助教姓名TA Name： 年Year /月Month： /

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| **日期Date** | **開始時間****Start Time** | **結束時間****End Time** | **時數****Hours** | **工作單位****Employer** | **工　　作　　項　　目****Duties** |
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| **工作內容完成確認Completed duties：** |
|  | 向老師要教材上傳北科i-學園 Upload course materials to NTUT i-Study |
|  | 管理課程line群組 Manage LINE class group |
|  | 算成績、收發作業 Assignment correction, grade calculation. |
|  | 教具器材準備、架設與操作Prepare, set up, and operate teaching aids |
|  | 協助老師備課、課程紀錄 Assist instructors in preparing courses and teaching |
|  | 協助側錄課堂師生互動，並提供給學院。Record instructors-students’ interactions and lecture clips, and submit them to the college of engineering. |
|  | 每週利用Teams進行1-3hr輔導諮詢，錄影留存後提供給學院。Provide weekly tutorial sessions (1-3 hrs/week), record tutoring sessions and submit to the college of engineering. |
|  | 提供特色教學文件給學院。Submit featured course materials to the college of engineering |
|  | 定期參加TA工作坊 Participate in TA workshops regularly |
|  | 其他教師/學院指定事務Others required by instructors or college of engineering. |
| [ ]  本月為**實體課程Physical courses** this month | [ ]  本月有**線上課程**，網址如下: Part are **online courses** this month, the links are as follows: |
|  |
| 教學助理Teaching Assistant | 授課教師Instructors | 系所主管Chair of Department | 工程學院承辦人Contact Person of the College of Engineering |
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**請填寫110-2 EMI TA 回饋單(05月份)：**

**Please submit the 110-2 EMI TA Feedback Form(May):**

[**https://docs.google.com/forms/d/e/1FAIpQLSemocjVAoVQpsCj9wd6nBt-fX26u-MilTw4OX-d1THkuto7ig/viewform?usp=sf\_link**](https://docs.google.com/forms/d/e/1FAIpQLSemocjVAoVQpsCj9wd6nBt-fX26u-MilTw4OX-d1THkuto7ig/viewform?usp=sf_link)

**注意事項：(請注意有些許更新)**

1. 請填寫課程名稱。
2. 請使用電腦填寫(非手寫)、按照日期順序填寫。
3. 工讀生薪資不支付例假日工時, 例假日請勿上班。
4. 每日工作最高8個小時(若有同時兼任多門課者，請特別留意)。
5. 連續工作4小時應有30分鐘休息, 避免過長時間工作。開始時間至結束時間若超過時數4小時，請註明內含休息時間半小時並於時數欄位扣除休息的半小時。
6. 每月不得超過32小時且總計時數應為整數。
7. 請檢查日期是否有重複、起訖時間是否與工作時數吻合。
8. 請單面列印本份工作日誌。本頁注意事項無須印出。
9. 教學助理親簽>>授課老師簽名>>系所主任簽章>>請於每月公告之特定日期前繳至工程學院辦公室。

**Notice:** **(Please note some updates)**

1. Please fill in the course name.
2. Please type the work log (not handwriting) and fill the dates in order.
3. Please take a rest on weekends and holidays.
4. The maximum of work hours is 8 hours per day (If you are responsible for multiple courses, please pay attention to this).
5. A 30 minutes break is needed in every continuous 4 hours of work. Please specify “30 minutes break is included “if the work hours are longer than 4 hours and deduct 0.5 hours.
6. The maximum of work hours is 32 hours per month and the total hours should be an integer.
7. Please check whether the dates are repeated inaccurately, and the start time and end time are consistent with the work hours.
8. Please print out this work log on one side. The notes on this page do not need to be printed.
9. Teaching assistant signed >> Instructors signed >> Chair of Department signed >> Please submit it to the Office of College of Engineering before the announced due date every month.