

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

服務單位(機構名稱) Organization Title		服務地點 Service Venue	
機構聯絡電話 Organization Contact No.		督導簽章 Supervisor's Signature	
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	服務場域 Location	<input type="checkbox"/> 校內 On Campus <input type="checkbox"/> 校外 Off Campus
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		
服務名稱(服務內容) Service Duties and Responsibilities			

除通過校內認證機構外，同學亦可自行接洽非營利機構(如創世基金會、伊甸基金會、教會)、公家機關(如中小學、警察局、消防局、市立圖書館)從事服務，需另繳回服務證明單。

Besides the institutions approved by the university, students are allowed to contact other nonprofit institutions (such as Genesis Social Welfare Foundation, Eden Social Welfare Foundation and churches), government units (such as junior high schools, elementary schools, police office, fire stations, and municipal public libraries) for service-learning internships. However, the certificate of service must be turned in to the university.

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
 - 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)



服務學習紀錄系統操作說明

(建議使用電腦操作)

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銘傳大學學生參與校內外服務工作服務證明單

銘傳大學 _____ 系 _____ 年 _____ 班 _____ 同學 (學

號: _____) 於 _____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日,

參加 _____ (單位), _____ (服務內容)

服務滿 _____ 小時 (詳見紀錄表), 特此證明。

服務機構名稱 (用印):

督導簽章: _____

網底處務必請督導簽章(督導簽名/督導簽名章)

(請蓋單位章)

Proof of Service Record for Ming Chuan University Students

This is to certify that Department of _____, _____ (class)

_____ (name), (Student ID NO. _____) during this period

(_____ year _____ month _____ day to _____ year _____ month _____ day)

completed Service-Learning at _____ (Organization Title) in regard

to

_____ (service content), totaling _____ service hours. (Refer to

completed record, as reference.)

Stamp of Unit/Organization :

Signature of Supervisor : _____

(Unit Stamp)

中華民國 _____ 年 _____ 月 _____ 日 (Year / Month / Day)

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