

# 國立成功大學 服務學習課程推動小組設置要點

National Cheng Kung University

## Guidelines on Setting up the Service Learning Promotion Team

Passed at the 3<sup>rd</sup> Academic Affairs Meeting, 06.23.2009

Passed at the 1<sup>st</sup> Academic Affairs Meeting, 11.17.2010

### One

In order to promote service learning courses at NCKU, the university has set up a service learning promotion team (herein after referred to as the team) according to the “Implementation Regulations on Service Learning Courses,” which is in charge of related job planning and promotion.

### Two

The tasks of the team are as follows:

1. Enact service learning executive strategies and related rules.
2. Discuss related service learning courses.
3. Organize and host teacher and teaching assistant training.
4. Organize and hold service learning promotion campaigns.
5. Review and evaluate the efficiency of the execution of service learning courses and propose strategies for improvement.
6. Evaluate and select students and administration staff who perform well in service learning for awards.
7. Organize and integrate related internal and external resources, and expand the range of service courses being offered internally and externally.

### Three

The Dean of the Office of Academic Affairs will be the convener of the team.

### Four

In addition to the convener, the remaining members of the team include the Dean of Student Affairs, the Dean of General Affairs and the director of General Education Center, a teacher representative from each College, two specialists and two student representatives. Specialists are elected by the Dean of the Office of Academic Affairs. All members are hired with two-year term except student representatives with one-year term and receive no payments, and the terms can later be extended. The Chief of Curriculum Division will take the job of the secretary of the team to handle related administrative work.

## Five

The team sets up an operation unit that runs the following four units:

- 1.Course promotion unit: This unit is responsible for the development of formal curriculum planning, giving awards and evaluation, which is executed by the Office of Academic Affairs.
- 2.Training course unit: responsible for the planning and implementation of teachers training and TA raining, plus evaluations of teaching performance, which is executed by the Office of Academic Affairs.
- 3.Activity promotion unit: responsible for the planning and execution of extra curriculum activities, in addition to supporting and establishing promotion patterns, which are executed by the Office of Student Affairs.
- 4.Resource planning unit: responsible for integration of possible service learning resources as well as expanding the range of objects being served, which is executed by the Office of Student Affairs.

## Six

A meeting is held at least once every year and assembled by the convener. When necessary, other meetings will be called. When s meeting is held, members from related units can be present when invited. When the representatives from each College and executives cannot attend the meeting, there can be substitute representative teachers from each college or secondary executives attending the meetings instead.

## Seven

These guidelines and their revisions are in effect subject to the approval of the principal.

\*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.