

NATIONAL TAIWAN UNIVERSITY

Distance Learning Course Application Form

Instructions:

In accordance with Article 6 of the *Implementation Regulations Regarding Distance Learning by Universities*, universities offering distance learning courses shall submit a course plan for evaluation in accordance with the curriculum planning and review procedures stipulated in the *Enforcement Rules of the University Act* and the *Junior College Act* before submitting it to the Academic Affairs Meeting for approval, after which the course plan shall be implemented and published online. The course plan referred to in the preceding paragraph shall set forth course objectives, the target student group, a course outline, teaching methods, student-teacher interactions and discussions, grading methods, and important course notes.

Course period: ___ Semester of Academic Year ___ ___

(Is this your first application for a distance learning course? Yes No)

I. Basic Course Information (check all that apply)

1.	Course offering unit (academic program and college)				
2.	Course title	Chinese:			
		English:			
3.	Course	Course no.		Credit hours	
		Curriculum identity no.		Class	
		Class time			
4.	Instructor's name and title				
5.	Teaching method	<input type="checkbox"/> Collaborative distance learning with a foreign university <input type="checkbox"/> Collaborative distance learning with a domestic university <input type="checkbox"/> Non-domestic program <input type="checkbox"/> Dual degree program <input type="checkbox"/> Synchronous distance learning host <input type="checkbox"/> Asynchronous distance learning <input type="checkbox"/> Hosting university <input type="checkbox"/> Receiving university Please specify the receiving university and academic program for this course:			
6.	Instructor's employer	<input type="checkbox"/> Professional academic program <input type="checkbox"/> Center for General Education <input type="checkbox"/> Other:			
7.	Academic system	<input type="checkbox"/> Bachelor degree program <input type="checkbox"/> Degree program <input type="checkbox"/> Credit program <input type="checkbox"/> Master's program <input type="checkbox"/> In-service Master's program			

8.	Course category	<input type="checkbox"/> General course <input type="checkbox"/> Liberal education course in the field of _____ (1. Literature and Arts 2. Historical Thinking 3. World Civilization 4. Philosophy and Moral Reasoning 5. Civic Awareness and Social Analysis 6. Quantitative Analysis and Mathematics 7. Material Science 8. Life Science) <input type="checkbox"/> Professional course <input type="checkbox"/> Other:		
9.	Course mandated by	<input type="checkbox"/> Ministry of Education <input type="checkbox"/> NTU <input type="checkbox"/> College <input type="checkbox"/> Graduate institute <input type="checkbox"/> Department <input type="checkbox"/>		
10.	Course duration (no. of semesters)	<input type="checkbox"/> One semester (half-year) <input type="checkbox"/> Two semesters (one year) <input type="checkbox"/> Other:		
11.	Required or elective	<input type="checkbox"/> Required <input type="checkbox"/> Elective <input type="checkbox"/> Other:		
12.	Weekly in-person learning hours	(For asynchronous distance learning courses, please specify the weekly in-person learning hours.)		
13.	Estimated number of participants	Maximum number of NTU students		Maximum number of students from other universities
14.	English language course	<input type="checkbox"/> Yes <input type="checkbox"/> No		
15.	Distance learning classroom	<input type="checkbox"/> Room 106, Computer and Information Networking Center (80 persons) <input type="checkbox"/> Room 208, Computer and Information Networking Center (20 persons) <input type="checkbox"/> Lecture Hall 101, Basic Medical Science Building, College of Medicine <input type="checkbox"/> Room 401, Tomotake Hall, Department of Biomechanics Engineering, College of Bioresources and Agriculture (100 persons) <input type="checkbox"/> Other:		

16.	Course platform URL (required for asynchronous learning)	
17.	Course outline file URL	

<p>Case handler: Telephone: Email:</p>	<p>Head of academic program</p>	<p>Approved by the curriculum committee of the department, graduate institute, or degree program on ___/___/____ (MM/DD/YYYY)</p>	<p>Dean</p>	<p>Approved by the curriculum committee on ___/___/____ (MM/DD/YYYY)</p>
<p>Upon completion of review, the case shall be forwarded to the ___ University Curriculum Committee Meeting in the _____ semester of Academic Year _____ for further discussion. Curriculum Division:</p>	<p>Secretary of the Office of Academic Affairs</p>		<p>Vice President for Academic Affairs</p>	

II. Course Plan

1. Course objectives
2. Target student group
3. Course outline (please specify the weekly syllabus and teaching method)

Week	Course description	Teaching method and hours (please fill in the number of hours, if any)		
		In- person	Distance learning	
			Asynchronous	Synchronous
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

4. Teaching methods: (check all that apply)

- i. Primary and supplementary teaching materials will be provided for online courses.
- ii. Online asynchronous learning lectures are offered.
- iii. Instructors or teaching assistants are available online.
- iv. In-person leaning sessions are offered.
(Number of sessions: ; total number of hours:)
- v. Online synchronous learning lectures are offered.
(Number of sessions: ; total number of hours:)
- vi. Other (please specify):

5. Does the Learning Management System include the following roles and functions? (check all that apply)
- i. Database management functions of the Learning Management System are available to the system administrator
 - Personal information
 - Course information
 - Other information management functions
 - ii. Necessary functions of the Learning Management System are available to instructors, teaching assistants, and students
 - Publishing and viewing the latest information
 - Designing, viewing, and downloading teaching materials
 - Grade management and query system
 - Conducting online tests and publishing test results
 - Learning information
 - Interactive learning design (chat rooms or forums)
 - Functional presentation of teaching activities
 - Other (please specify):
6. Student-teacher interaction and discussion (including office hours, email address, contact information, etc.)
7. Assignment policy: (check all that apply)
- Assignment descriptions are available online
 - Online assignments
 - Uploading and downloading of assignment files
 - Online tests
 - Grade queries
 - Other (please specify):
8. Grading methods (including exam policy, graded items, and their percent of the final grade)
9. Important course notes