

國立雲林科技大學服務學習課程實施規定

Regulations for the Implementation of Service-Learning Curriculum at National Yunlin University of Science and Technology

100年09月06日100學年度第1次期初擴大行政會議通過
102年06月18日101學年度第10次期末擴大行政會議修訂通過
103年01月14日102學年度第5次期末擴大行政會議修訂通過
103年05月27日102學年度第9次行政會議修訂通過
104年04月14日103學年度第7次行政會議修正通過
104年11月17日104學年度第4次行政會議修正通過
105年04月26日104學年度第9次行政會議修正通過
106年12月19日106學年度第4次行政會議修正通過
107年09月11日107學年度第1次期初擴大行政會議修訂通過
109年07月28日校長核定異動法規審議層級
110年12月22日110學年度第1次學生事務會議修訂通過
111年12月21日111學年度第1次學生事務會議修訂通過
112年12月20日112學年度第1次學生事務會議修訂通過

Approved on September 6, 2011 via the 1st Initial Enlarged Administrative Meeting for Academic Year 2011
Amended and Approved on June 18, 2013 via the 10th Final Enlarged Administrative Meeting for Academic Year 2012
Amended and Approved on January 14, 2014 via the 5th Final Enlarged Administrative Meeting for Academic Year 2013
Amended and Approved on May 27, 2014 via the 9th Administrative Meeting for Academic Year 2013
Amended and Approved on April 14, 2015 via the 7th Administrative Meeting for Academic Year 2014
Amended and Approved on November 17, 2015 via the 4th Administrative Meeting for Academic Year 2015
Amended and Approved on April 26, 2016 via the 9th Administrative Meeting for Academic Year 2015
Amended and Approved on December 19, 2017 via the 4th Administrative Meeting for Academic Year 2017
Amended and Approved on September 11, 2018 via the 1st Initial Enlarged Administrative Meeting for Academic Year 2018
Approved on July 28, 2020 via the Regulation Change Review Meeting Verified by President
Amended and Approved on December 22, 2021 via the 1st Students Affairs Meeting for Academic Year 2021
Amended and Approved on December 21, 2022 via the 1st Students Affairs Meeting for Academic Year 2022
Amended and Approved on December 20, 2023 via the 1st Students Affairs Meeting for Academic Year 2023

一、本規定依據「國立雲林科技大學服務學習實施要點」第三點訂定之。

1. These regulations are established in accordance with Article 3 of the "Implementation Guidelines for Service-Learning at National Yunlin University of Science and Technology."

二、服務學習課程(以下簡稱本課程)為本校共同必修，一學年，零學分，每學期修習時數十八小時。

2. The service-learning curriculum (hereinafter referred to as "the curriculum") is a 0-credit required course of one academic year for all students of the university with a total of eighteen hours of study per semester.

三、本課程實施方式如下：

(一)實施對象：凡本校大學部日間部新生(四技一年級)及轉學生在校之第一

年皆須修習本課程。

(二)服務項目：校園環境維護、各單位活動協助及社團服務學習活動等。

(三)實施區域：主要以校內區域為主及其它適合辦理服務學習之區域。

(四)課程規劃：

1.準備階段(六~八小時)：服務學習專題講座。

2.服務實作(十~十二小時)：學生根據自己專長或興趣，選擇服務單位，完成服務時數。

3.反思慶賀：學生於服務實作後需完成服務反思心得報告，並擇優於服務學習相關活動中展示。

(五)同學期不得重覆修習本課程，亦不得於期中考前一週退選。

(六)不開放網路選課，修課名單及選課相關作業由服務學習組統一處理。

(七)本課程規劃若因不可抗力之因素或政策之配合，得由服務學習組公告彈性調整修課規劃因應之。

3.The implementation of the curriculum is as follows:

(1) Target participants: all freshmen (first-year students of four-year programs) and transfer students of the daytime division of the undergraduate college must take this course.

(2) Service items: environmental maintenance on campus, assistance in various unit activities and service-learning activities of student clubs, etc.

(3) Implementation areas: mainly on campus and other regions suitable for service-learning.

(4) Curriculum planning:

1. Preparation phase (6-8 hours): thematic lectures on service-learning

2. Service practice (10-12 hours): students may choose the units they want to serve based on their expertise or interests and complete the required service hours.

3. Reflection and celebration: students are required to submit a service reflection report upon completion of service practice. Outstanding reports may be demonstrated in service-learning related events.

(5) Students are not allowed to retake the curriculum in the same semester, nor withdraw from the course within one week before the midterm examination.

(6) Online course selection is not available for this curriculum. The course registration and related operations will be handled by the Service Learning Division.

(7) In case of force majeure or policy considerations, the course plan may be flexibly adjusted and announced by the Service Learning Division.

四、特殊專班經專簽核准得者，不受本規定第三點第一項限制。

4. Special classes approved through specific procedures are exempt from the restriction

stated in Paragraph 1, Article 3 of the regulations.

