

Application Form for CYCU Service-Learning Courses

Course Name																				
Course ID			Course credits		Teaching hourly fee															
Teacher			Department/Grade		Required/Elective course															
1	Type of Service (Multiple options allowed)	<input type="checkbox"/> Educational counseling <input type="checkbox"/> Information technology <input type="checkbox"/> Creative design <input type="checkbox"/> Community development <input type="checkbox"/> Marketing and promotion <input type="checkbox"/> Social service <input type="checkbox"/> International care <input type="checkbox"/> Cultural archives <input type="checkbox"/> Environmental protection <input type="checkbox"/> Others _____																		
2	Recitals (Evaluation on Service Programs)																			
3	Objectives of Plan																			
4	Cooperative entities	Name of Organization or Community receiving the service: _____ Service Recipient: _____, Number of service recipients: _____ persons (Not the number of trainees)																		
5	Objectives of Courses																			
6	Model and contents of implementation of service programs (to the contents of courses for 18 weeks on a weekly basis)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Week</th> <th style="width: 60%;">Service-Learning stage</th> <th style="width: 30%;">Remark</th> </tr> </thead> <tbody> <tr> <td></td> <td>Preparation</td> <td></td> </tr> <tr> <td></td> <td>Service/action</td> <td></td> </tr> <tr> <td></td> <td>Introspection/review</td> <td></td> </tr> <tr> <td></td> <td>Celebration/presentation of results</td> <td></td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">(Please added the lines, if necessary)</p>				Week	Service-Learning stage	Remark		Preparation			Service/action			Introspection/review			Celebration/presentation of results	
Week	Service-Learning stage	Remark																		
	Preparation																			
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	Celebration/presentation of results																			
7	Total Service-Learning hours	Total course hours: _____ Students' actual service hours: _____ Number of student teams: a total of _____ teams, consisting of a total of _____ persons Total number of service recipients: _____ persons (number of service recipients*number of frequency)																		
8	Descriptions about expected students' growth in professions																			
9	Anticipated benefits to be gained the service recipient																			
10	Rating criteria (Please include the way to evaluate service programs)																			

11	Learning Website		
12	Notes	<p>I. Teaching assistant planning: To appoint one teaching assistant to help the courses website planning and work with the Service-Learning Center in training activities.</p> <p>II. Course website planning: To apply various network tools to perform interaction between teachers and students, record the service and demonstrate the learning results.</p> <p>III. Course application procedure: [Filed the application before]: Approved by the department chair or unit supervisor Service-Learning Steering Committee [Never file the application before]: Approved by the department chair or unit supervisor → Department Curriculum Committee → Service-Learning Steering Committee (Department Curriculum Committee may appoint only one member to enter signature on behalf of the Committee)</p> <p>IV. License of copyright: I hereby agree to grant a royalty-free and non-exclusive license to “CYCU Service-Learning Center” to include the copyrighted courses as requested into CYCU network accessible and downloadable by students, or in electronic form or written form, made available to the public for the purpose of academic research and development.</p> <p>IV. If multiple Service-Learning courses are applied at the same semester, 1.5 times hourly pay will be paid per course, provided that given the fixed expenditure, in order to provide more faculty with the chance to participate in the courses, the overhead to be subsidized to each teacher shall be no more than NT\$30,000 per courses (one application for multiple courses is allowed, and please designate one courses to be subsidized after the application is approved).</p>	
Signature/seal	Applicant	Unit supervisor	Department Curriculum Committee

