

銘傳大學服務學習校內行政單位認證作業要點

Guidelines for Recognizing Service-Learning in On-campus Administrative Units

中華民國 97 年 5 月 5 日行政會議通過
中華民國 103 年 5 月 21 日法規審查會通過
中華民國 103 年 6 月 9 日行政會議通過
Passed at the University Affairs Committee Meeting on May 5, 2008
Passed at the Regulation Committee Meeting on May 21, 2014
Passed at the Administrative Council Meeting on June 9, 2014

- 第一條 本校前程規劃處為辦理認證型服務學習，制定本要點。
- Article 1 These guidelines were established for Recognition-based Service-Learning conducted by Career Planning and Counseling Division.
- 第二條 各行政單位欲提供認證型服務學習時，請先填具服務學習校內行政單位認證申請書，向前程規劃處提出認證申請。認證通過後，得以實施認證型服務學習。
- Article 2 Please fill out the Application Form for Recognition-based Service-Learning for on-campus administration units to apply at Career Planning and Counseling Division when any administrative unit is going to provide recognition for Service-Learning sessions. Case will be implemented when the application is approved.
- 第三條 前程規劃處於收到申請書後，依服務學習校內行政單位認證標準進行審核。評審總分十分以上之行政單位將給予認證標章，總分低於十分以下之單位則未能通過認證。前程規劃處於收到申請書 30 天內，應將審核結果以書面通知申請單位，並將通過認證之行政單位公佈於前程規劃處服務學習網站上，以供查詢。
- Article 3 Upon receipt of application, the review will be carried out in accordance with the recognition standards for Service-Learning at on-campus administration units. Recognition will be granted to administration units that receive a final grade exceeding 10 points. A printed examination result will be sent to the applying units within 30 days of when the application is sent to Career Planning

Counseling Division. The administration units that have their applications passed will be announced on the Service-Learning website of the Career Planning Counseling Division for reference.

第四條 服務學習行政單位認證標準：

- 一、申請單位具有專員或講師以上資格之行政人員擔任督導，至多加 5 分。
- 二、申請單位提供之工作有助於學生整合課堂所學，至多加 5 分。
- 三、申請單位提供座位或個別空間供學生工作時使用，至多加 5 分。
- 四、其他有利學生服務學習，但未包含於上述標準之具體說明，至多加 5 分。

Article 4 Recognition standards for Service-Learning at on-campus administration units:

1. A maximum of five points may be added if the applying units have a supervisor that qualifies as a Specialist or Instructor or above.
2. A maximum of five points may be added when the work provided by applying units meets the academic background of the students.
3. A maximum of five points may be added when the applying units provide designated seats and space for students providing service.
4. A maximum of five points may be added when other factors not listed above benefits students' Service-Learning performance.

第五條 通過認證之行政單位須依「銘傳大學認證型服務學習實施辦法」之規定實施：

- 一、至少指定一人擔任學生之督導。
- 二、確實督導學生進行 16 小時以上之實作服務。
- 三、指導學生進行回饋反思活動(含反思報告及成果分享)。

Article 5 Approved administration units must carry out Service-Learning in accordance with the "Ming Chuan University Procedures for Implementing

Recognition-based Service-Learning.” Details are as follows.

1. At least one person should act as each student’s supervisor.
2. Students should be supervised to carry out services for at least 16 hours.
3. Guidance should be offered regarding reflection activities (including reports and sharing of feedback.)

第六條 通過認證之行政單位舉辦各項服務學習相關活動須依「銘傳大學認證型服務學習實施要點」之規定辦理，並依下列規定執行：

- 一、活動相關執行公文需會簽前程規劃處，經審核通過後，所舉辦活動之服務時數方得累計於服務學習時數內。
- 二、活動當天之服務同學，申請公假時段從事之服務時數不予計算，只認列無修課且無公假時段之服務時數。

Article 6 Previously recognized administrative units that host various service-learning related events must execute these in accordance with Ming Chuan University Guidelines for Accredited Service-Learning Implementation in conjunction with the following regulations.

1. All the event-related official documents need to be submitted to Career Planning and Counseling Division for review. All the service hours relating to the events will be accumulated into service-learning credits after a thorough evaluation and approval by the Division.
2. If students apply for official leave in order to provide service for an event, they will not be eligible to accumulate service hours. Service-Learning credits may only be counted for service hours provided during periods when the students had no classes scheduled and did not apply for official leave.

第七條 通過認證之行政單位有義務配合與協助前程規劃處舉辦服務學習成果發表會／活動。

Article 7 Approved administrative units have a responsibility to cooperate with and provide assistance for Service-Learning fair/activities and events held by Career Planning

and Counseling Division.

第八條 本實施要點經行政會議審議通過報請校長核定後施行，修正時亦同。

Article 8 Upon being approved by University Affairs Committee 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. **