**Notes for Teaching Assistants in International Bachelor Program in Electrical and Communication Engineering**

1. The teaching assistant should contact the instructor as soon as possible within one week after the course has been scheduled to coordinate a collaborative approach.
2. The teaching assistant should contact the instructor before each week's class to find out if there are any tasks to be done.
3. The teaching assistant shall be assigned to proctor the midterm and final exams according to the department's schedule and shall not refuse to do so for any reason (if there is an exam conflict, he/she should coordinate with the students and inform the department office three days in advance); and he/she should proctor the exams seriously during the proctoring time to prevent students from cheating and should not handle any personal affairs during the proctoring time.
4. The teaching assistants should cooperate with the department to conduct midterm and final questionnaire surveys to improve the filling rate and to collect exam questions and papers.
5. Teaching assistants have the responsibility to assist the instructor in proctoring exams, grading assignments, recording and calculating grades, and other related teaching tasks.
6. Graduate students should obtain the consent of the instructor and advisor to serve as teaching assistants.
7. The salary for teaching assistants is determined by the teaching unit and is paid for four months per semester.
8. If the teaching assistants fail to perform their duties and do not improve after being advised several times, the teaching unit may stop the salary for teaching assistants at any time.

**Teaching Assistant in International Bachelor Program in Electrical and Communication Engineering Application Form**

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| **Name** |  | **Student ID** |  | **Academic Year**  **Semester** |
| Dept./Year |  | | Phone No. |  |
| Course  ID & Name |  | | Instructor’s Signature |  |
| **I am fully aware of my rights and responsibilities as a teaching assistant and I am willing to cooperate with the department's related operations and regulations.** | | | | |
| **Advisor’s Signature** ( Only For Graduate Students) | Date: \_\_\_\_\_\_\_\_\_\_\_\_ | | **TA’s Signature** | Date: \_\_\_\_\_\_\_\_\_\_\_\_ |