

# Teachers on the Go Guideline

一、為了確保有效率的學習環境，請詳閱以下規章。

**In order to ensure an efficient learning environment, please read and strictly follow the sections below.**

**School Requirements:** 請學校配合下列規定:

- Please divide students into groups before class.  
上課前，請協同教師先將上課學生分組。
- Please provide English name tags for students.  
請於課堂前替學生準備英文姓名牌。
- Please prepare storybooks for the students to read during "5 mins reading". A selection of approximate 60 books of various levels from your school classroom or library is required. **(English only)**  
國小部分，請準備大約 60 本不同程度的英語書，外師將會在"五分鐘閱讀活動"中使用。  
**(僅限英文書) (國中部分無需自行準備，由外師提供。)**
- Please prepare one venue (classroom or media room) for the TOG lesson in the school.  
**TOG teachers may not move between the classroom.**  
請固定外師巡迴授課地點(專科教室或視聽教室等)，**請勿讓外師跑班授課。**
- **Please do not use the lecture hall for the TOG lesson.**  
**請勿使用活動中心上課。**
- The equipment in this class must work properly and be tested before the FET arrives. (computer、projector、speaker、pointer、at least 2010 version of PPT。)  
請學校於活動前務必事先測試教室內各項軟硬體設備。  
(電腦、投影設備、音響、簡報筆、2010 版本的 Power Point 等)。
- The class starts on time: not earlier, not later than the specified time.  
課程時間請按照計畫時間。
- Please only take photos at appropriate times without interrupting the class.  
拍照時機請注意，勿影響課程活動進行與學生學習。

## 二、請外師及協同教師們配合以下規章 **FET & Co-Teachers requirements:**

- Encourage all the students to take part in the activities and speak English.

鼓勵學生在課程中使用英語並鼓勵學生參與活動。

- **FET speak only *English* to the students during the lesson.**

在活動期間與學生以**英語溝通**。

- **Co-teachers may translate if necessary.**

協同教師必要時請協助翻譯。

- Encourage the students to participate but also give them time to answer the questions.

鼓勵學生參與但給予他們時間回答問題(有時學生需要時間想一下，請多一點耐心等待)

- Refrain from using cellphones during class. (Make sure to put your cellphone is on silent mode before the lesson)

將手機調成靜音並避免使用。

- Co-teachers should assist with classroom management, **when necessary.**

請協同教師協助維持課堂秩序 (並隨時注意學生或外師是否需要協助，以利活動順暢進行)。

- FETs and Co-Teachers are required to complete a short survey after the visit.

外師與協同教師在課程結束後，須分別完成線上意見回饋。(相關連結請見 TOG 網站)