

銘傳大學服務學習實施辦法

Ming Chuan University Procedures for Implementing Service-Learning

中華民國97年5月5日行政會議通過
中華民國98年9月21日行政會議修正通過
中華民國99年5月28日法規會議審查通過
中華民國99年6月3日教務會議通過
中華民國99年6月7日校務會議通過
中華民國99年11月04日法規會議修正通過
中華民國99年12月06日行政會議審查通過
中華民國101年4月01日法規會議修正通過
中華民國101年5月03日教務會議通過
中華民國101年11月26日校務會議通過
中華民國102年10月31日法規審查會通過
中華民國103年5月15日教務會議通過
中華民國103年5月26日校務會議通過

Passed at the Administrative Council Meeting on May 5, 2008

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Reviewed and passed at the Regulation Committee Meeting on May 28, 2010

Passed at the Academic Affairs Committee Meeting on June 3, 2010

Passed at the University Affairs Committee Meeting on June 7, 2010

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Revised and passed at the Regulation Committee Meeting on April 1, 2012

Passed at the Academic Affairs Committee Meeting on May 3, 2012

Passed at the University Affairs Committee Meeting on November 26, 2012

Revised and passed at the Regulation Committee Meeting on October 31, 2013

Passed at the Academic Affairs Committee Meeting on May 15, 2014

Passed at the University Affairs Committee Meeting on May 26, 2014

第一條 銘傳大學(以下簡稱本校)為培育本校學生具有服務情操與社會責任感，學習團隊合作與問題解決能力，落實專業知識與社區服務經驗之整合，進而實踐『誠樸敬毅』校訓，依銘傳大學學則第四十三條規定制定本辦法。

Article 1 Ming Chuan University (MCU) established the following procedures in order to cultivate a spirit of serving and social responsibility, to enhance students' ability to work as a team and to solve problems, and to combine professional knowledge and community service experience. Through this process the MCU educational philosophy of "Honesty, Sincerity, Humility, Determination" will be achieved. This procedure is established in accordance with Article 43 of MCU General Provisions for Study.

第二條 本校服務學習分為兩類：

- 一、課程型—由各教學單位自行規劃具服務學習內涵之專業課程（簡稱專業服務學習課程）供學生選修，經系課程委員會會議審議通過後，於開學後一個月內將完整教學計畫書，包含教學大綱、教學進度、服務學習內容與方式，送交前程規劃處備查；
- 二、認證型—由前程規劃處就學生參與社團社區服務或校內外服務等工作表現認證之，認證型服務學習實施要點由前程規劃處另訂之。

Article 2 Service-Learning at Ming Chuan University is divided into two types, course-based, and recognition-based:

1. In the case of course-based Service-Learning, each teaching unit plans professional courses with Service-Learning content (also called professional Service-Learning courses) for students to select. The complete teaching plan, syllabus, Service-Learning content and methodology must be approved by the relevant Department Curriculum Committee and sent to the Career Planning and Counseling Division for reference within one month of the beginning of the semester.
2. In the case of recognition-based Service-Learning, recognition will be granted by the Career Planning and Counseling Division based on students' performance community service through clubs or service in activities on and off campus. Implementation procedures will be established by the Career Planning and Counseling Division.

第三條 本校學生得依個人意願，自由選擇課程型或認證型服務學習。

Article 3 Students of Ming Chuan University may choose from course-based or recognition-based Service-Learning.

第四條 本校大學部學生服務學習內容應至少參與16小時實作服務、1場校內服務學習相關講座、1份服務學習反思報告、1場學生回饋反思

活動或成果分享／發表會。本服務學習各項申請作業應依前程規劃處規定申請，並將相關文件送交前程規劃處審查。

Article 4 Service-Learning in MCU undergraduate programs must include 16 hours of service, one on-campus Service-Learning seminar, one reflection report, and an exhibition to share reflections or results. All Service-Learning applications should be complied in accordance with the Career Planning and Counseling Division regulations and relevant documents sent to the Division for review.

第五條 凡大學部97學年度起入學之大一新生(包括大一復學生)皆須完成服務學習，且符合本辦法第四條之規定者得以畢業。畢業前若尚未完成服務學習者，需接受由前程規劃處安排之補救措施，俟完成相關規定後，始得以畢業。特殊學生得依個人狀況申請調整服務學習方式實施，免從事實作服務辦法由前程規劃處另訂之。

Article 5 Beginning from the 2008-9 academic year, all first-year students who enter MCU (including first-year returning students) are required to participate in the Service-Learning program and may only graduate after completing the items outlined in Article 4. Students who do not complete their Service-Learning before graduation must adhere to the make-up measures stipulated by the Career Planning and Counseling Division to meet all the regulations for their graduation. Students classified as special cases may file applications to adjust Service-Learning methods in accordance with their personal situations. Procedures for exemption from Service-Learning will be established by the Career Planning and Counseling Division.

第六條 各單位得推薦修習服務學習表現優異之同學與教學優良之教師提報敘獎，或於適當場合表揚。

Article 6 All units may recommend students with strong Service-Learning performance and faculty members with excellence in teaching related to Service-Learning for recognition in appropriate occasions.

第七條 各單位得將學生修習服務學習之成果表現，列為申請校內各項獎學金及工讀的審查條件之一。

Article 7 Student performance in Service-Learning may be used as reference for MCU scholarship and work-study applications on campus.

第八條 全體教職員工對本校服務學習均有參與推動與輔導之義務與責任。

Article 8 All faculty and staff members have a responsibility to participate in, promote, and provide guidance in Service-Learning sessions.

第九條 本辦法經校務會議通過，校長核定後實施，修正時亦同。

Article 9 Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

**In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail. **