

## **TKU Regulations for Implementing Service-learning Curriculum**

Secretariat Regulation No. 1000000042 (12/29/2011)

### **Article 1**

In order to develop a sense of diligent responsibility, emphasis on public service, the spirit of serving one's own group and the virtue of mutual cooperation, TKU by relying on the implementation of the service-learning curriculum (hereafter called "this curriculum" for short) and thus nurturing proper values especially enacts these regulations for implementing this curriculum (hereafter called "these regulations" for short)

### **Article 2**

This curriculum's areas are divided into three categories:

#### 1. Professional Competence Service Curriculum

To integrate professional competence and service, each college (department), the Center for General Education and Core Curriculum, and the Office of Physical Education shall individually design and plan the curriculum for students to take, the method of credit recognition and their subsequent regulations.

#### 2. Campus and Community Service

The allotment of the overall planning of the various items for campus clean up and maintenance and community service will be made by the responsible office; and this allotment will be coordinated with the course time schedule arranged by the instructional offices. First year students and second year or higher transfer students (undergraduate daytime first and second year students of Lanyang Campus) will participate; first year students must take a course for one academic year with zero credit hours.

#### 3. Association Service

The on-campus and off-campus association service work performance by participating students will be certified by the Office of Student Affairs.

### **Article 3**

#### **Curriculum Implementation**

1. The curriculum planned by each instructional office or administrative office should present a course starting plan that includes the course aims, course objectives, course activity range, rate of progress, certification range, etc. to the curriculum committee and academic affairs meeting of the different levels which after their inspection and approval renders the course officially opened.

2. Each college, the Office of Physical Education, the Office of Military Education and Training and the Center for General Education and Core Curriculum shall each academic year provide at least three professional competence service-learning courses; their way of implementation should include two parts theory and service practice. If any related service organization information is required, it will be provided by the Office of Student Affairs. Calculation of the course grade and recognition of credit hours will be determined by the regulations of the university office that offers the course.

3. The teaching staff for the Campus and Community Service-learning curriculum of the various responsible offices will in accordance with the regulations and planning of the preceding paragraph

consist of military instructors from the Office of Military Education and Training or TKU full-time or part-time instructors.

4. The results of implementing the professional competence and service-learning curriculum will be separately sent to the Office of Academic Affairs for archiving by each college, the Office of Physical Education, and the Center for General Education and Core Curriculum. Campus and community service, association service and the overall school achievement will be incorporated by the Office of Student Affairs.

5. The nature of service for students with disabilities will be appropriately arranged by the implementing unit in accordance with the actual conditions.

6. TKU's entire teaching staff has the duty and responsibility to participate in, promote and counsel students in this curriculum.

7. The implementation of the curriculum must certainly pay special attention to student safety.

#### **Article 4**

The results of the students who take these courses shall be listed as one of the points of examination when students apply for any school scholarships or any school work-study programs by the various TKU offices.

The various offices that offer these courses shall commend outstanding students who take these courses and teachers who offer excellent instruction in these courses with awards or praise on the appropriate occasions.

#### **Article 5**

The guidelines for implementing the various types of service-learning curriculum shall be set up separately by the responsible offices.

#### **Article 6**

This set of regulations will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.