

WISE 助教管理条例
WISE TA Management Ordinance
2013年12月

为了加强 WISE 教学管理，保证各项目教学质量，特制定本项管理条例，请各位教学助理人员认真阅读，遵照执行。In order to strengthen WISE teaching management and maintain the teaching quality at WISE, the following regulations are formulated. Teaching assistants (TAs) should read these regulations carefully and follow accordingly.

一般原则 **General policies**

1. 教学质量是 WISE 成功运作和持续发展的关键，同时，教学助理工作是整个教学过程中的主要辅助环节，各位助教务必在指导思想高度重视助教工作的重要性。High quality teaching is the key to the successful operation and sustainable development of WISE. As the work of a TA is a major auxiliary part of the teaching process, TAs should attach great importance to the TA work.
2. 助教需具备良好的沟通能力；对待学生耐心细致，对待工作热情主动；具有职业道德，有责任心并有足够的时间认真投入助教工作。TAs must be helpful to students, treat students patiently, work meticulously and possess a strong work ethic, a strong sense of responsibility and good communication skills.
3. 每位助教一周预计工作 15 小时，工作内容包括帮助任课教师准备上课课件PPT（平均1 小时，教师负责讲稿内容，助教将讲稿做成PPT）、听课（3 小时）、批改作业和考卷（5小时）、复习课（平均1.5 小时）、答疑（2 小时）、帮助教师准备作业答案（须经任课教师检查批准后公布）、记录学生考勤等（注：答疑与复习课不能等同）。Each TA is expected to work 15 hours per week. TA responsibilities may include: preparing slides based on the materials provided by the course instructor, attending class, grading homework and examination papers, giving a review class (1.5 hours), offering office hours for individual consultation (2 hours), helping the course instructor to prepare answers for homework, keeping a record of student's class attendance and additional duties as required by the course instructor. (Note that the office hours for individual consultation should be offered in addition to the review class.)
4. 教学助理工作各环节进行中不可擅离职守，有事请假需请示任课教师和WISE 办公室，得到批准后方可执行。TAs cannot be absent from duty without permission. Application for leave should be made to the course instructor and the WISE office in advance.

教学过程 **Involvement in the teaching process**

5. 助教需组织并协助入学新生完成课程教材准备工作。在正式开学前一周，与任课教师确认好本门课程的使用教材具体内容，通知并协调学生做好教材购买和复印等工作。Each TA should check with the course instructor about the textbook required. Students should be informed of any required textbooks or materials as well as information on how to acquire these resources one week prior to the new semester.
6. 助教需协助任课教师制作上课课件，同时按要求提交到相关网站或者告知学生。在提供任何与教学

有关的材料给学生前,需得到任课老师批准。TAs should help course instructor prepare slides (PPT), upload the slides to the designated website (if required) and inform students. TAs should get permissions from the course instructor before providing any course related materials to students.

7. 每一次课程上课之前,助教必须提前 10 分钟到教室,检查各项教学设施(如电脑、投影、扩音器、白板笔)是否准备齐全并工作正常。TAs should arrive at the classroom 10 minutes prior to the start of class and make sure that the teaching facilities (e.g. computer, projector, microphone, white board pen) work properly.
8. 助教必须做到每门课程跟班听课,认真记录每门课程上课情况、教师上课时间以及学生出勤情况。TAs should attend every class, record the start time, the end time of every class and record students' class attendance.
9. 任何课程上课时间的变更需要及时报告给各个项目负责的教学秘书以及学院办公室主任。课程的变更一般应提前申报,如遇特殊情况,则必须在课程开始之前报告给学院。任何课程时间、地点变更情况未能及时报告给学院者,将按照WISE 助教管理条例处理并扣除该学期1000元助教薪酬。Any classroom change or class time change should be reported to the corresponding program coordinator. Such changes normally should be reported well in advance. Any change must be reported to WISE at least before the timetable changes. Failure to do so will lead to a 1000RMB deduction from the TA's salary.
10. 助教应课间休息期间和任课教师一起与学生交流。TAs should communicate with students and course instructor during class breaks.
11. 助教需负责收取和认真批改作业,并认真帮助教师准备作业答案(最后答案需请任课教师检查批准),及时向任课教师及WISE 办公室反馈学生掌握知识点情况,主动帮助基础薄弱和成绩落后的学生。TAs should collect and grade students' homework, provide the answers for homework, report the students' performances to the course instructor in a timely manner and proactively assist students who fall behind academically with their study.
12. 助教需每周安排一次习题讲解和答疑(2 小时),答疑时间表需在学期初提前公布。TAs must offer two contact hours every week. The schedule should be provided in the first week of the semester.
13. 助教需使用电子邮件、电话和QQ 系统等工具,保持与学生、任课教师、WISE 办公室沟通顺畅,及时获取和掌握日常学生学习情况,并反馈给任课教师和WISE 办公室。TAs should keep in touch with students, course instructor and WISE office via email, phone or QQ. TAs should pay attention to the student's performance or problems and provide feedback to course instructor and in a timely manner.

