靜宜大學教務處 通知

受文者：本校全體專、兼任教師
發文日期：中華民國 112 年 5 月 17 日
發文字號：靜教綜字第 11200040 號
速別：普通件
密等及解密條件或保密期限：普通
附件：課程綱要撰寫操作說明

主旨：本校 112 學年度第 1 學期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、 本校 112 學年度推行 16+2 週次教學，原第 17 及 18 週次教學活動視為+2 週次(創新教學單元)以不入教室為原則，可提前於 16 週內另擇時間完成(非原上課時段)，或於第 17 及 18 週進行。請教師規劃具創新創意之教學方法及上課型態活化教學，並請將該+2 週次進行日期、方式與考評等，記載於第 17 及 18 週課綱內，並請保存+2 週次教學記錄(簽到、錄影、照片、視訊截圖、作品繳交紀錄或其他可資證明之文件等)。

二、 112 學年度第 1 學期各科課程綱要撰寫及上傳作業，即日起開放至 **112 年 8 月 1 日(二)截止**，以利本校學生及轉學生選課，敬請教師撥冗填寫(系統全天開放撰寫)。

三、 配合國際化政策招生，課程綱要需同時撰寫中文、英文兩種版本，敬請教師配合填寫。中、英文課綱未於規定時間內完成者，系統會記錄逾期，敬請教師配合。

四、 為配合外部調查所需，新增 SDGS 指標調查(必填)，敬請教師配合填寫。

五、 本校 112 學年度第 1 學期選課預(初)選兩階段作業，即將於 5/23 起開始辦理，依師生座談會學生反應選課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。課程綱要填寫及相關欄位設定請參閱附件注意事項。

六、 依據本校開課辦法，大學部各班課程於前一學期兩階段初選後，選課人數未達開課標準之六成時，逕行刪除該課程，特此通知。

七、 教師如有特殊規定者，請明載於課程綱要中，以利學生遵循。

八、 課程綱要請於系統截止日前完成上傳，老師可自行至 e-portfolio→教學→課程綱要，檢查課綱上傳情形，逾期將記錄於教師個人 e-portfolio，懇請把握上傳時程。

九、 課綱平台乃對外公開資訊，敬請資訊填寫正確。

十、 如有操作疑問，請洽綜合業務組 26328001-11120 吳小姐。

正本：本校全體專、兼任教師
副本：教務處、綜合業務組、各學系秘書

教務長 鄭志文

課程綱要填寫及相關欄位設定注意事項：

一、課綱撰寫請連線至靜宜大學首頁填寫課程綱要，操作說明如(附件)。

二、「課程簡介」，由學系(中心、室)課程委員會填寫，除『前置課程』、『延伸課程』、『備註』等欄位之外，其餘各欄務必填寫，方完成上傳。

　　合授科目需委請系秘書代為設定撰寫課綱教師，請老師於撰寫課綱時，於『各週授課進度備註欄』載明合授教師上課週次，以利學生週知。

三、教師如於期初透過『課程審查輸入平台』已完成 112 學年度第 1 學期課綱輸入之科目，系統將自動轉至 112 學年度第 1 學期課程綱要新增修改系統對應欄位資料，例如『具體教學目標』、『各週授課進度與內容』等，請老師檢視各欄位資料是否齊全，再依需要逕行修改。

四、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；請系秘書轉知外籍教師。

五、因應智慧財產權調查，課程綱要『自編教材』一欄，如尊座使用之教科書為個人自編(或與他人合著)且經出版者，請於本欄設定。

六、為了解本校各類課程之教學內容是否涵蓋或融入性別平等、智慧財產權、以及永續環境等議題，敬請教師勾選符合相關定義之課程。

七、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。

八、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。

Providence University Office of Academic Affairs Announcement

To: All Faculty Members (Fulltime and Part-time)
Date: May 17, 2023
Ref. No.: Jing-Jiao-Jung No. 11200040
Priority: Regular
Classification: Regular
Attachments: <u>Operation Instructions for Course Syllabus System</u>

Subject: The Course Outlines and Instruction Language Setting Online for 2023-24AY 1ˢᵗ Semester

