

国际教育交流学院中外合作办学外籍教师与助教管理办法
Management of foreign teachers and Chinese assistants for the Joint Program

根据学校相关教学管理文件要求，为了促进外籍教师与中方助教的密切配合，从而提高外教课程教学效果，特制定本管理办法。

According to the relative teaching documents of ZJWCHC, in order to promote the cooperation between foreign teachers and Chinese assistants and to improve the teaching quality and effect, thereby this administrative document is set up.

1. 外籍教师在中方的任何教学活动须原则上遵守中方的教学管理文件要求。
Foreign teachers should abide by the all the teaching documents of ZJWCHC while they are working in ZJWCHC.
2. 外籍教师须来中国前一周须与中方助教取得联系，通过电子邮件等方式交流教学内容、教学方式等情况，以便中方助教做好准备。
Foreign teachers are supposed to contact their Chinese assistants one week before they come to ZJWCHC discussing about teaching contents, methods and relative information so that the Chinese assistants can make better preparations.
3. 外籍教师在开课须跟所教学生作一定的互动了解，以达到因材施教。
Foreign teachers are supposed to spend some time communicating with the students before their lessons so that teachers can teach their lessons according to the students' level.
4. 外籍教师在教学过程中须与中方助教以及国际学院领导及时交流遇到的教学困难和问题，以便一起及时解决问题，确保教学运行秩序和教学效果。
Foreign teachers are supposed to discuss about any difficulties and problems in teaching with their assistants and the leaders of the department so that teachers can work together to solve the problems and ensure the proper teaching results.
5. 在课程考核方面，外籍教师在教学之前以及在布置作业和测验之前，须向学生说明考核要求和计分方式，助教作解释，确保每一位同学明白如何达到考核目标。
Foreign teachers are supposed to tell the students requirements and testing methods before they begin their lessons or assigning homework or taking tests. Chinese assistants are required to help students understand the foreign teachers' requirements.
6. 助教需在外教到达之前准备好相关材料。
Chinese assistants are supposed to prepare related materials.
7. 助教需在外教成绩到达后转换成中方成绩，并输入教务系统。
Chinese assistants are supposed to transfer NMIT scores to ZJWCHC scores and input students' results into ZJWCHC system.
8. 助教负责该课程的补考事宜。
Chinese assistants are supposed to be in charge of re-sit tests.

国际教育交流学院
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