

## Application Form for CYCU Service-Learning Courses

Course Name																				
Course ID		Course Credit(s)			Teaching Hourly Fee															
Teacher		Department/Grade			Required/Elective															
1	Type of Service (Multiple Selections Allowed)	<input type="checkbox"/> Education and Guidance <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 Heritage <input type="checkbox"/> Environmental Protection <input type="checkbox"/> Others: _____																		
2	Service Corresponding to the UN Sustainable Development Goals (SDGs) (Multiple Selections Allowed)	<input type="checkbox"/> 1: No Poverty <input type="checkbox"/> 2: Zero Hunger <input type="checkbox"/> 3: Good Health and Well-being <input type="checkbox"/> 4: Quality Education <input type="checkbox"/> 5: Gender Equality <input type="checkbox"/> 6: Clean Water and Sanitation <input type="checkbox"/> 7: Affordable and Clean Energy <input type="checkbox"/> 8: Decent Work and Economic Growth <input type="checkbox"/> 9: Industry, Innovation and Infrastructure <input type="checkbox"/> 10: Reduced Inequalities <input type="checkbox"/> 11: Sustainable Cities and Communities <input type="checkbox"/> 12: Responsible Consumption and Production <input type="checkbox"/> 13: Climate Action <input type="checkbox"/> 14: Life Below Water <input type="checkbox"/> 15: Life On Land <input type="checkbox"/> 16: Peace, Justice and Strong Institutions <input type="checkbox"/> 17: Partnership for the Goals (For the content of SDGs, please visit the website of National Council for Sustainable Development, Executive Yuan: <a href="https://goo.gl/J8nwqq">https://goo.gl/J8nwqq</a> )																		
3	Project Background (Evaluation on Service Programs)																			
4	Project Objective																			
5	Cooperating Institutions	Name of Organization or Community receiving the service: _____ Service Recipient: _____; Number of Service Recipient: _____ (not referring to the number of trainees)																		
6	Course Objective																			
7	Model and Content of Service Program Implementation in Practice (Please introduce the 18-week course content based on the unit of "week")	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Week</th> <th style="width: 40%;">Service-Learning Stage</th> <th style="width: 50%;">Description</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; font-size: small;">(Please add new rows in case of insufficient rows for content description)</p>				Week	Service-Learning Stage	Description		Preparation			Service/Action			Introspection/Review			Celebration/Presentation of Results	
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8	Service-Learning Total hours	Total course hours: _____ hours		
		Students' actual service hours: _____ hours		
9	Description on Expected Professional Growth of Students	Number of student teams: Total of _____ teams; consisting of _____ students in total.		
		Total number of service recipients: _____ persons (number of service recipients*number of times of service).		
10	Expected Benefits for Service Recipients			
11	Evaluation Standard (Please include service program evaluation method)			
12	Course Website			
13	Matters Requiring Attention	<ol style="list-style-type: none"> <li>1. <b>Teaching Assistance Planning:</b> It is necessary to provide one course teaching assistant, in order to assist the course website planning and to cooperate with the training activities of the Service-Learning Center.</li> <li>2. <b>Course Website Planning:</b> It is necessary to apply various network tools to implement teacher–student interaction, service records and learning result presentation.</li> <li>3. <b>Course Application Procedure:</b>        [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 courses Committee → Service-Learning Steering Committee (Department courses Committee may appoint only one member to enter signature on behalf of the Committee.)</li> <li>4. <b>Copyright Sharing:</b> 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 to students, or in electronic form or written form, for the purpose of academic research and development.</li> <li>5. <b>If multiple Service-Learning courses are applied in the same semester, 1.5 times of the hourly pay can be paid per course; however, under the consideration of fixed budget, to provide greater participation opportunities to teachers, the maximum service fee that can be subsidized to each teacher in each semester is NT\$30,000 per course in principle (multiple courses can be applied simultaneously, and after approval is obtained, please specify one course for the subsidy).</b></li> </ol>		
Signature/Seal	Applicant		Unit Supervisor	Department Course Committee
				Signature/seal is required for first-time application of course only

