National Taiwan University Distance Learning Course Application Form

Description:

In accordance with Article 6 of the Implementation Regulations Regarding Distance Learning by Universities, universities offering distance learning courses shall present a course plan for evaluation by the curriculum committee of the university, which shall submit it for approval by the academic affairs committee and forward it to the Ministry of Education for reference. The course plan referred to in the preceding paragraph shall set forth course objectives, the target student group, a course outline, teaching methods, interactive student-teacher discussion, performance evaluation methods, and matters for special attention. The course plan shall be posted on the Internet. In case of offering courses by computer network, the teaching plans shall include functions of the education management systems.

Course Term:_____ Semester of _____ Academic Year (Apply for the first time: □Yes □No)

I. Course Information (check the boxes that apply☑)

1.	Department title				
2.	Course Title	Chinese:			
		English:			
3.	Course	Curriculum Number		Credits	
		Curriculum Identity Number		Class	
		Time			
		Latest Course Evaluation Value			
4.	Name and Title of the Instructor				
5.	Learning Method	□Joint distance learning with overseas partner schools □Joint distance learning with domestic partner schools □Overseas programs □Double-degree programs □Synchronous distance learning □Asynchronous distance learning □Broadcast from NTU □Broadcast from other schools Please provide the school and department title that offer the course you			
6.	Instructor	□Employed by a College/Department □Employed by the Center for General Education □Others			
7.	Designed for	□Bachelor's degree program □Graduate program □Credit program □Master degree program □In-service master program □Ph.D. degree program			
8.	Subject	□Common subjects □General Education: _____area (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)			
9.	Unit of Designation (the unit designating the course)	□ Ministry of Education □University □College □Graduate Institutes □Department □Others:			

10.	Course Period	☐One semester (half-year) ☐Two semesters (full year) ☐Others:
11.	Course Type	☐Required ☐Elective ☐Others:
12.	Weekly teaching hours	(For asynchronous distance learning courses, please fill in the average weekly teaching hours)

13.	Expected number of students	The upper limit of the number of NTU students		The upper limit of the number of non-NTU students	
14.	Conducted in English	☐Yes ☐No			

15.	Classroom	☐Classroom 106 of Computer and Information Networking Center (80 seats) ☐Classroom 208 of Computer and Information Networking Center (20 seats) ☐Lecture Hall 101of Basic Medical Science Building ☐Classroom 401 of Tomatake Hall, Bio-industrial Mechatronics Engineering Building (100 seats) ☐Others:
16.	Course website (required for asynchronous courses)	
17.	Course plan outline attachment link	

Applicant: Contact number: Mail:	Head of Department / Graduate Institute/ Degree Program	Approved by the department/ graduate institute/ degree program curriculum committee on_____(date)	Dean	Approved by the college curriculum committee on_____(date)
This application will be reviewed and discussed at the_____(serial number) curriculum committee meeting in the _____semester of academic year_ _____ Curriculum Division:	Office of Academic Affairs Senior Executive Officer		Vice President for Academic Affairs	

II. Course Plan

1. Course Objectives

2. Target Student Group

3. Course Outline (Please fill in course contents and teaching methods for each week)

Week	Course Content	Teaching methods and hours (Please provide hours if applicable)		
		In-person instruction	Distance learning	
			asynchronous	synchronous
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

4. Teaching Methods (Check the boxes that apply☑)

☐ 1. Providing primary and supplementary teaching materials for online courses

☐ 2. Providing asynchronous teaching

☐ 3. Online instructors or TAs

☐ 4. Offering in-person instruction: _____ times, _____total hours

☐ 5. Offering synchronous online teaching, _____ times, _____total hours

☐ 6. Others (please describe):

5. Functions of the Learning Management System (Check the boxes that apply☑)

    1. Provide the system administrator the access to information for managing the system database

       ☐ personal information

       ☐ course information

       ☐ other related information required for system management

    2. Provide instructors/TAs and students key managing functions

       ☐ post and view the latest news

       ☐ design, view, and download learning materials

       ☐ grades management and inquiries

       ☐ conduct and launch online assessments

       ☐ learning information

       ☐ interactive learning (chatroom or forum)

       ☐ display various learning activities

       ☐ others functions (please describe):

6. Interactive student-teacher discussions (instructor office hours, email, or contact person)

7. Assignment Submission Methods (Check the boxes that apply☑)

    ☐ instructions on online assignment

    ☐ online real-time assignments

    ☐ upload and download assignments

    ☐ online assessments

    ☐ grades inquiries

    ☐ other methods (please describe)

8. Performance evaluation methods (including the grading methods, items, and percentage)

9. Notes for the course: