

112-1 Semester

《EMI TA Professional Development Program》

1. Goal

The Resource Center for EMI (RCEMI) at National Taiwan Normal University (NTNU) has launched the "EMI TA Professional Development Program" to empower the professional knowledge and skills of EMI teaching assistants (EMI TAs) from across the country. Our goal is to enhance the professional development of EMI TAs and foster a supportive all-English language learning environment in all Taiwanese higher education institutions.

This program deepens the professional knowledge of EMI TAs and enables them to become bilingual talents in their field through NTNU's "EMI TA Online Training Course" and "Assessment of EMI TA Skills (AETAS)". Through resource sharing and collaborative exchanges, participants will be able to strengthen their teaching capacity and improve their students' learning outcomes in EMI courses across universities and colleges.

2. Content:

(1) Targeted Students:

- A. Students enrolled in university and graduate schools.
- B. EMI TAs of 112-1 Semester will have priority.

(2) Registration Deadline: 12:00 PM, September 13th, 2023

(3) Note:

- A. Only online individual registration will be accepted. Late registrations will not be accepted.
- B. Please choose one to register:
 - 【Plan 1】 "EMI TA Online Training Course" Only.
 - 【Plan 2】 "EMI TA Online Training Course" and "Assessment of EMI TA Skills (AETAS)".
 - 【Plan 3】 "Assessment of EMI TA Skills (AETAS)" Only (This plan is only open to students who have completed the EMI TA online training course in the 111-2 semester.)
- C. Registration Links:
 - ◇ <https://reurl.cc/p6ZzkQ>

3. EMI TA Online Training Course

(1) Course Description

- A. Developed by the Resource Center for EMI and Center for Teaching and Learning Development (CTLD) of NTNU, RCEMI's "EMI TA Online Training Course" offers students a path to become the best EMI TA there can be. Through a series of synchronous and asynchronous online courses, participants will acquire all the foundational

professional knowledge and skills required.

- B. The required courses are asynchronous online courses which include four modules (4hrs): "The Role of the EMI TA," "EMI TA Skills and Strategies," "EMI Course Design," and "EMI Language Presentation".
- C. Online Synchronous Courses are elective courses. Elective courses (physical or online workshops) for this semester are scheduled to be announced separately in October.

(2) Availability of Courses: Courses will be available

from **9 am on September 15, 2023** to **4 pm on October 16, 2023**

(Please log in to Moodle using the login information provided by RCEMI)

(3) Certificate of Completion:

- A. An electronic "EMI TA Online Training Course Completion Certificate" will be issued to participants who have completed this training course successfully on time and passed the corresponding evaluation.
- B. RCEMI will announce the completion list of the course on **October 18 2023**. Certificates will be issued electronically at the end of October.
- C. Plan 2 Participants who fail to complete the course on time will lose their eligibility to participate in AETAS.
- D. Plan 1 Participants who were issued a certificate of completion in the 112-1 semester may register for AETAS in the 112-2 semester.

(4) Note: If you cannot complete the courses on time due to unforeseen circumstances, please contact RCEMI as soon as possible.

4. Assessment of EMI TA Skills (AETAS)

(1) Assessment Description

- A. This assessment was jointly developed by RCEMI, CTLD and the Center for Academic Literacy (CAL) of NTNU.
- B. The assessment is consisted of two parts: "EMI Teaching Demonstration (5 mins)" and "EMI Course Simulation Test (3 mins)", and is **entirely in English**.

(2) EMI Teaching Demonstration (5 mins)

- A. Participants will design and implement a brief teaching demonstration in their subject area based on the EMI Teaching Strategies they learned from the online training course.
- B. Participants must design a lesson plan according to the "Guidelines for Writing Teaching Demonstration Plans" provided by RCEMI and submit their "Teaching Demonstration Lesson Plan (Draft)" via **Moodle** by **4 pm on October 23, 2023**. Late submissions will not be accepted.
- C. Feedback on participants' "Teaching Demonstration Lesson Plan (Draft)" will be provided via email by **November 13, 2023**.
- D. Participants can submit their "Teaching Demonstration Plan (Final)" based on the committee's review comments via **Moodle** before **16:00 on November 24th**. The committee will adjust the marks of the lesson plans according to the final version submitted.

(3) EMI Course Simulation Test (3 mins)

Participants are required to apply EMI Communication Strategies they learned from the online training courses to respond to situational questions posed by the evaluation committee.

(4) Test Date: Friday, December 1, 2023

(5) Venue: Heping Campus, NTNU

(No. 162, Sec. 1, Heping East Road, Daan District, Taipei City 106, Taiwan)

(For more information, please refer to the RCEMI website after late-November.)

