

淡江大學服務學習課程施行規則

TKU Regulations for Implementing Service-learning Curriculum

97.05.09 96 學年度第 2 學期教務會議通過
97.06.18 室秘法字第 0970000025 號函公布
97.10.22 97 學年度第 1 學期教務會議通過
97.11.12 室秘法字第 0970000052 號函公布
99.05.12 98 學年度第 2 學期教務會議修正通過
99.06.10 室秘法字第 0990000019 號函公布
100.05.11 99 學年度第 2 學期教務會議修正通過
100.06.30 室秘法字第 1000000041 號函公布
100.06.01 第 119 次行政會議決議修正
100.08.09 處秘字第 1000000002 號簽核定
100.08.11 處秘法字第 1000000008 號函公布
100.10.19 100 學年度第 1 學期教務會議修正通過
100.12.29 處秘法字第 1000000042 號函公布
Secretariat Regulation No. 1000000042 (12/29/2011)

第一條 本校為養成學生勤勞負責、重視公益、服務群己之精神與互助合作之美德，藉服務學習課程（以下簡稱本課程）之實施，以培養正確價值觀，特訂定本課程施行規則（以下簡稱本規則）。

Article 1

In order to develop a sense of diligent responsibility, emphasis on public service, the spirit of serving one's own group and the virtue of mutual cooperation, TKU by relying on the implementation of the service-learning curriculum (hereafter called "this curriculum" for short) and thus nurturing proper values especially enacts these regulations for implementing this curriculum (hereafter called "these regulations" for short)

第二條 本課程區分為三類：

一、專業知能服務

結合專業知能與服務，由各院(系)、通識與核心課程中心、體育事務處自行設計規劃課程供學生修習，學分承認方式從其規定。

二、校園與社區服務

由權責單位就校園清潔維護及社區服務等事項統籌規劃分配，並協調教學單位安排課程時段；為大一學生及大二以上轉學生（蘭陽校園大學部日間部一、二年級）大一必修一學年零學分課程。

三、社團服務

由學生事務處就學生參與校內外社團服務工作表現認證之。

Article 2

This curriculum's areas are divided into three categories:

1. Professional Competence Service Curriculum

To integrate professional competence and service, each college (department), the Center for General Education and Core Curriculum, and the Office of Physical Education shall individually design and plan the curriculum for students to take, the method of credit recognition and their subsequent regulations.

2. Campus and Community Service

The allotment of the overall planning of the various items for campus clean up and maintenance and community service will be made by the responsible office; and this allotment will be coordinated

with the course time schedule arranged by the instructional offices. First year students and second year or higher transfer students (undergraduate daytime first and second year students of Lanyang Campus) will participate; first year students must take a course for one academic year with zero credit hours.

3. Association Service

The on-campus and off-campus association service work performance by participating students will be certified by the Office of Student Affairs.

第三條 課程實施

- 一、各教學單位或行政單位規劃之課程，應將開課計劃書，包含課程宗旨、課程目標、課程活動範圍、進度或認證範圍等，提送各級課程委員會及教務會議審核通過後始得開課。
- 二、各學院、體育事務處、軍訓室及通識與核心課程中心每學年至少開設三門專業知能服務學習課程，實施方式包含理論與服務實作二部分，如需被服務機構相關資訊得由學生事務處提供，成績核算與學分認定由開課單位律定之。
- 三、權責單位依前項規定規劃之校園與社區服務學習課程，其任課教師由軍訓室教官或本校專兼任教師擔任。
- 四、專業知能服務學習課程執行成果分別由各學院、體育事務處及通識與核心課程中心送教務處彙整，校園與社區服務及社團服務與全校整體成果由學生事務處統整。
- 五、身心障礙學生之服務性質由各執行單位依實際狀況適當調配。
- 六、本校全體教職員，對本課程均有參與推動及輔導之義務與責任。
- 七、本課程之實施，必須特別注意學生安全。

Article 3

Curriculum Implementation

1. The curriculum planned by each instructional office or administrative office should present a course starting plan that includes the course aims, course objectives, course activity range, rate of progress, certification range, etc. to the curriculum committee and academic affairs meeting of the different levels which after their inspection and approval renders the course officially opened.
2. Each college, the Office of Physical Education, the Office of Military Education and Training and the Center for General Education and Core Curriculum shall each academic year provide at least three professional competence service-learning courses; their way of implementation should include two parts theory and service practice. If any related service organization information is required, it will be provided by the Office of Student Affairs. Calculation of the course grade and recognition of credit hours will be determined by the regulations of the university office that offers the course.
3. The teaching staff for the Campus and Community Service-learning curriculum of the various responsible offices will in accordance with the regulations and planning of the preceding paragraph or part-time instructors.
4. The results of implementing the professional competence and service-learning curriculum will be separately sent to the Office of Academic Affairs for archiving by each college, the Office of Physical Education, and the Center for General Education and Core Curriculum. Campus and community service, association service and the overall school achievement will be incorporated by the Office of Student Affairs.

5. The nature of service for students with disabilities will be appropriately arranged by the implementing unit in accordance with the actual conditions.
6. TKU's entire teaching staff has the duty and responsibility to participate in, promote and counsel students in this curriculum.
7. The implementation of the curriculum must certainly pay special attention to student safety.

第四條 本校各單位得將學生修習本課程之成績，列為申請校內各項獎學金及工讀時的審查條件之一。

各開課單位得推薦修習本課程表現優異之學生與教學優良之教師提報敘獎，或於適當場合表揚。

Article 4

The results of the students who take these courses shall be listed as one of the points of examination when students apply for any school scholarships or any school work-study programs by the various TKU offices.

The various offices that offer these courses shall commend outstanding students who take these courses and teachers who offer excellent instruction in these courses with awards or praise on the appropriate occasions.

第五條 各類型服務學習課程實施要點由權責單位另訂之。

Article 5

The guidelines for implementing the various types of service-learning curriculum shall be set up separately by the responsible offices.

第六條 本規則經教務會議通過，報請校長核定後，自公布日實施；修正時亦同。

Article 6

This set of regulations will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.