

銘傳大學服務學習社區服務機構認證作業要點

Ming Chuan University Guidelines for Approving Community Service Organizations for Service-Learning

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 Review Committee on May 21, 2014
Passed at the Administrative Council Meeting on June 9, 2014

第一條 銘傳大學(以下簡稱本校)為辦理認證型服務學習，制定本要點。

Article 1 These procedures were established for Recognition-based Service-Learning stipulated by Ming Chuan University.

第二條 本校前程規劃處為推動認證型服務學習，將針對社區非營利機構進行認證，通過認證之機構可成為本校合作之社區服務機構。

Article 2 As a means of promoting Recognition-based Service-Learning, the Career Planning and Counseling Division of MCU will approve community non-profit institutions to conduct Recognition-based Service-Learning. Institutions that have been approved may cooperate with MCU and become one of our community service institutions.

第三條 社區服務機構認證程序：

一、所有社區機構或非營利組織來函或來電提供服務學習機會。前程規劃處將主動前往訪視，以進行認證。

二、前程規劃處進行機構訪視與認證的重點為：

(一)機構為合法組織及提供之工作內容符合社會公益精神。

(二)機構可提供社工員擔任服務學生之督導。

三、符合以上重點者，前程規劃處將與機構簽署「合作協議書」，並授予認證標章。前程規劃處並將通過認證之社區服務機構公佈於前程規劃處服務學習網站上，以供查詢。

Article 3 The approval procedures for community service institutions are as follows:

1. Career Planning and Counseling Division welcomes letters and phone calls

from all community institutions or non-profit organizations to provide chances our students an opportunity to do service. Student Affairs Division will pay a visit to the institution as part of the approval process.

2. Important points concerning institution visit and approval process by Career Planning and Counseling Division are as follows:

(1) The institution is a lawful organization, which provides appropriate job descriptions that are in line with the spirit of civic benefit.

(2) The institution will assign a worker to act as student's supervisor.

3. Career Planning and Counseling Division will sign a "Cooperation Agreement" with institutions that meet the above requirements and issue a certificate.

Moreover, a list of institutions that have been approved will be announced on the Service-Learning website of Career Planning and Counseling Division for reference.

第四條 通過認證之社區服務機構請協助以下事項：

一、至少指定一人擔任學生之督導。

二、確實督導服務學生進行 16 小時以上之實作服務。

三、指導學生進行回饋反思活動。

Article 4 Approved community service institutions are requested to meet the following requirements:

1. To assign at least one person as student's supervisor.

2. To supervise students as they carry out at least 16 hours of service.

3. To provide guidance on the reflection activities.

第五條 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 5 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. ****