

# 靜宜大學教務處 通知

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## 受文者：暑修上期開課教師

發文日期：中華民國 111 年 5 月 2 日

發文字號：靜教綜字第 11100028 號

速別/密等/附件：普通/普通/無

**主旨：本校 110 學年度暑修課程綱要上網撰寫暨授課語言設定相關事宜，敬請查照。**

說明：

一、110 學年度暑修上期撰寫時程：

111 年 5 月 2 日至 5 月 15 日(23:59:59 時)，系統全天開放，敬請老師撰寫。

二、本校 110 學年度暑修上期選課分兩階段作業，上期預選於 111 年 5 月 9 日至 5 月 15 日辦理，加退選於 111 年 5 月 23 日至 5 月 29 日辦理，辦理期間學生有上網查閱各科課程綱要之需，敬請教師配合填寫各欄資料並力求完整，俾利學生參考。

三、暑修各班課程於預選、加退選選課後，選課人數未達開課標準時，得刪除該課程，特此通知。

四、「課程簡介」，**由學系課程委員會填寫**，配合本校國際化政策招收國際學生，課程簡介及綱要均請撰寫中文、英文兩種版本。課程授課語言如為『中文』以外語言，請選擇語言類別；主要教科書所使用語言，請於本欄設定；請秘書轉知外籍教師周知。

五、合授課程課綱及成績輸入之指定：請系秘書於開課調查表中載明指定教師，送綜合業務組設定。

六、合授科目撰寫課綱時，請務必於「**各週授課進度備註欄**」載明合授教師上課週次，以利學生周知。

七、教師任教課程，請至 e 校園服務網【[暑修] 新增與修改課程綱要】查詢填寫，曾於學期中開設相同課程，**教師亦可點選『參照』選擇任一學期資料，依序修改各欄位。110 學年度暑修上期上課為期 5 週，請教師將課程總時數分配於 5 週實施。**

八、**本校已取消學生扣考及第一週未到課強制退選規定，學生缺席課程扣分規範，請詳載於課程綱要「評分方式及比重」欄內。**

九、**各科課程綱要務請載明請益時間，避免「另訂時間」等文字敘述；如請益時間為夜間或週末假日，亦請利用學系辦公室或上課教室等公眾出入區域，避免師生獨處一室情形。**

十、如有操作疑問，請洽綜合業務組各系承辦人員。

正本：暑修上期開課教師

副本：教務處、綜合業務組、各學系秘書

教務長

鄭志文

# Providence University Office of Academic Affairs Notice

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## To: Faculty for Summer Session Term 1

Date: May 2, 2022

Ref. No.: Jing-Jiao-Jung No. 11100028

Priority/Classification/Attachment: Regular/Regular/nil

## Subject: The Course Outlines and Instruction Language Setting Online for 2021-22AY Summer Session

### Descriptions:

1. The system for course outlines upload of the 2021-22 Summer Session will be open from May 2 to 15, 2022 (23:59:59). All faculties handling Summer Session courses are requested to abide by the date and upload the data. (The system will be open 24-hour a day during the upload period.)
2. The course registration for 2021-22 Summer Session Term 1 is divided into two stages. The pre-registration is processed from May 9 to 15, 2022; the Drop/Add is handled from May 23 to 29, 2022. All faculties handling summer courses are requested to cooperate and complete the course outlines by filling in the information in each column to provide complete information for students' reference.
3. NOTE: After the pre-registration and Drop/Add, if the number of students registered for a course failed to meet the course offering standard, the course will be cancelled.
4. The "Course Profile" **is to be filled out by the respective Department Curriculum Committee**. To comply with the internationalization policy of the University, to facilitate the needs of international students, all course outlines are provided in both Chinese and English versions. If the "Language used in class" is a language other than Chinese, please select the language used. Please set in this field the main textbook language used. The respective secretaries are requested to refer these to the foreign faculties.
5. For the co-teaching subjects, the secretary of the department should be entrusted to set the teacher for preparing the outlines and grade key-in. Please indicate the teachers in charge in the course offering list and forward it to the Div. of R&C.
6. For the co-teaching subjects, please specifically indicate the weekly co-teaching teachers in the weekly schedule for students' reference.
7. **Please go to e-Campus to fill in the "Add and modify course outlines (Summer)". For the same course offered in the regular semester, select "Refer" to any semester and modify from it. The 2021-22 Summer Term 1 is shortened to 5 weeks. Please allocate the total course hours to a 5-week schedule.**
8. The University has abolished the requirement of withholding students' rights of exam taking and compulsory withdrawal from class for failing to attend the first week of classes. Please specify the grade deduction rules as the penalty of class absence in the "Grading Methods and Ratio" column of the course outlines
9. Please specify the "Office Hours" in the course outlines. Avoid descriptions such as "To be announced". If the office hours are at night or on weekends and holidays, please make sure it is at the public access venues such as the department office or classroom and avoid a private meeting.
10. For any question in system operation, please contact the staff in charge at the Div. of R&C.

Original: Faculties of Summer Session Term 1

Copies: Office of Study; Div. of R&C; Secretaries of all departments

Provost

