

## 2024 Spring Semester EMI Teacher Training Senior-Level Peer Observation and Implementation Plan

Items	Schedule	Content	NSYSU TLDRC/ NSYSU RCBE
<b>Apply for Peer Observation</b>	From now until April 3rd (Wednesday)	<ol style="list-style-type: none"> <li>Eligibility for Application: <ol style="list-style-type: none"> <li>Teachers who have participated in EMI teacher face-to-face or online training workshops, accumulating <b>more than 4 hours</b> in the advanced courses.</li> <li>Teachers who have participated in the OPEN EMI (GOC) course and obtained a certificate of completion. <ul style="list-style-type: none"> <li>Teachers can select peer observation partners from the list of participants in the above courses. Once matched, please complete the observation application form separately.</li> <li>Teachers who require feedback on their teaching but do not meet the above qualifications can apply for the pilot teacher service from the university (<a href="https://ctdr.nsysu.edu.tw/teacher9.php">https://ctdr.nsysu.edu.tw/teacher9.php</a>) (Ms. Wang Yiqing, TLDRC, ext. 2162) or the Resource Center's consultant teacher service (<a href="https://emi-tdc.nsysu.edu.tw/Demo_Class.aspx">https://emi-tdc.nsysu.edu.tw/Demo_Class.aspx</a>) (Ms. Su Tian, TLDRC, ext. 2171).</li> </ul> </li> </ol> </li> <li>Teachers participating in this program must be teaching EMI courses in this semester (112-2) or the next semester (113-1) and must complete both the peer observation and being observed.</li> <li>Records of participation in the peer observation program can be counted as part of the promotion points, but <b>a teacher can only receive credit for the program once.</b></li> </ol>	<p>NSYSU TLDRC provides the following documents:</p> <ol style="list-style-type: none"> <li>EMI Peer Observation Lesson Plan</li> <li>class observation form</li> <li>List of Teachers Participating in Senior-Level Courses, including: <ul style="list-style-type: none"> <li>■ 2022.04.08</li> <li>■ 2022.06.29及2022.07.06 (Online)</li> <li>■ 2023.04.20</li> <li>■ 2023.11.24及2023.12.01</li> <li>■ OPEN EMI Course Participation List</li> </ul> </li> <li>This Implementation Plan Form</li> </ol>
<b>Peer Observation</b>	After completing the pairing ~ May 31st (Friday)	<ol style="list-style-type: none"> <li>Three days before the peer observation, the observed teacher (instructor) should submit the lesson plan to the observer and also sent to the organizer.</li> <li>Within 7 days after the class has been completed, the observer should email the filled observation form (including feedback) to the organizer. The Center for Teaching and Learning Development/Resource Center will invite experts to refine the content to enhance its completeness. Therefore, please do not send the observation form to the observed teacher (instructor) at this stage.</li> <li>EMI consultant resources are available this semester to provide feedback on language or teaching aspects during the observation. Teachers are welcome to apply through the registration form.</li> <li>If the peer observation is conducted in the 113-1 semester, it must be completed before the 15th week of that semester (the week before the final exams).</li> <li>Due to different proportions of English-medium instruction (70% for regional universities, 80% for National Sun Yat-sen University), if the observed teacher is from National Sun Yat-sen University, the observer should use the National Sun Yat-sen University observation form. If the observed teacher is from another university, the</li> </ol>	

		observer should use the regional observation form.
<b>Observation Feedback</b>	Approximately 2-3 weeks after completing the peer observation	<ol style="list-style-type: none"> <li>1. The organizing unit will invite scholars/experts to assist in reviewing and refining the qualitative feedback.</li> <li>2. The organizer will return the revised feedback from the scholars/experts to the observer. After making any necessary revisions, the observer will send the final observation feedback form to the observed teacher (instructor), and please CC the organizer at the same time.</li> </ol>
<b>Activity Record Registration</b>	End of July 2024 (112-2) End of December 2024 (113-1)	<ol style="list-style-type: none"> <li>1. Serving as an observer will be included in the Senior-level training record under Peer Mentoring.</li> <li>2. Providing one class observation will be included in the Junior-level training record.</li> <li>3. Execution records can be accessed through the Bilingual Learning Program website (<a href="http://best.tdc.nsysu.edu.tw/">http://best.tdc.nsysu.edu.tw/</a>) or the National Sun Yat-sen University Bilingual Education Resource Center website (<a href="https://emi-tdc.nsysu.edu.tw/">https://emi-tdc.nsysu.edu.tw/</a>) backend for inquiry.</li> </ol>

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