**I-Shou University**

**Agreement on Shift Arrangements for Labor-oriented Teaching Assistants**

I, the undersigned, serve as a teaching assistant in this semester. I will fulfill my duties pursuant to the Guidelines on the Handling and Protection of the Learning and Labor Rights of Student Part-time Assistants at I-Shou University and the Labor Contract for Labor-oriented Teaching Assistants and comply with the following rules:

1. Teaching assistants are required to participate in the orientation and training sessions held by the Center for Teaching and Learning Development (hereinafter referred to as “the Center”), and the hours of participation will not be counted as working hours. Teaching assistants who fail to take part in any training sessions, whether held by the Center or another school, shall take online courses on the website of the Center and submit a reflection report of at least 400 words. Those who fail to meet the requirement mentioned above by the prescribed deadline shall be disqualified from being a teaching assistant. Teaching assistants are required to put aside at least one-third of their working hours of each course for after-class tutoring. The rest of the working hours shall be left for assisting the course instructor with teaching activities, the collection of course-related materials, the management of data on ISU Moodle, and the production of teaching materials.
2. The application of TA is divided into two categories:

1.Learning Guidance：The job includes assisting teaching activities and after-school tutoring (online or after-school counseling). TA should have tutoring or counseling work at least two-thirds TA hours, provide counseling attendance sheet, and hand in the report with pictures at the end of semester.

2.Teaching Material Preparation：The job includes preparing teaching material and Moodle platform. TA should help teachers to making teaching material and recording teaching instructional videos, and hand in the report with evidence of materials.

1. Teaching assistants shall arrange their shifts at the beginning of the semester and do shifts in accordance with the shift table. In addition, they shall clock in and out before and after working at http://ap2.isu.edu.tw/pw/.
2. Wages are calculated based on the shift hours stated on the shift table. However, teaching assistants shall apply for making up the difference if the shift hours recorded online (http://ap2.isu.edu.tw/pw) are less than the hours previously arranged. On the other hand, excess shift hours will not be paid.
3. Teaching assistants shall file an application to the staffer-in-charge and inform the course instructor at least three working days prior to the date of the original shift if they want to change their shifts, take leave or make up the difference. Those who fail to complete the process with no special reasons will be considered absent without a valid reason, and they shall rearrange their shift to make up the difference and pay the premium incurred if the unit-in-charge fails to cancel the insurance coverage due to the unexpected absenteeism.
4. Teaching assistants shall complete and submit required documents, including the Work-study & Learning Record, the Student Tutoring Sign-in Sheet, the TA self-evaluation, and the achievement report.
5. The arrangement, submission and change of shifts, the application for leave, and the submission of required documents shall be handled in accordance with the schedule and rules announced by the Center.

To

I-Shou University

Teaching Assistant: (Signature)

Department:

Date: YYYY / MM / DD