Descriptions:

1. **Effective 2023-24AY 1ˢᵗ Semester, a trial 16+2 weeks of teaching is enacted. The 17th and 18th weeks are considered the "+2" weeks (for innovative teaching) and scheduled as non-classroom activity weeks, which can be conducted early during the 16 weeks (non-class hours) or conducted during in the 17th and 18th weeks. Faculties are encouraged to plan ahead innovative and creative teaching and class forms. Please record the dates, methods, and evaluation of the +2 weeks activities in the syllabus of the 17th and 18th weeks. Please also keep the teaching records of the 2 weeks (sign-in sheet, video and photos of the days, video screenshots, work submission records, or other supporting documents).**

2. Effective today, the system for course outlines upload of the 2023-1 will be open till **Tuesday, August 1, 2023** to facilitate the course registration by students. All faculties are requested to abide by the date and upload operation. (The system will be open 24-hour a day during the upload period.)

3. <u>**In line with the policy of internationalization, it is required to publish both Chinese and English versions of course outlines for international recruitment. Faculties are requested to kindly provide the necessary information. Please note: Failed to complete the upload the Chinese and English versions by schedule will result in the overdue record by the system.**</u>

4. **To meet the needs of external surveys, a new SDGs indicator survey (required) is added. Faculties are requested to kindly provide the information needed.**

5. The preliminary course registration for 2023-1 will begin on May 23. According to the feedback of students at the teacher-student forum, students need to check the course outlines of each subject online during the course registration period. Teachers are requested to cooperate and fill in the information in each column and provide complete information for students' reference. Please refer to the attached notice for the course outline and related field settings.

6. **IMPORTANT! In accordance with the Regulations on Course Offering, after the two-stage preliminary course registration at the end of the previous semester, if the number of students registered for a course does not reach 60% of the course offering standard, the course will be canceled.**

7. For any special class rules, the faculties are required to state them clearly in their course outlines so that students can abide by the rules.

8. Please upload the course syllabus before deadline. Teachers could check the status of the course syllabus by going to e-portfolio → teaching → course syllabus. Any overdue will be recorded in the teacher's personal e-portfolio. Please make sure to upload the outline on time.

9. **The course outlines platform is public information. Please fill in the information correctly.**

10. For any question in system operation, please contact the case officer Ms. Wu at the Div. of R&C at 26328001 ext. 11120.

Original: All Faculty Members (Fulltime and Part-time)
Copies: Office of Study, Div. of R&C, Secretaries of all departments

PROVOST *Chih-Wen Cheng*

Notes for filling out the course outlines and setting related fields :

1. To upload the curriculum, please connect to the homepage of Providence University and fill in the course outline. Instructions for operation can be found in the attachment.

2. The "Course Profile" is to be filled out **by the respective Department Curriculum Committee**. Except for the fields of Prerequisites, Extended Course, and Remarks, all other fields must be filled in before uploading is completed.
For the co-teaching subjects, the secretary of the department should be entrusted to set the teacher for preparing the outlines. Please specifically indicate the weekly co-teaching teachers in the weekly schedule for students' reference.

3. If the teacher has completed the input of the syllabus for the 2023-24AY 1st Semester through the Course Review Input Platform at the beginning of the term, **the system will automatically transfer to the syllabus for the term to add and modify the corresponding field information in the system**; for example, "Specific teaching objectives", "teaching progress and weekly content", etc. Please check whether the information in each field is complete and then modify it as needed.

4. If the "Language used in class" is a language other than Chinese, please select the language category; please set in this field the main textbook language used. The respective secretaries are requested to refer these to the foreign faculties.

5. **In response to intellectual property investigations, in the column of "self-editing teaching materials) in the course outlines, if the textbooks used are self-edited (or co-authored with others) and published, please set it in this column.**

6. **To understand whether the teaching content of courses covers or incorporates issues such as gender equality, intellectual property rights, and sustainable environment, teachers are requested to select courses that meet the relevant definitions.**

7. **The regulations for deducting points for absences from classes should be detailed in the "Grading Methods and Ratio" section of the course outline."**

8. **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.**