Five Key Responsibilities of TA Supervisors

- Supervise TAs' participation in information sessions and training workshops
- Arrange reasonable work assignments and after-class tutoring
- Have TAs complete their duty schedules at the beginning of the semester and sign in and out each time they work
- Ensure that any changes to TAs' duty schedules are completed by the prescribed deadline
- Supervise the completion and submission of required documents

2

Work Arrangements: Prioritize Learning

- TAs may assist with teaching activities, data collection, platform management, and the preparation of teaching materials.
- TAs must not teach classes or mark assignments or exams on behalf of course instructors.
- TAs must not serve as personal assistants or administrative assistants to course instructors.

3 Duty Schedule and Insurance: Three Steps

- Beginning of the semester: Complete the duty schedule
- During the service period: Sign in and out according to the duty schedule to ensure insurance coverage
- Changes: Complete any changes to the duty schedule by the prescribed deadline

Key Deadline: At least two working days in advance

4 Documents and Responsibilities

- Work and Tutoring Records
- Tutoring Sign-in Sheet
- Achievement Report

Frequently Asked Questions



Q: What should I do if a TA needs to change the duty schedule?

A: The TA must obtain the supervisor's approval in advance and notify the Center for Teaching and Learning Development at least three days in advance to complete the insurance enrollment process.



Q: What if the TA's performance does not meet expectations?

A: If a TA is unable to meet the course requirements, please report the situation to the Center for Teaching and Learning Development at any time if necessary so that appropriate support or a replacement can be arranged.



Q: How do I conduct the final evaluation of the TA?

A: In addition to the achievement report, supervisors are required to complete the end-of-semester questionnaire, which serves as an important reference for the selection of outstanding TAs and their future reappointment.



Thank you for your participation! Let's work together to create a high-quality teaching and learning environment.

Staff in Charge

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