

TKU Guidelines for Implementing Campus and Community Service-learning Curriculum

Secretariat Regulation No. 0990000020 (06/10/2001)

1. “TKU Guidelines for Implementing Campus and Community Service-learning Curriculum” (hereafter referred to as these guidelines) were enacted in accordance with “TKU Regulations for Implementing Service-learning Curriculum.”
2. The goal of the Campus and Community Service-learning Curriculum (hereafter referred to as this curriculum) is to teach students to serve the campus and care about the community and thereby nurture the virtues of responsibility, diligence and punctuality and from service obtain a learning effect.
3. This curriculum consists of a common required noncredit course for freshman students and sophomore transfer students (freshman and sophomore undergraduate daytime students at Lanyang campus).
4. This curriculum should include the following contents:
 - a) Service-learning core curricula.
 - b) Campus and community service.
 - c) Classroom discussion and self-reflection.
 - d) A report of results.
5. Planning and Implementation:
 - a) The service range of this curriculum includes cleaning up and maintenance of the campus environment (includes dormitories) and community service. The students of each department of each college who take this class should take it from the course offered by their original department; they cannot take this class as offered by other departments. The delineation of work periods is comprised of first and second semesters, and winter and summer vacations. The distribution and overall planning of the various assignments for campus cleaning and maintenance and community service will be undertaken by the responsible school office.
 - b) The service organization or service location of the community service-learning will be recommended by the responsible authority, or department or college; after being approved the service can be carried out.
 - c) Students who carry out the community service-learning shall each time they finish rendering their service fill in a service journal; before the semester ends the students shall turn in their service history reflections.
 - d) As for students with disabilities, the nature of their service will be appropriately adjusted by the class teacher based upon the actual conditions.
 - e) Each class shall establish a course group leader who is to be selected from among the teachers charged with this course. The course group leader must participate in the related training course designed to promote the professional knowledge of the course group leader so that that the course can be effectively carried out.
6. Performance evaluation:

- a) The course group leader must assist in the planning and implementation of this course and must make regular inspections and records, fill out the attendance record, course performance grade and absence report to be used by the course instructor to calculate the semester grade.
- b) The course instructor should base the course grade on the student attendance record, service attitude, performance result and consult the course group leader supervisory recorded grade; the instructor should also take into consideration the semester implementation community service-learning service journal and service history reflections turned in by the students when determining the grade. After the grades have been determined and entered on the official grade sheet, it should be sent to the Registration Section of the Office of Academic Affairs for recording.
- c) Aside from official leave (for work purposes) and bereavement leave, all other leaves of absence must be made up as arranged by the course instructor within the semester. If any hours of a leave-of-absence are not made up and if any classes are cut which both total four hours or more, the semester course grade will be failing and the course must be retaken.

7. Confirmation Requirements:

- a) During the time a student is attending this school, the hours of participating in the service course must be processed and confirmed as hours of this curriculum. The student should send an official document of the office using the service including related proof of hours and service history documentation (like service journal, service diary, service history reflections, etc.) in the first week after the semester has started to the Office of Student Affairs to be processed and confirmed.
- b) The number of service hours must be at least 18 hours or above before starting to process the confirmation of this curriculum's service hours. Each person is limited to one time to process confirmation of service hours; at most only one semester can be confirmed.
- c) If students who make up their service hours according to these guidelines are found upon investigation to have false information in the materials they have filled in and provided, they will be appropriately penalized in accordance with related regulations and will have to retake the service course.

8. The budget required to implement this curriculum (including hourly wages, work study compensation, grants, stationary and printing costs, etc.) shall be provided by the Office of Student Affairs' funds.

9. The related administrative expenditures for implementing this curriculum (such as purchase, custody and maintenance of cleaning tools, garbage removal, and related matters will be coordinated and handled by the Office of General Affairs.

10. This set of guidelines will take effect on the date of its publication after being passed in a Service-learning curriculum committee meeting and approved by the TKU President. The same applies to any later amendments made.