



# Orientation for TAs

110-2 Freshman English

Language Center 2022/02/17

# Welcome Aboard

- Teachers & Students
- TAs
- Newbies



RIGHT WAY

# Outlines

- Basics
- Beyond Basics
- Job Descriptions & Duties
- TA's Sharing I: Hands-On Tasks
- TA's Sharing II: Hands-On Tasks



RIGHT WAY

# Basics

- 4 months / 4-5 hours per week
- On-line / Off-line
- Inside / Outside of the classroom
- Probationary period: First month
- Immediate termin
- Certificate



# More Than Basics

- Communication etiquette
- Be responsive
- Be responsible
- Be a participant and a learner
- Be a helping hand, not a handful



# Job Descriptions & Duties

- Grading assignments
- Helps with TOEIC
- Guiding self-study groups
- Making videos, blogs, handouts, etc.
- Writing journals (教學週誌)
- Admin jobs / Keys and audio/video equipment
- Things assigned by the instructor
- Meets with the instructor
- TA orientation
- TA end-of-semester meeting



RIGHT WAY



RIGHT WAY

# Hand-On Tasks

Sharing I by 吳圳昇

Sharing II by 林子翔