

因應疫情影響期間「服務學習」彈性措施(110.05)

Flexible Measures of Students Service Learning during Period of Level 3 Epidemic Alert (May 2021)

項目 Item	說明 Description
服務學習時數 Service-Learning Hours	<p>1. 請同學全面暫緩校內外志工服務。 All students should temporarily halt all volunteer activities on and off campus.</p> <p>2. 已完成的服務學習時數，請先至<u>服務學習紀錄系統</u>建立及上傳佐證資料，正本可待日後返校後再交至兩校區前程規劃處。如急件需盡快審核，則請以「郵寄」方式將正本寄回學校。 Students who have already completed Service-Learning hours can establish their file and upload their related supporting documentation of Service-Learning completion in the Service-Learning Recording System. They can submit their original copy of supporting documentation to Career Planning and Counseling Division at either Taipei or Taoyuan Campus after return to campus. If the case for reviewing Service-Learning hours is urgent, students can post their original copy of supporting documentation to the university.</p> <p>3. 有關「大四畢業生」、「延修生」未完成服務學習時數者，本處提供彈性措施，未完成服務時數的學生名單已請資網處匯入 Moodle，請同學將製作完成的檔案上傳至 Moodle (應屆畢業認抵服務學習時數-作業)。(檔案可先參考附件) The Career Planning and Counseling Division is providing flexible measures for those graduating students and students in extended study period who have not completed their Service-Learning hour requirement yet. The roster of students with incomplete Service-Learning hours was already uploaded to Moodle by the Information and Network Division, and now students can upload their files on Moodle (Graduating Students' Waiver of Service Learning Hours-Homework). (Please refer to the attachment for more file details.)</p>

<p>服務學習專題講座 Service-Learning Lecture</p>	<p>1. 學校已公告 5/17~6/25 全校改為線上遠距教學，因此兩校區「服務學習專題講座、服務學習成果發表會」皆已更改為 Teams 線上演講，請同學依原報名場次登入 eForm 平台 查看更新的資訊。活動負責老師將於活動前一日將已報名的學生加入 Teams 課程團隊。</p>
<p>服務學習成果發表會 Service-Learning Experience Sharing</p>	<p>Due to the COVID-19 epidemic, the university transferred all courses to remote teaching mode from May 17 to June 25, 2021. Service-Learning Lecture and Service-Learning Experience Sharing will be held online via Teams; students should log into eForm to check the newest information according to the original registration activity date. Faculty members responsible for the activities will add the accounts of those students who register for the activity into the course team on Teams one day before the activity day.</p> <p>2. 若有「大四畢業生、延修生」之前因這學期的場次額滿而無法報名者，現已開放額外以 Google 表單 報名。請同學至 eForm 平台 各場活動的頁面點選連結進行報名。</p> <p>If there are graduating students and students in extended study period who couldn't participate in Service-Learning Lecture or Service-Learning Experience Sharing this semester due to registration for the activities being full, the Career Planning and Counseling Division has now opened Google form for new registrations. Students are to please visit eForm to find more details of each activity and follow different activities' Google form links to register for activities.</p> <p>3. 若因故無法按照目前已規劃的場次參加 Teams 線上演講 者，待本學期全部場次結束後，將另外統計「大四畢業生、延修生」未完成的學生名單，並請資網處匯入 Moodle，依其他因應方式完成。其他年級學生則請報名參加下學期的場次。</p> <p>If students cannot participate in online activities via Teams for some reason, after all activities are complete for this semester, the Information and Network Division will collate a list of graduating students and students in extended study period who haven't yet completed the requirements and upload to the Moodle system. The Career Planning and Counseling Division will arrange other measures to help these students complete the graduation requirement. Other students who cannot participate in these online activities should wait until next semester to register for activities.</p>

服務學習反思報告 Service-Learning Reflection Report	維持原方式，請同學至「學生資訊系統>>e-Portfolio>>資料建立>>服務學習反思報告」建立。 There are no new measures for students submit their reports. Students are to please upload reflections reports according to the following path: Student Information System >> e-Portfolio >> File Establishment >> Service Learning Reflection Report.
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如有任何問題，請洽服務學習承辦老師。

If you have any questions, please contact responsible staff members.

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銘傳大學「服務學習時數」彈性措施(110.05)

Ming Chuan University Flexible Measures for Service-Learning Hours (May 2021)

- 適用對象：110 年大四畢業生(06 學號開頭)、延修生

Target Students: Class of 2021 Graduating Students (Student ID Number starting with 06), and Students in Extended Study Period

- 實施方式：

Implementation Method

1. 依照下表「服務面向：服務類型」選擇議題進行網路資料蒐集，共計 18 個議題，亦可選擇「其他：」自行訂定。(議題須符合社會公益、服務性質始得計算服務時數)

Students can choose from among the 18 issues shown in the table below what that they are interested in for collecting related information online. They also can choose Other (issues in the field of social welfare or characteristics of service, which can be counted toward Service-Learning).

