

《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 111-2 Semester will have priority.

(2) Registration Deadline: 12:00 PM, March 28th, 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)”.
- C. Registration Links:
 - ◆ Chinese Version: <https://forms.gle/6Td9nEaWCXSBqSAaA>
 - ◆ English Version: <https://forms.gle/Kvo8grvhUBYRFpU59>

3. EMI TA Online Training Course

(1) Course Description

- A. Developed by the 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 Importance of EMI TA," "Roles and Responsibilities of EMI TA," "EMI Course Teaching Strategies," and "EMI Course Communication Strategies".
- C. The online synchronous course is an elective course. The course for this semester is as follows:
 - ◆ **Topic:** How to Lead a Quality Talk
 - ◆ **Instructor:** Mei-Lan Lo (Associate Professor, Department of English, National Taiwan Normal University)
 - ◆ **Time:** April 28, 2023 2:00 p.m. to 3:30 p.m.
 - ◆ **Venue:** Lecture Hall 201, Education Building, Library Campus, National Taiwan Normal University
(No. 129, Section 1, Heping East Road, Da'an District, Taipei City)
 - ◆ **Registration:** Starting from March 6, 2023
<https://forms.gle/VnpJb7pEfmv5MpS7>
 - ◆ Due to limited seats, registration will close early if full. Notifications will be sent to successful registrants on Tuesday, April 25, 2023.
 - ◆ This lecture also provides physical attendance, and we welcome you to participate actively.

(2) Availability of Courses: Courses will be available

from **9 am on March 31, 2023** to **11 pm on April 30, 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 May 2nd, 2023. Certificates will be issued electronically at the end of May.
- 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 111-2 semester may register for AETAS in the 112-1 semester.

- (4) **Note:** If you cannot complete the courses on time due to unforeseen circumstances, please contact RCEMI as soon as possible so that your qualification will be retained depending on the situation.

4. Assessment of EMI TA Skills (AETAS)

(1) Assessment Description

- A. This assessment was jointly developed by 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 in mid-April and submit their "Teaching Demonstration Lesson Plan (Draft)" via email by 4 pm on May 8, 2023. Late submissions will not be accepted.
- C. Feedback on participants' "Teaching Demonstration Lesson Plan (Draft)" will be provided via email by May 26, 2023.
- D. Participants must submit their "Teaching Demonstration Plan (Final)" based on the committee's review comments by 4 pm on June 2, 2023. Late submissions will not be accepted.

(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: Thursday, June 8, 2023

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

(5) Venue: Pu 101 Classroom on Heping Campus, NTNU

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

(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 July 2023.

(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. Your qualification will be reserved for the next semester.
- B. Please abide by all deadlines. Any late submission will result in the forfeiture of your registration status.

5. Schedule:

111-2 Semester EMI TA Professional Development Program Schedule

Key Events	Time	Description
Online Registration	<p>Open Now</p> <p>Deadline: 12:00 pm on March 28th, 2023</p>	<ol style="list-style-type: none"> Only online individual registration will be accepted. Late registrations will not 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)". Registration Link: <ul style="list-style-type: none"> ◆ Chinese version: https://forms.gle/6Td9nEaWCXSBqSAaA ◆ English version: https://forms.gle/Kvo8grvhUBYRFpU59
Taking the EMI TA online training course	<p>9 am on March 31, 2023 To 11 pm on April 30, 2023</p>	<ol style="list-style-type: none"> RCEMI will announce the list of accepted participants and provide the Moodle account via email before March 31, 2023. The Moodle for this training course will close at exactly 11 pm on April 30, 2023. Please complete the course within the specified time frame.
RCEMI announce the completion list of online training course	<p>by 4pm on May 2, 2023</p>	<ol style="list-style-type: none"> RCEMI will announce the completion list of the course on May 2nd, 2023 and issue an electronic version of the "EMI TA Online Training Course Completion Certificate" at the end of May. 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 May 8, 2023</p>	<ol style="list-style-type: none"> 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. Participants must design a lesson plan according to the "Guidelines for Writing Teaching Demonstration Plans" provided by RCEMI in mid-April and submit their "Teaching Demonstration Lesson Plan (Draft)" via email by 4 pm on May 8, 2023. Late submissions will not be accepted.

Key Events	Time	Description
The committee review the teaching demonstration lesson plan (Draft)	May 9 to May 26	<ol style="list-style-type: none"> 1. The committee review the teaching demonstration lesson plan (Draft) and provide revising suggestions. 2. Feedback on participants' "Teaching Demonstration Lesson Plan (Draft)" will be provided via email by May 26, 2023.
Submit the "Teaching Demonstration Plan (Final)"	by 4 pm on June 2, 2023	<ol style="list-style-type: none"> 1. Participants must submit their "Teaching Demonstration Plan (Final)" based on the committee's review comments by 4 pm on June 2, 2023. 2. Late submissions will not be accepted.
Assessment of EMI TA Skills (AETAS)	June 8 (Thu.)	In late-May of 2023, RCEMI will announce the information related to the AETAS on its website and notify via email.
Issue EMI TA Certificate	The end of July	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 July 2023.

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, Mei-Tzu Pan at (02) 7749-1896, E-mail: mtpan@ntnu.edu.tw.

Organizer



Co-organizers



國立臺灣師範大學教務處教學發展中心
Center for Teaching and Learning Development, NTNU

