國立臺灣大學教務處/共同教育中心教學助理簽到/退表

Teaching Assistant (TA) Sign-in and Sign-out Sheet

Office of Academic Affairs/Center for General Education, National Taiwan University (NTU)

| 教學. | 助理姓名 | | | | | 簽到退 | 月份 | | 年 | | 月 | |
|---------------------------|------------------|-------------|--------------------|--------|----------|-------------|---------------|----------------|------------------|-------------|---------|--|
| TA Name | | | | | Year / N | Ionth | | Year | | Month | | |
| 教學助理學號 | | | | 吉 | 果程名稱 | 第(班次) | | | | | | |
| Student ID | | | | | (| Course titl | e/ Class | | | | | |
| 每月 | 約定工時 | | | | | 1/2 1 - 1/2 | 1 | | | | | |
| Mutually-agreed number of | | | | | | 擔任类 | | | | | | |
| working l | nours per month | | | | | ТА Ту | pe | | | | | |
| 本月 | 實際工時 | | | | | 授課 | | | | | | |
| Actual number of working | | | | | | 經確認行 | | | | | | |
| hours | s this month | | | | | Instructor | | | | | | |
| | 簽到時 | | 簽退時間 | 時婁 | 子 | | | 到時間 | 簽退時 | | 時數 | |
| 日期 | 期 Sign-in time | | Sign-out time | workii | | 日期 | Sign-in time | | Sign-out time | | working | |
| Date | 簽名 | | 簽名 | hours | - | Date | 簽名 | | 簽名 | | hours | |
| | Signatu | ire | Signature | | | | Sig | gnature | Signatur | re | | |
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備註 (Notes):

- 1. 本表經授課教師核定後,請教學助理與授課教師各自行保存備相關單位查核。
 (After confirming the information on this sheet, the instructor and TA shall keep it for relevant units' future reference in case needs for verification arise.)
- 請依照實際工作時間確實辦理簽到(退),如有不實依本校規定懲處,並與授課教師負一切 法律責任。

(Please sign in and out according to actual working hours. In case of any dishonest conduct, the TA shall be penalized in accordance with NTU regulations and assume all legal responsibilities together with the instructor.)

3. 因請假未記錄簽到(退)部分,請填寫原約定工作日期及請假假別與原因。
(Should the TA fail to sign in or out, s/he shall fill in the date and type of as well as the reason for the leave of absence.)