服務面向 Service Topics	服務類型 Service Types		
社區服務面向： Social Service	社區營造 Community Building	弱勢關懷 Care for Disadvantaged	社區輔導 Community Consultation
文化服務面向： Cultural Service	文史調查 History Investigation	古蹟保存 Historical Site Preservation	導覽解說 Tour Commentation
健康服務面向： Health Service	健康促進 Health Cultivation	衛生醫療 Sanitation and Medical Treatment	休閒旅遊 Leisure Tourism
環境服務面向： Environmental	環境人文 Environmental	生態保育 Ecological	節能減碳 Energy

Service	Humanities	Conservation	Conservation
科技服務面向： Technology Service	資訊輔導 Information Consultation	數位科技 Digital Technology	科技能力 Technology Power
教育服務面向： Educational Service	教育輔導 Educational Consultation	語言教學 Language Teaching	閱讀推廣 Reading Promotion
其他： Other	例如：動物保護 Example: Animal Protection		

2. 每一份資料蒐集報告以「**3小時**」計算，經審核通過後核予登錄服務學習時數。

Each information collection report will be calculated as 3 Service-Learning hours, students can register their Service-Learning hours in the system after their reports are approved.

3. 同學可於「學生資訊系統>> 學生 e-Portfolio>> 服務學習」查詢目前已完成的服務學習時數，依據缺少的時數繳交資料蒐集報告。
例如：缺 6 小時，繳交 2 份報告。(服務學習時數須完成 16 小時)

Students can check their Service-Learning hours via: Student Information System >> e-Portfolio >> Service-Learning They can see how many Service-Learning hours they lack, and know how many information collection reports to submit. For example, students need to submit 2 information collection reports if they still lack 6 Service-Learning hours. (In total, students need to complete 16 Service-Learning hours to meet the graduation requirements.)

4. 請依照格式填寫，包含：(1)基本資料與繳交列表、(2)資料蒐集報告* ? 份，每位同學請以一個完整的檔案繳交，並將檔案上傳至 moodle。檔名設定為：服務學習時數-資料蒐集報告_班級+姓名+學號。
範例：服務學習時數-資料蒐集報告_都防四甲李曉芳 06040123

Please follow the specified format to complete information collection reports, including: 1. Basic Information and Report Submission Form 2. Total number of information collection reports submitted = _____. Students are to collate all reports into one file and upload on Moodle. Their file name format should be: Service

Learning Hours-Information Collection Reports_ Your Class + Your Name + Your Student ID Number.

For Example: Service Learning Hours-Information Collection Reports_Urban Planning and Disaster Management Department Class 4A Lee Xia Fang 06040123

- 如有任何問題，請洽服務學習承辦老師。

If you have any questions, please contact responsible staff members.

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(1) 基本資料與繳交列表

Basic Information and Report Submission Form

基本資料 Basic Information					
班級 Class		姓名 Name		學號 Student ID Number	
系統顯示已 完成的時數 Service Learning Hours Completion Record Shown on System	____小時 Hour(s)	缺少時數 Incomplete Service Learning Hour(s)	____小時 Hour(s)	繳交報告 Number of Reports Submitted	____份 Report(s)
補充說明 Note	例如： e-Portfolio 系統顯示已完成 8 小時。我目前已在學校圖書館完成 4 小時，待登錄後繳交正本審核。因此我只缺 4 小時，本次繳交 2 份報告。 Example: My e-Portfolio shows that I have completed 8 Service-Learning hours; I also completed 4 Service-Learning hours at university Library, for which I need to submit original copy of supporting documentation to Career Planning and Counseling Division for reviewing after I establish and upload the supporting documentation of Service-Learning completion in Service Learning Record System. So I am submitting 2 reports at this time since I still have 4 Service-Learning hours to complete.				

繳交列表 Report Submission List			
序號 No.	服務面向 Service Topic	服務類型 Service Type	資料蒐集機構名稱 Name of Organization which your report references
範例 1 Ex. 1	社區服務面向 Social Service	弱勢關懷 Care for Disadvantaged	家扶基金會 Taiwan Fund for Children and Families
範例 2 Ex. 2	環境服務面向 Environmental Service	生態保育 Ecological Conservation	荒野保護協會 Wilderness Preservation Society

範例 3 Ex. 3	其他 Others	動物保護 Animal Protection	台灣愛兔協會 Taiwan Rabbit Association
1			
2			
3			
4			
5			
6			
7			
8			

(2) 資料蒐集報告(第__份)

Information Collection Report (Report No. ____)

服務面向 Service Topic		服務類型 Service Type	
機構名稱 Organization Name		機構連絡電話 Organization Contact Phone Number	
機構聯絡人 Organization Contact Person		適合的服務方式 Suitable Service Term	<input type="checkbox"/> 長期 Long-term <input type="checkbox"/> 短期 Short-term
機構地址 Organization Address			
機構簡介 Organization introduction			
機構服務的對象 Organization's service target group			
志工的工作內容 Volunteer work content			
機構目前面臨的困境 Difficulties the organization currently faces			
我可依據我的專業所學提供什麼樣的協助？ What kind of assistance could I provide for the			

<p>organization in light of my professional field? (至少 100 字 minimum 100 words)</p>	
<p>志工提供服務後，對機構的改變是... How has volunteer service changed the organization? (至少 100 字 minimum 100 words)</p>	
<p>參與志工服務後，對學生的改變是... In what ways are students changed after they participate in volunteer service? (至少 100 字 minimum 100 words)</p>	

若需撰寫多份，請自行複製本表格式。 Students can copy this form if they need to write more than one report.