

銘傳大學服務學習教師獎勵辦法

Ming Chuan University Procedures for Encouraging Service-Learning Advisors

中華民國 99 年 5 月 6 日法規會審查通過
中華民國 100 年 10 月 3 日行政會議修正後通過
中華民國 104 年 5 月 21 日法規會審查通過
中華民國 104 年 6 月 1 日行政會議修正後通過
Passed by the Regulation Review Committee on May 6, 2010
Revised by the Administrative Council on October 3, 2011
Passed by the Regulation Review Committee on May 21, 2015
Revised by the Administrative Council on June 1, 2015

第一條 為鼓勵教師積極推展服務學習各項工作，激勵其服務士氣，表揚本校參與服務學習表現優異教師，特依據教育部頒訂之「大專校院服務學習方案」及「銘傳大學服務學習實施辦法」，制定「銘傳大學服務學習教師獎勵辦法」（以下簡稱本辦法）。

Article 1 These procedures were established to encourage faculty members to promote service-learning, and stimulate their service morale by awarding excellent performance in service-learning promotion. These procedures were established in accordance with “Service-Learning Program at Colleges and Universities from the Ministry of Education” and “Ming Chuan University Procedures for Implementing Service-Learning”.

第二條 申請資格：

凡本校教師，於校內積極推展服務學習符合下列條件者，均得報請獎勵：

- 一、開設具服務學習內涵課程，規劃服務學習課程架構及制度，藉由專業服務的引導與過程，教導學生人格態度，達到品德教育的目的，有具體績效者。
- 二、帶領學生參與國內外社區或社福機構服務績效卓越，有具體事蹟者。
- 三、積極協助推廣及參與國內外服務學習各項活動，有具體績效者。

Article 2 Eligibility:

Faculty members at MCU who actively promote service-learning and meet the following criteria may apply for this award:

1. Open a course which is related to service-learning, including planning the service-learning curriculum framework and system, mentoring students' attitude and character through professional service guidance and process, and meeting the goals of moral education with excellent achievement.
2. Guide students to participate in domestic or overseas community nonprofit organizations with excellent performance.
3. Assist in promoting and participating in domestic or overseas service-learning activities with excellent performance.

第三條 申請時間：

服務學習績優教師候選人，由該教師本人或其推薦單位填寫「銘傳大學服務學習績優教師推薦表」，於每年四月三十日前，薦送前程規劃處參加選拔，每單位推薦名額不限。

Article 3 Application Period:

The applicants for Excellent Service-Learning Advisors must fill in "Ming Chuan University Recommendation Form for Excellent Service-Learning Advisors" in person, or it must be filled in by the recommending unit the responsible unit, before April 30 each year. Please submit the Recommendation Form to Career Planning and Counseling Division. There is no limit on the number of applications from each unit.

第四條 評審程序：

- 一、由前程規劃處召開評審會議審查各單位所送資料，就資格部分篩選進行審查，並決定當選名單，獲選者由前程規劃處辦理表揚大會或在適當集會表揚，並頒發服務學習表現優異獎狀。

- 二、獲選為本校服務學習績優教師者，本校得推薦其代表學校參加校外或教育部服務學習績優教師之選拔或授獎。
- 三、已獲選為服務學習績優教師者，隔年得重複申請，曾受獎事蹟不得重複引用。

Article 4 Evaluation Process:

1. Career Planning and Counseling Division will convene an evaluation committee meeting to review all the submitted applications and select the applicants who meet the requirements. Applicants on the final roster will be awarded for their excellent performance in service-learning during an awards ceremony or suitable gathering held by Career Planning and Counseling Division; moreover, the selected applicants will also receive outstanding service-learning performance certificates from Career Planning and Counseling Division.
2. The selected excellent faculty members will be nominated to be MCU representatives for participation in off-campus or MOE excellent volunteer selection.
3. Faculty members who are selected as excellent advisors may be nominated again the following year. However, identical excellent achievements may not be duplicated on the second nomination.

第五條 評選標準：

- 一、開設具服務學習內涵課程或帶領社區服務團隊，備有每次完整課程/實作計畫書、學生反思心得報告及課程/實作成果報告書(含活動照片)者每項加 10 分，至多 60 分。
- 二、帶領學生參與社區或社福機構服務績效卓越，有具體事蹟者，每次紀錄加 5 分。
- 三、積極協助推廣及參與服務學習各項活動，有具體績效者，每次紀錄加 5 分。

四、被服務單位提供具體回饋紀錄者，至多加 20 分。

五、其他服務學習相關績優表現，有具體績效者，依行為表現予以加分至多 20 分。

Article 5 Evaluation Standards:

1. Open a course which is related to service-learning or guide a community service team. Those who submit the complete course content, planning report, Student Reflection Form and course outcome report (with photos attached) will receive an additional 10 points for each item. There is a maximum of 60 additional points.
2. Guide students to participate in community or social welfare institutions with excellent performance, with 5 points for the record of each activity.
3. Actively assist in promoting or participating in service-learning activities with excellent performance with 5 points for the record of each activity.
4. If the unit(s) served provide written feedback, additional points will be awarded, up to a maximum of 20 points.
5. The other excellent performance related to service learning, with proof, may be awarded additional points in accordance with the performance, up to a maximum of 20 points.

第六條 本辦法經行政會議通過，校長核定後實施，修正時亦同。

Article 6 Upon being approved by Administrative Council and the president, these procedures were announced and implemented. Any revision must follow the same procedure.

**In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail. **