

Implementation Measures of Service-learning curriculum (NCHU)

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Chapter I General

Article 1 National Chung Hsing University (hereinafter referred to as "NCHU") has established the "Implementation Measures of Service-Learning Curriculum" (hereinafter referred to as the "Measures") to promote the motto of honesty, simplicity, accuracy, diligence, to cultivate the virtues of responsibility, service, and cooperation, and to enhance students' civic awareness and responsibility.

Chapter II Implementation method

Article 2 To implement the service-learning curriculum, the "Service-Learning Promotion Team" has been established with the Vice President as the convener. Its members include the Dean's Secretary, Provost, Director of Office of Student Affairs, Dean of General Affairs, Dean of each department, and a representative of the Students' Union.

There shall be an Executive Secretary, who shall be the Provost or the Director of the Office of Student Affairs.

Article 3 The service-learning curriculum provides three courses, namely, Service Learning (I), Service Learning (II), and Professional Service Learning. Service Learning (I) is offered in the first semester, and Service Learning (II) is offered in the second semester, while professional service learning is planned by each teaching unit.

Article 4 Types of service-learning curriculum:

1. Service Learning (I) and (II) include labor education, departmental service learning, association service learning or administrative unit service learning, etc. The scope of services includes students' participation in on-campus and off-campus services, including campus and building environmental maintenance, participation in departmental associations, departmental enrollment publicity, domestic and international social service, activities with volunteer groups, or development of educational action plans with the characteristics of the teaching unit.
2. Professional service learning: each teaching unit plans and conducts its courses on the professional knowledge concerning local care, industrial linkage, sustainable environment, food safety, long-term care, and other social services.

Article 5 Service-learning course credits and graduation requirements:

1. Service Learning (I) and (II): 0 required credit. First-year undergraduate

students and undergraduate transfer students (excluding the students of the Continuing Education Department) will graduate after passing two semesters of Service Learning (I) or (II) cumulatively.

2. Professional service learning: The elective credits are determined by the unit offering the course.

Article 6 Service-learning courses:

1. Service Learning (I) and (II): Departmental service learning is planned by each teaching unit and handled in accordance with NCHU's "Curriculum Planning and Delivery Guidelines"; labor education and association service learning are planned by the Office of Student Affairs and sent to Campus Curriculum Committee for review. The service learning of administrative units is planned and handled by the General Education Center.
2. Professional service learning: all teaching units shall follow NCHU's "Curriculum Planning and Delivery Guidelines".

Article 7 Calculation of teaching hours of service-learning curriculum:

1. Service Learning (I) and (II) are not included in the basic teaching hours.
2. Professional service learning is included in the basic teaching hours, but it has no overtime pay.

Article 8 For the disabled students who take service-learning courses, the nature of their work shall be appropriately allocated by the department according to the actual situation. Exemptions may be granted in special cases with the consent of the department chairperson and approval of the dean.

Article 9 The leader of the service-learning curriculum is selected by the Office of Student Affairs from experienced and enthusiastic senior students for demonstrations, counseling, and assessment assistance.

Article 10 Service-learning courses are taught by teachers who submit a team leader application to the Extracurricular Activities Group of the Office of Student Affairs according to their teaching needs. Each class is assigned a team leader as a rule. The regulations for the appointment of labor education team leaders are governed by NCHU's "Implementation Measures of Service Learning and Labor Education".

Article 11 The service-learning scope of departmental service learning, association service learning, and administrative unit service learning team leaders include:

- (1) Receive training and supervision of service learning, and lead trainees to engage in community services for at least 16 hours.
- (2) Assist teachers in guiding students to perform reflective activities, gratitude, inheritance, review, and self-improvement, collect reflective experiences, study questionnaires and assignments, and write and submit forms for reflection on results.
- (3) Plan and hold the outcome presentation meeting.
- (4) The regulations for the service-learning scope of labor education team leaders are governed by NCHU's "Implementation Measures of Service Learning and Labor Education".

Chapter 3 Results Evaluation

Article 12 Teachers shall grade students according to their service attitudes and service outcomes.

Article 13 Those who do not attend Service-learning courses for some reason shall follow the "Student Leave Rules" to handle relevant procedures.

Article 14 Students who take Service Learning (I) and (II) and are absent for one-third of the classes will receive a failing grade for the semester; students who take professional Service-learning courses and are absent for one-third of the classes will be dealt with in accordance with Article 26 of the "School Constitution of National Chung Hsing University".

Chapter IV Rewards

Article 15 The team leader of the service-learning course with excellent performance will be awarded a certificate of merit issued by NCHU.

Article 16 To reward students with excellent service performance, instructors shall select students with excellent performance in service-learning courses and encourage them. In principle, one student shall be selected for every thirty students, and a certificate will be awarded by NCHU as an incentive.

Article 17 All units of the NCHU may include the results of this course as a reference for applying for various scholarships and the recognition of outstanding students.

Chapter V Supplementary Provisions

Article 18 The award shall be covered by the NCHU's student public funds and scholarships.

Article 19 The Measures shall come into force on the date of release after being approved by the Campus Curriculum Committee, and the same shall apply for amendments.