(6) Becoming a Certified EMI TA:

Participants who have received the Certificate of Completion for EMI TA Online Training Course and passed the Assessment of EMI TA Skills will be issued an "EMI TA Certificate" and receive an "EMI TA Teaching Kit" from RCEMI at the end of January 2024.

(7) Note:

- A. If you are unable to take the Assessment of EMI TA Skills due to unforeseen circumstances, please inform RCEMI by email as soon as possible.
- B. Please abide by all deadlines. Any late submission will result in the forfeiture of your registration status.

5. Schedule:

112-1 Semester EMI TA Professional Development Program Schedule

Key Events	Time	Description
Online Registration	<p>Open Now</p> <p>Deadline: 12:00 pm on September 13th, 2023</p>	<ol style="list-style-type: none"> Only online individual registration will be accepted. Please choose one to register: 【Plan 1】"EMI TA Online Training Course" Only. 【Plan 2】"EMI TA Online Training Course" and "Assessment of EMI TA Skills (AETAS)". 【Plan 3】"Assessment of EMI TA Skills (AETAS)" Only (This plan is only open to students who have completed the EMI TA online training course in the 111-2 semester.) Registration Link: ◇ https://reurl.cc/p6ZzkQ
Taking the EMI TA online training course	<p>9 am on September 15, 2023 To 4 pm on October 16, 2023</p>	<ol style="list-style-type: none"> RCEMI will announce the list of accepted participants and provide the Moodle account via email before September 15, 2023. The Moodle Post-Course Exams for this training course will close at exactly 4 pm on October 16, 2023. Please complete the exams within the specified time frame.
RCEMI announce the completion list of online training course	<p>October 18, 2023</p>	<ol style="list-style-type: none"> RCEMI will announce the completion list of the course on October 18, 2023 and issue an electronic version of the "EMI TA Online Training Course Completion Certificate" at the end of October. Plan 2 Participants who fail to complete the course on time will lose their eligibility to participate in AETAS.
Submit "Teaching Demonstration Lesson Plan (Draft)"	<p>by 4 pm on October 23, 2023</p>	<ol style="list-style-type: none"> Participants will design and implement a brief teaching demonstration in their subject area

Key Events	Time	Description
		<p>based on the EMI Teaching Strategies they learned from the online training course.</p> <ol style="list-style-type: none"> Participants must design a lesson plan according to the "Guidelines for Writing Teaching Demonstration Plans" provided by RCEMI and submit their "Teaching Demonstration Lesson Plan (Draft)" via Moodle by 4 pm on October 23, 2023. Late submissions will not be accepted.
The committee review the teaching demonstration lesson plan (Draft)	October 24 to November 13	<ol style="list-style-type: none"> The committee review the teaching demonstration lesson plan (Draft) and provide revising suggestions. Feedback on participants' "Teaching Demonstration Lesson Plan (Draft)" will be provided via email by November 13, 2023.
Submit the "Teaching Demonstration Plan (Final)"	by 4 pm on November 24, 2023	<ol style="list-style-type: none"> Participants can submit their "Teaching Demonstration Plan (Final)" based on the committee's review comments via Moodle before 16:00 on November 24th. The committee will adjust the marks of the lesson plans according to the final version submitted.
The committee provide suggestions of teaching demonstration lesson plan (Final)	by November 29, 2023	<ol style="list-style-type: none"> The committee review the teaching demonstration lesson plan (Draft) and provide revising suggestions.
Assessment of EMI TA Skills (AETAS)	December 1 (Fri.)	In late-November of 2023, RCEMI will announce the information related to the AETAS on its website and notify via email.

Key Events	Time	Description
<p style="text-align: center;">Issue EMI TA Certificate</p>	<p style="text-align: center;">The end of January</p>	<p>Participants who have received the Certificate of Completion for EMI TA Online Training Course and passed the Assessment of EMI TA Skills will be issued an "EMI TA Certificate" and receive an "EMI TA Teaching Kit" from RCEMI at the end of January 2024.</p>

6. Acknowledgment:

This program is funded by Ministry of Education's Resource Center for EMI Project, with RCEMI of National Taiwan Normal University as the primary organizer, and Center for Teaching and Learning Development (CTLTD) and Center for Academic Literacy (CAL) as co-organizers.

For detailed information on this training program, please refer to the website of RCEMI:

https://www.obe.ntnu.edu.tw/index.php/rcemi_zh/rcemi_emi_ta_pd_zh/

If you have any questions or need assistance, please contact the project coordinator, Ruby Chiu at (02) 7749-5905, E-mail: ningchiu@ntnu.edu.tw.

Organizer



Co-organizers



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