Tzu Chi University
Teaching Assistant Application

_____
Last or Family Name   First   Middle   Student ID#

_____
Phone/Cell Number   Email Address

Department/Institute _____

I am a ❏ Ph.D. student ❏ Master's student ❏ Undergraduate student

The year of my study: ❏ 1st ❏ 2nd ❏ 3rd ❏ 4th ❏ 5th ❏ 6th ❏ Other _____

Completed the **training program for teaching assistant**? ❏ Yes ❏ No

As a lab TA, have I attended lab education and training for safety and hygiene ? ❏ Yes ❏ No

This application is good for ❏ Fall   ❏ Spring, Year_____to_____

The course(s) I am assigned to:

#	Course Code	Course Title	Class	Instructor's Name	Authorized Working Hours
1					
2					

Fill in information below, if this is my first time to be TCU TA:

My ARC Number _____

Bank name : _____ Account name : _____Account no : _____

TCU's Disclosure of Collecting, Handling and Use of Your Personal Information:
Purpose: To acquire insurance required by the Labor Insurance Act and to provide regular and occupational accident insurance coverage.
Scope: Student's personal information will only be used during work study period, in Taiwan, and for buying insurance from the Bureau of Labor Insurance.

_____
Student's Signature   Date

_____
Signature of First Course Instructor   Print Name   Date

_____
Signature of Second Course Instructor   Print Name   Date

_____
Signature of Academic Adviser   Print Name   Date

Note:

A. It is TCU's policy to award Teaching Assistance Appointments to qualified doctoral and Master's students as well as junior or senior undergraduates.

B. Tutor's total working hours will be assigned by the Office of Academic Affairs.

C. Tutor must sign in and out (down to the minute) online by accessing https://myinfo.tcu.edu.tw/Insurance/AASM_Home.asp.

D. Tutor must keep track of all assignments, including course content and attendance, on the Timesheet, and ensure instructor supervision for overall teaching performance, course content, and attendance. It will serve as a basis of performance evaluation.

E. For more details, please refer to TCU Regulations for Academic Early Warning and Teaching Assistance.