考务工作 Examination related work

14. 助教需与工作人员一起完成考试监考及相关考务工作,考试完毕收齐考卷后,必须将试卷密封;协助任课教师批改中期末考试成绩,保证批阅试卷时公正合理。试卷批阅标准由任课教师制定,助教不得未经任课老师同意擅自决定或修改评分标准。 TAs should supervise the examination with the course instructor and seal the examination papers after the exam. TAs should help the course instructor grade mid-term and final exam papers fairly by adhering strictly to the relevant grading

criteria. The right of grading policy lies solely with the course instructor; the TA does not have any authority to decide how grade will be given to the students or change the grading scheme without the consent of the instructor.

15. 助教需注意教材、学生作业及试卷的日常保管和存档，学期结束时统一上交 WISE 办公室，并协助教师将修课学生成绩登录到研究生系统。TAs should keep the study materials, homework and exam papers during the semester and help the instructor to submit them to the corresponding program coordinator at the end of the semester. TAs should help the course instructor to enter exam results to the system.
16. WISE 硕博士助教需按照厦门大学研究生院相关规定提交成绩相关材料，具体内容包括：研究生成绩单（电子版和纸质版）、厦门大学考场监考情况报告表、从研究生院系统中打印请教师签字，试卷、答题纸。所有材料的提交时间为学期结束一周之内。TAs of WISE MA/PHD program courses should provide course documents as required by the Graduate School, including: transcripts (both soft and hard copy), XMU exam invigilation report, grade sheets printed from the Graduate School System and signed by the course instructor, exam papers and answer sheets. All these documents should be submitted within one week from the end of the semester.
17. 助教需遵守职业道德，禁止泄露与考试相关内容，保证涉密信息及相关材料的安全性。TAs must not reveal exam-related contents to students.
18. 所有考试须在考试前两个礼拜报送WISE教学办公室，WISE教学办公室须在考试前一个礼拜确定监考人员名单，如有任何监考人员含助教不能参加监考，须提前三个工作日报送WISE教学办公室申请同意后由WISE教学办公室统一调整。All examination arrangements should be submitted to the WISE teaching office two weeks in advance of the exam date. WISE teaching office must arrange the invigilators a week before the exam. An invigilator may request a leave of absence from the exam due to extenuating circumstances such as a medical emergency, time conflicts with his/her own exams, etc. Any such request must be made to the WISE teaching office at least 3 working days in advance. Only after receiving approval from the WISE teaching office may an invigilator be absent from the exam. Approval may be conditional on finding a suitable replacement invigilator.

工作评价与奖惩 Evaluation

19. 根据学生教学评估和任课教师反馈意见，WISE 每个学期将评选出优秀助教，特别突出者将被评选为最佳助教，同时会给予一定的物质奖励。若助教没有按照WISE 要求完成工作（如不参加听课、不认真完成答疑工作及作业批改等），WISE 将根据具体情况扣除部分工资。The feedback from students and the course instructor will produce Excellent TAs every semester. TAs with outstanding performance will receive a Best TA Award and a material reward. Part of a TA's salary will be deducted if the TA fails to complete their TA tasks as required.
20. 助教工资将在以上任务完成之后发放。The TA's salary will be paid after the completion of the TA work.

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