**National Taiwan University of Science and Technology**

**Teaching Assistant Application for Problem-Based Learning Courses**

Aug 2024

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| **Part I: Basic Information** |
| Course 1 | Period | \_\_\_\_\_ Semester of Academic Year \_\_\_\_\_ | Course Title |  |
| Code |  | Course-offering Unit  |  |
| Credits |  | Program | □ Bachelor’s □ Master’s□ Ph.D. |
| Type | □ Compulsory □ Elective □ Liberal Arts □ General Education □ Other: \_\_\_\_\_ |
| EMI | □ No □ Yes. Has the EMI TA received subsidies from NTUST/department/graduate institute? □ No □ Yes |
| Minimum Enrollment | □ I am aware that courses under 20 students after the add-and-drop period are ineligible for TA applications and are subject to verification by the Center for Teaching and Learning Development. | Schedule and Location | Schedule: |
| Classroom: |
| Instructor | Name |  | No. or Ext. |  |
| □ Faculty □ Contract □ Part-time | Email |  |
| Joint Instructor(if applicable) | Name |  | No. or Ext. |  |
| □ Faculty □ Contract □ Part-time | Email |  |
| Please check the Sustainable Development Goals and delete unrelated goals.□ SDG1 No Poverty □ SDG2 Zero Hunger □ SDG3 Good Health and Well-being□ SDG4 Quality Education □ SDG5 Gender Equality □ SDG6 Clean Water and Sanitation□ SDG7 Affordable and Clean Energy □ SDG8 Dignity at Work and Economic Growth□ SDG9 Industry Innovation and Infrastructure □ SDG10 Reduced Inequalities□ SDG11 Sustainable Cities and Communities □ SDG12 Responsible Consumption and Production□ SDG13 Climate Action □ SDG14 Life below Water □ SDG15 Life on Land□ SDG16 Peace, Justice and Strong Institutions □ SDG17 Partnerships for the Goals |
| Course 2 | Period | \_\_\_\_\_ Semester of Academic Year \_\_\_\_\_ | Course Title |  |
| Code |  | Course-offering Department |  |
| Credits |  | Program | □ Bachelor’s □ Master’s□ Ph.D. |
| Type | □ Compulsory □ Elective □ Liberal Arts □ General Education □ Other: \_\_\_\_\_ |
| EMI  | □ No □ Yes. Has the EMI TA received subsidies from NTUST/department/graduate institute? □ No □ Yes |
| Minimum enrollment | □ I am aware that courses under 20 students after the add-and- drop period are ineligible for TA applications and are subject to verification by the Center for Teaching and Learning Development. | Schedule and Location | Schedule: |
| Classroom: |
| Instructor | Name |  | No. or Ext. |  |
| □ Faculty □ Contract □ Part-time | Email |  |
| Joint Instructor(if applicable) | Name |  | No. or Ext. |  |
| □ Faculty □ Contract □ Part-time | Email |  |
| Please check the Sustainable Development Goals and delete unrelated goals.□ SDG1 No Poverty □ SDG2 Zero Hunger □ SDG3 Good Health and Well-being□ SDG4 Quality Education □ SDG5 Gender Equality □ SDG6 Clean Water and Sanitation□ SDG7 Affordable and Clean Energy □ SDG8 Dignity at Work and Economic Growth□ SDG9 Industry Innovation and Infrastructure □ SDG10 Reduced Inequalities□ SDG11 Sustainable Cities and Communities □ SDG12 Responsible Consumption and Production□ SDG13 Climate Action □ SDG14 Life below Water □ SDG15 Life on Land□ SDG16 Peace, Justice and Strong Institutions □ SDG17 Partnerships for the Goals |
| **Part II: Course Design and Planning** |
| Course 1 | Objectives |  |
| Outline |  |
| PBL Description | Instruction:1. Courses must adopt the PBL method for at least 4 weeks. Add columns as necessary.
2. Provide detailed descriptions (minimum of 500 words each week) of the course design and teaching process, including course preparation, problem design, lesson plan development, course guidance, class management, group discussions, outcome presentation, assessment methods, etc.

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| --- | --- | --- |
| No. | Date | Course Design and Instruction Methods |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

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| Course 2 | Objectives |  |
| Outline |  |
| PBL Description | Instruction:1. Courses must adopt the PBL method for at least 4 weeks. Add columns as necessary.
2. Provide detailed descriptions (minimum of 500 words each week) of the course design and teaching process, including course preparation, problem design, lesson plan development, course guidance, class management, group discussions, outcome presentation, assessment methods, etc.

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| --- | --- | --- |
| No. | Date | Course Design and Instruction Methods |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

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| **Part III: Recommendation for a Teaching Assistant**  |
| Name |  | Student ID  |  |
| Department (institute) / intake /group |  | Cellphone  |  |
| Email |  | National ID / ARC No.Foreigners must present valid ARC and work permits for employment. |  |
| Disability | □ No □ Yes (please provide a copy of the disability pass)  |
| Responsibilities  |  |
| Compliance with of NTUST regulations | 1. Under the NTUST *Regulations for Protection of Student Learning and Labor Rights*, a student can only hold only one part-time employment-based assistant position during the same period, except for scholarship recipients.
* During the current semester, the recommended TA has not been employed by other NTUST units as a teaching assistant, research assistant, or temporary staff.

□ Confirmed by instructor1. Due to limited resources for Teaching Assistants, the allocation of TA subsidies per semester is contingent upon the budget assigned to the Center for Teaching and Learning Development under *Regulations for Innovative Teaching Incentives.* It is strongly recommended that each teaching assistant limits their support to a maximum of two PBL courses. In instances where demand exceeds the budget, each instructor will receive a subsidy for only one course. Each teacher is restricted to submitting applications for a maximum of two courses.
* I consent that, once the subsidy quota has been reached, the Center for Teaching and Learning Development will convene a meeting to evaluate the application and notify the instructor for approval:

□ Confirmed by instructorTo enhance instructors’ teaching capabilities, every instructor receiving subsidies for a course is obligated to participate in seminars organized by the Center for Teaching and Learning Development during the current semester. Those with subsidies for one course must attend at least one seminar, while those with subsidies for two courses are required to attend at least two seminars. Proof of participation should be provided when submitting the final report at the end of the semester. For courses with multiple instructors, at least one must attend the seminar. The extent of participation in these seminars will be considered in the future review process for instructors reapplying for this subsidy.□ Confirmed by instructor |
| Signature Instructor | Signature Head of Course-offering Academic Unit  |
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※Please add additional columns if necessary.