### Checklist (to be checked by the applicant)

<p>1. I have already submitted the Service-Learning course result report (not required for first time of application). [Note]: The application will not be accepted, unless the course result report is submitted in accordance with the “CYCU Enforcement Rules of Regulations Governing Service Learning course.”</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. <b>The cooperating parties for the Service-Learning course shall be the service units outside the school.</b> The service recipients mainly refer to the disadvantaged groups, NPOs or public welfare-oriented entities.</p>	<input type="checkbox"/> Yes (Recipient: _____) <input type="checkbox"/> No
<p>3. The service hands-on practice shall account for no less than one-third of the total course hours and may be included in the total course hours.</p>	<input type="checkbox"/> Yes (Total course hours: ____ hours; Service hands-on practice hours: __ hours) <input type="checkbox"/> No
<p>4. The course evaluation standard has planned to include the service programs in the student evaluation method.</p>	<input type="checkbox"/> Yes (Service hands-on practice evaluation accounts for ____%) <input type="checkbox"/> No
<p>5. Students’ introspection activities have been planned to comply with the principles of the Service-Learning, such as:            (1) Guide students to think about how to practice what they learn from the professional courses in the service.            (2) Guide students to observe the various problems existing in the service and think about whether the problems may be solved through course to then improve the teaching results of professional courses.            (3) Allow students to share their greatest growth or emotional feedback during the process of Service-Learning, and guide the students to further introspect the question on how to utilize the professional knowledge learned from the department/college to overcome existing issues in the service field after graduating from the school in the future.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>6. Future establishment of one teaching assistant has been planned, in order to assist the course website planning and to cooperate with the training activities of the Service-Learning Center.</p>	<input type="checkbox"/> Yes, Name of Teaching Assistant: _____; Mobile Phone No.: _____; E-mail: _____; <input type="checkbox"/> No (Teacher will act as the teaching assistant) Mobile Phone No.: _____; E-mail: _____
<p>7. Future utilization of the course service result website and social exchange website of FB as the share and exchange space for students have been planned.</p>	<input type="checkbox"/> Yes (Website: _____) <input type="checkbox"/> No
<p>8. Organization of Service-Learning result presentation ceremony has been planned. [Note]: According to the resolution made by Service-Learning Steering Committee, the teacher shall lead the students to organize the final result presentation ceremony for the subsidized Service-Learning course by the end of the semester as the reference for evaluation on the results of the entire courses. <b>For interdisciplinary courses, joint press conference or result presentation is to be organized in principle.</b></p>	Date: _____ Location: _____ (locations at the internal and external of the school are acceptable) (Please provide the actual location or address of the presentation. In case of any change to the date and location, please inform of such change one week before the presentation in advance.)
<p>9. Application for one single or multiple Service-Learning courses? [Note]: If multiple Service-Learning courses are applied in the same semester, 1.5 times of the hourly pay can be paid per course; however, under the consideration of fixed budget, to provide greater participation opportunities to teachers, the maximum service fee that can be subsidized to each teacher in each semester is NT\$30,000 per course in principle (multiple courses can be</p>	<input type="checkbox"/> I am applying for one service learning course only. <input type="checkbox"/> I am applying for multiple service learning courses, and the priority sequence for the designation of one course is: 1. _____ 2. _____

<p>applied simultaneously, and depending upon the course opening status, one of the courses will be selected as the first priority for receiving the subsidy).</p>	
<p>10. Service-Learning Course Preliminary Review Meetings (one session of the meetings must be selected for participation)          [Note]: According to the resolution made by the Service-Learning Steering Committee, the teacher applying for Service-Learning courses must attend the course preliminary review meeting, and the mutual communication sharing method is adopted to replace the current documentary examination method. Teacher is requested to provide personal available time for the meeting (Priority 1--&gt;Priority 2--&gt;Priority 3).</p>	<p><input type="checkbox"/> Priority ( ) date1 12:00–13:30  <input type="checkbox"/> Priority ( ) date2 12:00–13:30  <input type="checkbox"/> Priority ( ) date3 12:00–13:30</p>
<p>11. The Service-Learning courses may include character education elements (regardless whether such elements are included, the application result will not be affected).</p>	<p><input type="checkbox"/> Character education elements can be included  <input type="checkbox"/> Character education elements cannot be included</p>

Applicant's Signature: \_\_\_\_\_

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