Checklist (to be checked by the applicant)	
1. I have already submitted the Service-Learning course result report (not required in the case of the first application for the course) [Note]: The application will not be accepted, unless the course result report is submitted in accordance with the “CYCU Enforcement Rules of Regulations Governing Implementation of Service-Learning Course”.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The partners of the Service-Learning course shall be the service units outside the school. The service recipients shall be the disadvantaged groups, NPOs or public welfare-oriented entities primarily.	<input type="checkbox"/> Yes (Recipient: _____) <input type="checkbox"/> No
3. The service practicing shall account for no less than one-thirds of the total course hours and may be included into the total course hours.	<input type="checkbox"/> Yes (Total course hours: ____ hours; Service practicing hours: ____ hours) <input type="checkbox"/> No
4. The course rating criteria has planned to include the service programs into the evaluation on students.	<input type="checkbox"/> Yes (Service practicing rating accounts for ____%) <input type="checkbox"/> No
5. Already planned the students’ introspection activities to be in line with the Service-Learning spirit, e.g.: (1) Have the students think about how to practice what they learn from the professional courses in the location of service.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>(2)Have the students observe the various problems existing in the location of service and think about whether the problems may be solved through course to then improve the teaching results of professional courses.</p> <p>(3)Have the students share their fastest growth or the part making they moved most in the process of Service-Learning, and introspect how to utilize the professional knowledge learned by them from the department/college to improve the problems existing in the location of service after they graduate from the school.</p>	
<p>6.Already planned to appoint one teaching assistant to help the course website planning and work with the Service-Learning Center in training activities in the future.</p>	<p><input type="checkbox"/> Yes. Assistant's name: _____, mobile phone: _____, email: _____</p> <p><input type="checkbox"/> No. (The teacher acts as the assistant in person), mobile phone: _____, email: _____</p>
<p>7.Already planned to utilize such social community networks as the course service results website and FB as the space to share and exchange with students in the future.</p>	<p><input type="checkbox"/> Yes Website: _____</p> <p><input type="checkbox"/> No</p>
<p>8.Already planned to organize the Service-Learning presentation of result ceremony</p> <p>[Note]: According to the resolution made by Service-Learning Steering Committee, the teacher shall lead the students to organize the final presentation of result ceremony for the subsidized Service-Learning course by the end of the semester as the reference for evaluation on the effect of execution of the entire courses. The interdisciplinary courses shall hold the joint press conference in principle (please make it public, invite teachers and students outside and inside the school to attend the conference, and ask media journalists to interview on the site). Meanwhile, in order to develop the effect of execution, the campus reporters will be asked to interview and report on the site in order to develop and expand the effect produced by the teacher's course results.</p>	<p>Date: <u> </u> 2018</p> <p>Venue: _____ (Inside or outside the school)</p> <p>(Please specify the precise venue where the presentation will take place to help arrange campus reporters head for the location for interview and reporting. If the date and venue are changed, please advise within one week prior to the presentation)</p>
<p>9.Application for one single Service-Learning course or multiple Service-Learning courses?</p> <p>[Note]:If multiple Service-Learning courses are applied at the same semester, 1.5 times hourly pay will be paid per course, provided that given the fixed expenditure, in order to provide more faculty with the chance to participate in the courses, the overhead to be reimbursed to each teacher shall be no more than NT\$30,000 per courses per semester (one application for multiple courses is allowed, and one course will be selected as the first priority receiving the subsidy, subject to the circumstances).</p>	<p><input type="checkbox"/> I would like to apply for only one Service-Learning course.</p> <p><input type="checkbox"/> I would like to apply for multiple Service-Learning courses in the following order of priority:</p> <p>1. _____</p> <p>2. _____</p>
<p>10. Service-Learning courses pre-trial meeting (to be attended alternatively)</p> <p>[Note]: According to the resolution made by the Service-Learning Steering Committee, the teacher who applies for Service-Learning courses shall attend the courses pre-trial meeting to replace the documentary examination with communication and sharing. The teacher is requested to provide three intervals convenient to him/her (Priority 1-->Priority 2-->Priority 3).</p>	<p><input type="checkbox"/> Priority ()04/23 (Monday) 12:00~13:30</p> <p><input type="checkbox"/> Priority ()04/25 (Wednesday) 12:00~13:30</p> <p><input type="checkbox"/> Priority ()04/26 (Thursday) 12:00~13:30</p> <p><input type="checkbox"/> Priority ()04/27 (Friday) 12:00~13:30</p>
<p>11. The Service-Learning courses may integrate the elements of character education (no matter whether they are integrated, the application result remains unaffected)</p>	<p><input type="checkbox"/> Possible to integrate</p> <p><input type="checkbox"/> Impossible to integrate</p>

Applicant's signature: _____