

National Taiwan University Service Learning Program's Implementation Guidelines

Amended by the 3rd Academic Affairs meeting on the 2nd semester of 2005 academic year on June 2, 2006

Chapter I General Provisions

Article 1 In order to cultivate students' sense of responsibility, self-discipline, diligence, service orientation and cooperative spirits, National Taiwan University (hereinafter referred as the "University") hereby establishes the *Service Learning Program's Implementation Guidelines*, (hereinafter referred to as the "guidelines").

Chapter II Implementation Method

Article 2 Service Learning Program is divided into Service Learning I, II and III, a total of 3 courses. First year undergraduate students shall take Service Learning I; students whose student ID number ends in an odd number shall take the course during the first semester and students whose student ID number ends in an even number shall take the course during the second semester, unless otherwise stipulated by the respective department. Second year undergraduate students shall take Service Learning II, lasting one semester, and third year undergraduate students shall take Service Learning III, lasting also one semester. All of the above courses are one hour per week.

Article 3 For the purpose of implementing the Service Learning Program, an ad hoc "Service Learning Program Implementation Task Force" (hereinafter referred to as the "Task Force") shall be established. The Task Force shall be formed by the Dean of Student Affairs, Dean of Academic Affairs, Dean of General Affairs and their appointed staff. They shall be responsible for recruiting professional staffs, student representatives and other pertinent divisions to form the Task Force. The Dean of Student Affairs shall be the Chairperson of the Task Force.

Article 4 Service Learning I's main goal is to preserve the tidiness and presentability of the common areas utilized by departments and students. The Task Force may also provide general service opportunities as a choice for the departments.

Article 5 Service Learning II's main goal involves non-professional services planned by the Task Force, which are outside the area of the departments, and they can

be on campus or off campus. These services may be co-sponsored by on campus or off campus volunteer teams, and may also be involved in the preservation of on campus/off campus public area's tidiness and presentability.

- Article 6 Service Learning III's main goal involves respective departments' professional services or off campus services sponsored by student clubs. The Task Force may also provide general service opportunities as a choice for the departments.
- Article 7 The Service Learning Program shall be designed, organized and implemented by the Task Force, which shall also be responsible for the training and supervision of the teaching assistants. Each academic department is accountable for the details of the planning and implementation; teaching faculties are required to be involved in the supervision, and administrative units must cooperate in the implementation of the program. The Task Force may also, based upon educational objectives and actual needs, propose special project opportunities as a choice for each academic department to decide on.
- Article 8 For handicapped students taking Service Learning Courses, the department shall make adjustments depending on the nature of the required task. Exemptions for taking the courses must be approved by the Chairperson of the Departments, Dean of Colleges and the Chairperson of Student Affairs.
- Article 9 Service Learning Programs designed by each academic department or the Center for Teacher Education must be presented to and reviewed by the Task Force following administrative procedures.
- Article 10 Master and Doctoral programs of all departments and Institutes may be conducted according to these guidelines.
- Chapter III Evaluation of Academic Performance**
- Article 11 Departments offering Service Learning Courses must have teaching assistants in place to assist teaching faculties in the daily oversight and recording of notes that will form the basis for the semester's final academic performance evaluation.
- Article 12 Service Learning Courses are required courses of zero credit hour, and the

evaluation grade is “pass “or “fail”. Students who fail the course must retake the course; students who pass all courses may graduate.

Article 13 Students who are unable to attend Service Learning Courses must request leave of absence in writing from the department offering the course. Students who fail to turn in the request for leave of absence or have not been granted permission for the leave shall be considered as absent without leave.

Article 14 Students with leave of absence must make up the unattended hours in the same semester; any hour that has not been made up is considered a skipped class. Leave for public services are excluded from this rule.

Article 15 Students who have failed to attend over one-third of the Service Learning Course shall have a record of “fail” for the course.

Chapter IV Reward Policies

Article 16 For the purpose of rewarding students with outstanding service performance, each teaching faculty shall select outstanding students from the Service Learning Courses as a way of encouragement. One student shall be selected for each 20 students. Classes with less than 20 students shall be considered as having 20. The University shall confer a commendation as a form of reward and encouragement.

Article 17 Performances of Service Learning Courses shall be one of the reviewed items for application for University scholarships and work-study aid. Students who fail any of the Service Learning Courses prior to applying shall not be qualified for application; students with outstanding Service Learning Course performances shall have priority when applying for work-study aid.

Chapter V Supplementary Provisions

Article 18 Enforcement rules corresponding to these guidelines shall be enacted separately; these rules shall be promoted by the Service Learning Program’s Task Force.

Article 19 These guidelines shall be implemented after being approved by the Administrative Council’s meeting and the Academic Affairs meeting. The same procedure applies to the amendments of these guidelines.