

銘傳大學服務學習認證型 校內單位實作服務 申請書 Ming Chuan University Recognition of Service-Learning at On-campus Units - Application Form		申請日期 Application Date: 年(Y) 月(M) 日(D)	
申請者資料 Information Regarding Applicant			
姓名 Name		學號 Student ID No.	
系級 Class		聯絡電話 Contact No.	
服務單位資料 Information on Service Organization			
單位名稱 Unit Name		服務地點 Venue	
服務對象 Population Served	<input type="checkbox"/> 校內人員 On Campus Persons <input type="checkbox"/> 校外人士 Off Campus Persons	督導簽章 Supervisor's Signature	
服務期間 Service Date	自 From 年(Y) 月(M) 日(D) 至 to 年(Y) 月(M) 日(D) , 共計 小時 hour in total		
服務內容 Service Duties and Responsibilities			
服務單位審議結果 Evaluation Results of Service Unit			
<input type="checkbox"/> 同意申請人至本單位實作服務，並依單位要求督導該生 I agree to allow applicant to provide services at this unit and will provide supervision in accordance with the requirement.		<div style="border: 1px dashed black; width: 150px; height: 100px; margin: auto;"></div> (請蓋單位章) (Unit Stamp)	
<input type="checkbox"/> 不同意 Rejected			
(請將此申請書交至前程規劃處) (This application must be submitted to Career Development Center)			
前程規劃處認證及畢業門檻資訊			
Verification of Career Planning and Counseling Division and Graduation Requirements Information			
◆ 收件日期 Date of Application : 年(Y) 月(M) 日(D)			
◆ 服務學習需完成：Service Learning Requirements			
<ul style="list-style-type: none"> • 服務學習時數 16 小時 16 hours of Service • 服務學習反思報告 1 份 One Service-Learning reflection report • 服務學習專題講座 1 場 One Service-Learning Lecture • 服務學習成果發表會 1 場 One Service-Learning Experience Sharing 			
◆ 服務學習列為畢業門檻，上列四個項目皆須完成才符合畢業資格喔！ The above four items must be completed before graduation.			
◆ 所有參與紀錄皆可在學生資訊系統 > e-Portfolio > 「服務學習」查詢。 All records can be checked in the Student Information System > Student's e-Portfolio > Service-Learning.			
◆ 服務學習辦公室地點 Service-Learning Office : 台北校區：前程規劃處行政大樓 2 樓(分機 2401) 桃園校區：前程規劃處 S212 辦公室(分機 5089) Taipei campus: A building 2F (Ext.2401) Taoyuan campus: S building S212 office (Ext.5089)			

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* 此表填寫完後，請擲交回服務學習辦公室 After filling out this form, please submit it to the Service-Learning Office.

銘傳大學學生參與校內外服務工作服務時數紀錄表

Ming Chuan University Student On- or Off-Campus Service Hours Records

姓名 Name : _____ 系級 Class : _____ 學號 Student ID No. : _____

日期 Date	服務時段 Service Period (00:00~00:00)	服務時數 Service Hours	服務內容 Service Duties and Responsibilities	督導簽名 Signature of Supervisor	備註 Note
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合計 Total	小時 Hours		督導評語(Commentary) : 督導(Supervisor): _____ (簽名)(Signature)		

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