

銘傳大學認證型服務學習實施要點

Ming Chuan University Guidelines for Implementing Recognition-based Service-Learning

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中華民國102年10月31日法規審查會通過
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第一條 依據「銘傳大學服務學習實施辦法」第二條規定，為落實認證型服務學習之實施，制定本實施要點。

Article 1 These guidelines were established for implementing Recognition-based Service-Learning in accordance with Article 2 of Ming Chuan University Procedures for Implementing Service-Learning.

第二條 申請資格：本校學生符合下列任一情況者得申請認證型服務學習。

- 一、未選修系上專業服務學習課程者。
- 二、欲累積志工服務時數認證者。
- 三、有志於社區服務者。

Article 2 Qualification for Application: Students who meet one of the following criteria may apply for recognition-based Service-Learning.

1. Students who do not take professional Service-Learning courses in their departments.
2. Students who want to accumulate hours for volunteer service.
3. Students who would like to do community service.

第三條 實施型式：認證型服務學習得以下列任一型式進行。

- 一、社團的社區服務。
- 二、校內行政單位實作服務。
- 三、校外的機構服務。

Article 3 Implementation Methods: Recognition-based Service-Learning may be carried out in any of the following ways.

1. Student club community service.
2. Serve at on-campus administrative units.
3. Serve at off-campus institutions.

第四條 申請流程：申請者須依各型式申請流程提出申請。

一、社團的社區服務

- (一)申請者須先與通過認證之社團確定服務機構、服務內容與服務時數。
- (二)確認社團指導老師或機構督導，並徵得督導本人同意督導。
- (三)填寫「銘傳大學認證型服務學習—社團/社區機構服務申請書」。
- (四)服務活動開始30天前先向學務處課外活動指導組提出申請，經審議通過後，將申請書送達前程規劃處始完成認證型服務學習之申請。

二、校內行政單位實作服務

- (一)申請者先向通過認證之行政單位提出實作服務申請，確認服務內容與服務時數。
- (二)確認單位督導，並徵得督導本人同意督導。
- (三)填寫「銘傳大學認證型服務學習—校內行政單位實作服務申請書」。
- (四)服務前向服務單位提出申請，經審議通過後，將申請書送達前程規劃處始完成認證型服務學習之申請。

三、校外的機構服務

- (一)申請者須先與通過認證之機構確定服務地點、服務內容與服務時數。

- (二) 確認單位督導，並徵得督導本人同意督導。
- (三) 填寫「銘傳大學認證型服務學習—社團/社區機構服務申請書」。
- (四) 另檢附銘傳大學學生參與校內外服務工作或社團服務紀錄表及服務證明單送達前程規劃處始完成認證型服務學習之申請。

Article 4 Application Procedure: Applicants have to follow relevant procedures to file applications.

1. Student club community service

- (1) Applicants must check with approved clubs to find out the community service institutions, service duties and responsibilities, and service hours beforehand.
- (2) Participants should confirm with supervisors either from the club or the institution, and obtain agreement for his/her supervision.
- (3) Complete “Ming Chuan University Recognition-Based Service-Learning Application Form for Serving at Club/Community Institutions”
- (4) Application should be filed at the Extra-curricular Activities Section in the Student Affairs Division 30 days before the Service-Learning activity starts. Following approval, the application for recognition-based Service-Learning is finished once you submit the application form to Career Planning and Counseling Division.

2. Serve at on-campus administrative units

- (1) Applicants must apply to serve at the approved administrative units, and establish service duties and responsibilities, and service hours beforehand.
- (2) Supervisor should be confirmed and his/her approval obtained.
- (3) Complete Ming Chuan University Recognition-Based Service-Learning Application Form for Service at On-campus Administrative Units.

(4) Application must be made at service unit before service. Once your application is approved, submit the application form to the Career Planning and Counseling Division to complete the application for recognition-based Service-Learning.

3. Serve at off-campus institutions

(1) Applicants must apply to serve at approved institutions, and ensure service location, duties and responsibilities, and service hours beforehand.

(2) Supervisor should be confirmed and his/her approval obtained.

(3) Complete “Ming Chuan University Recognition-Based Service-Learning Application Form for Serving at Club/Community Institutions.”

(4) Attach On- and Off-campus Work/Service and Club Service Record and service proof and submit to Career Planning and Counseling Division to complete the application for recognition-based Service-Learning.

第五條 認證程序：

一、申請者應在約定期限前需先參加服務學習相關講座，完成服務後參加一場服務學習成果發表會。

二、完成服務時數後，至少通過一篇服務學習反思報告(檢附「銘傳大學學生參與校內外服務工作或社團服務證明單」與「銘傳大學學生參與校內外服務工作或社團服務記錄表」)至前程規劃處，以審定是否符合認證標準。

Article 5 Approval Procedures:

1. Applicants must participate in seminars related to Service-Learning within the time limit, and one Service-Learning fair/activity or event after performing service.

2. At least one reviewed reflection report (attach to “Proof of On- and Off-campus Work/Service and Club Service for Ming Chuan Students” and “On- and

Off-campus Work/Service and Club Service Record” to Career Planning and Counseling Division for approval.)

第六條 認證標準：

- 一、參加至少一場校內服務學習相關講座。
- 二、服務機構(社團)肯定服務內容符合機構要求。
- 三、申請者須完成機構(社團)服務總時數至少16小時(不含來回交通時間及申請公假時間)。
- 四、至少參加一場服務學習成果分享／發表會。
- 五、至少通過一篇服務學習反思報告。

Article 6 Approval Standards:

1. Attend one seminar related to Service-Learning.
2. Service units (clubs) confirm that the service duties and responsibilities meet the needs of the units.
3. Applicants must complete at least 16 hours in total at the service unit (club) (not including time spent commuting and applying for official leave).
4. Students must participate in at least one Service-Learning activity/fair or event.
5. Have at least have one reviewed reflection report.

第七條 本實施要點經行政會議審議通過報請校長核定後實施，修正時亦同。

Article 7 Upon being approved by University Affairs Committee and the president, these guidelines 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. **