五、抵免原則

- (一)轉學生入學前曾修習服務學習課程或性質相同課程及格者，得向服務學習組提出抵免申請。
- (二)身障生或有重大傷病卡者，得向服務學習組申請免修或調整其服務學習方式。
- (三)已領有政府機構或公益團體所發核志工基礎訓練或志工特殊訓練相關證明者，得檢附相關資料向服務學習組提出課程時數抵免申請。
- (四)學生可於在校期間申請自主參加政府機關或立案之慈善、醫療等機構所舉辦的各式服務或活動，至少服務 18 小時(含)以上，得申請抵免一學期服務學習課程。活動前需向服務學習組提出申請，經審查通過後方可參加(以服務單位有提供意外事故保險為核定原則)，完成後須繳交服務時數證明、反思心得一篇及活動照片。

5. Credit Exemption Principles

- (1) Transfer students who have previously passed service-learning courses or equivalent courses before admission may apply for credit exemption to the Service Learning Division.
- (2) Physically disabled students or those with IC cards for severe illness may apply to the Service Learning Division for exemption from the course or adjustments to their service-learning methods.
- (3) Students who have received basic volunteer training or special volunteer training certificates from government agencies or public interest groups may apply for course hour exemptions with relevant documents submitted to the Service Learning Division.
- (4) Students may independently participate in various charitable, medical, or governmental institution events during their school periods, accumulating at least 18 hours of service. Such students may apply for credit exemption for one semester of the service-learning curriculum. Prior application to the Service Learning Division is required before participation. Approval will be granted based on the provision of accident insurance by the service unit. After completion, students must submit proof of service hours, a reflection report, and event photos.

六、本校各系所、行政單位及學生社團辦理之服務學習活動，得向服務學習組提出服務需求申請。學生之服務實作活動，以服務學習組審核通過之服務活動為限。

6. Departments, administrative units, and student clubs of the university may submit request applications for service learning activities to the Service Learning Division.

Service practice activities for students are limited to those approved by the Service Learning Division.

七、課程評量方式：

- (一)全體教職同仁對本課程均有參與推動與輔導之義務與責任，可擔任服務方案督導人員，協助服務實作示範、輔導及時數記錄，作為學期成績考評之依據。
- (二)學生因故未能參與準備階段課程者，得另以等同準備階段之服務實作時數補足。
- (三)實際參與服務實作且於活動結束後完成服務反思心得報告者，可獲得服務時數認證；參與狀況不佳或未完成服務反思心得報告者不予認證。
- (四)本課程成績採通過或不通過之考評方式。不通過者應重修，並於次學期繼續重修至及格止。

7. Curriculum Assessment Method

- (1) All faculty and staff members have the obligation and responsibility to participate in promoting and supervising the curriculum. They may act as supervisors of the service projects, assist in service practice demonstrations, provide guidance, and track hours to serve as the basis for semester grading.
- (2) Students who are unable to take part in the preparation phase for valid reasons may make up for the missing hours by participating in equivalent service practice activities.
- (3) Students who actually participate in service practice and submit a reflection report upon completion of the activity will receive certification of service hours. Those with unsatisfactory participation or failure to submit a reflection report will not receive certification.
- (4) Course grades of this curriculum are determined as either "Pass" or "Fail." Students who do not pass are required to retake the course and continue retaking it in the following semester until they pass.

八、服務學習課程獎勵：

(一)服務學習績優獎：

為獎勵服務表現優異之學生，得依服務學習督導人推薦、服務總時數、服務反思心得報告等項目，評選表現優異之學生給予鼓勵。每學期得推選十名，頒授獎狀乙紙，以茲鼓勵。

(二)服務學習金質獎：

連續兩學期榮獲服務學習績優獎者，再獲頒獎狀乙紙，以茲鼓勵。

8. Awards for Service-Learning Curriculum

(1) Outstanding Service-Learning Award:

To encourage students with excellent service performance, recommendations from service-learning supervisors, total service hours, and service reflection reports can be used to select outstanding students for recognition. Each semester, up to ten students may be selected and awarded a certificate of merit as encouragement.

(2) Gold Quality Service-Learning Award:

Students who have received the Outstanding Service-Learning Award for two consecutive semesters will be awarded an additional certificate of merit as encouragement.

九、其他未盡事宜悉依本校服務學習實施要點及相關規定辦理。

9. Matters not stipulated herein shall be handled in accordance with the "Implementation Guidelines for Service-Learning at National Yunlin University of Science and Technology" and related regulations of the university.

十、本規定經學生事務會議通過，陳請校長核定後實施，修正時亦同。

10. These regulations have been approved by the Students Affairs Meeting and shall be implemented after being submitted for approval by the university president. Amendments shall be handled similarly.

十一、本規定除第二點及第三點自中華民國一百零八年八月一日施行外，其餘條文自公布日施行。

11. Except for Articles 2 and 3 that shall be effective from August 1, 2019, the remaining articles shall take effect from the date of promulgation.