

NTUST Computer Center Teaching Assistant Guidelines

I. Work Rules

1. Teaching assistants shall sign in and out on time.
2. Before starting and after finishing work, complete the daily work log through the Teaching Assistant EndNote/Evernote management account (CCTA).
3. Confirm the number of USB flash drives when signing in/out and share the daily work log with the designated Facebook group.
4. Maintain a neat appearance, slippers are not permitted.
5. Be courteous to instructors and students.
6. Do not play games, sleep, watch videos, or make prolonged personal phone calls while on duty.
7. Remain at the assigned workstation unless authorized.
8. Notify the Computer Center staff before leaving the workstation.
9. Complete all assigned duties and comply with all Teaching Assistant regulations.
10. Do not chat with friends during duty hours.

II. Duty Hours

Semester Period:

- Monday to Friday: 08:30 – 17:30
 - Example Shift A: Clock in at 08:00, clock out at 17:00.
 - Example Shift B: Clock in at 08:30, clock out at 17:30.
1. Sign in and sign out on the attendance sheet at the beginning and end of each shift.
 2. If you need to leave the post for duty, complete an "Instant Service Application Form" and have the requesting department sign it.
 3. TAs on duty on the last day of each month must collect and organize all "Instant Service Application Forms" and "Attendance Sheets," and place them in the black folder inside the cabinet.

III. Leave Regulations

1. Submit leave requests at least three days in advance, arrange a substitute, and explain all duties to the substitute.
2. For illness or emergencies, notify the Computer Center staff Mr. Shin-Yuan Chen via phone at (02) 2730-1049 or email at shinyuan17@mail.ntust.edu.tw

IV. Discipline and Dismissal

The Computer Center reserves the right to replace or dismiss TAs under the following conditions:

1. Failure to complete assigned tasks.
2. Late for work three times or more within a single month.
3. Poor attitude toward work or when serving/assisting students.

V. Salary

Wages are calculated on an hourly basis in accordance with university regulations (specifically the Office of Student Affairs Teaching Assistantship and Scholarship Regulations). Student assistants must report their daily working hours through the Student Information System by the 20th of each month, and email the working hours file to Computer Center staff for review and approval.

VI. Emergency Procedures

In the event of an emergency such as a campus-wide power failure or network service outage, immediately contact Computer Center staff Mr. Shin-Yuan Chen at (02) 2730-1049 or Mr. Shun-Fa Yu at (02) 2737-6209 via phone.