

靜宜大學教務處 通知

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受文者：暑修下期各授課教師

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附 件：附件一-[列印教師授課時間表注意事項](#)、附件二-[修課名單查詢及列印說明](#)、附件三-[教師課程點名作業系統操作說明](#)

主 旨：本校 111 學年度暑修下期各課程教師授課時間表相關事宜，敬請查照。

說 明：

- 一、111 學年度暑修下期授課期間：112 年 7 月 31 日至 9 月 1 日(各課程排課 5 週)，均為實體上課。
- 二、各授課教師「暑期授課表」請登入 e-校園服務網→各類系統功能→教務→「教師授課時間表」列印，相關操作步驟請詳閱[附件一](#)。
- 三、「學生點名計分單」煩請於 8 月 7 日後上網列印。操作步驟：登入 e 校園服務網→教務→「點名計分單」；臨時修習學生名單，7 月 31 日後即可登入 e 校園服務網→教務→「各學期修習學生名單」功能中先行列印，列印步驟煩請參閱[附件二](#)。
- 四、煩請確實點名詳對名單，如修習學生與點名計分單所載不符者，請惠填「勘誤表」(進入系統點名計分單旁)，並於 8 月 14 日前擲回綜合業務組。
- 五、請利用 e 校園服務網「課程點名系統」進行學生線上點名，各班課程每週至少點名二次，以利查核，操作手冊如[附件三](#)。
- 六、請配合五週教學進度上課，切勿縮短課程或提前結束，以維教學品質與學習成效。
- 七、暑期「期中考」於第三週舉行，「期末考」則於第五週最後兩節課舉行，請轉知修習學生週知，期中(末)考採隨堂考試，並由授課教師親自監試。
- 八、本校學則已刪除學生扣考相關規定，針對學生出缺席課程情形，請教師反映於學生該科成績。
- 九、各課程之講義、教材，請利用本校教學平台供學生閱讀或下載，並配合教學進度上傳資料。
 - (一)玩課雲：登入「e 校園服務網」→「多元教與學」→「玩課雲(Wow Class)」→操作手冊請參照「首頁右上方？幫助符號」。
 - (二)網路學園：登入「e 校園服務網」→「各類系統功能」→「教務」→「[e-learning]教材上傳暨課程討論」→進入「elearning」系統(請參照網頁[教材上傳使用說明](#))。
- 十、教師使用教材及講義請參閱「智慧財產權」相關規定，並請轉知學生不得非法影印、重製他人著作，以免觸法；著作合理使用範圍及資訊，請參閱[靜宜大學保護智慧財產權宣導網站](#)。
- 十一、其他有關教師請假調課及補課，以及學生請假等事宜，請參閱本校相關規定辦理。
- 十二、暑期行政上班時間及業務聯絡：
 - (一)07/01 至 08/31 止，每週上班四日(週一至週四)，每日 9 點至 16 點，中午 12 點休息 1 小時。
 - (二)09/01 起恢復週一至週五，每日 08:00~17:00。

正本：暑修下期各授課教師

副本：各學院(系、所、中心、室、學位學程)、職涯發展暨產業促進處、國際暨兩岸事務處、教務處、綜合業務組、教學資源中心、網路系統組

教務長

鄭志文

Providence University Office of Academic Affairs Notice

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To: Faculty of Summer Session Term 2

Date: July 24, 2023

Ref. No.: Jing-Jiao-Jung No. 11200050

Priority: Regular

Classification: Regular

Attachments: 1. [Notice on printing faculty class schedule](#); 2. [Enquiry and printout of student class enrollment list](#); 3. [Instructions on faculty roll call system](#)

Subject: All courses in 2022-23AY Summer Sessions Term 2; faculty class schedule

Descriptions:

1. The period of 2022-23AY Summer Sessions Term 2: July 31 – September 1, 2023 (5-week classes for all subjects).
2. For the respective faculty's Summer Course Schedule, please log on to e-Campus → Systems → Academics → Faculty Class Schedule. Please refer to [Attachment 1](#) for detail instructions.
3. For Students Roll Call List, please make the printout online after **August 7**. To operate: Log on to e-Campus → Academics → Roll Call List. To print the temporary RC List, after **July 31**, log on to e-Campus → Academics → Student Roll Call List for the current semester. Refer to [Attachment 2](#) for print instructions.
4. Please be sure to take the roll call and check against the list. If the students in your class are not consistent with the list, please fill in the errata form (next to the roll call list) and return it to the Div. of R&C before **August 14**.
5. Please use the "Course Roll Call System" of e-Campus to conduct online roll-calling. Each course should roll-call at least twice per week for verification. The instructions are as [Attachment 3](#).
6. Please follow the 5-week teaching schedule. Do not shorten the course or end it early to maintain teaching quality and learning effectiveness.
7. In Summer Session, the Midterm Exam is scheduled to be conducted in Wee 3, and Final Exam will be held in the last 2 sessions of Week 5. Please make sure students are notified of the exam schedules. The Midterm Exam and Final Exam will be conducted as in-class tests and will be supervised by the respective teachers.
8. The PU Academic Regulations has deleted the provisions for barring students from taking exams. Students' absence should be reflected in their final score of the course.
9. Please make use of the university e-learning platform to upload the handouts and teaching materials for students' reading or downloading.
 - (1) WOW Class: Log into e-Campus Service Multiple Learning Wow Class for operation manual, please follow the "?" mark" on the upper right hand corner of the homepage.
 - (2) e-learning: Log into e-Campus Service All e-Campus Service Academic Affairs e-learning upload and discussion e-learning system (please refer to [the instructions for teaching material upload](#) on the webpage.) °
10. Please refer to the relevant regulations on Intellectual Property Rights for teaching material and handouts. Please also advise students it is illegal to make photocopies or reproduction of others' publications. For the scope and information on using others' publication, please refer to [PU Intellectual Property Rights \(IPRs\)](#).
11. Teachers' leave taking, class rescheduling, and make-up classes, as well as students' leaving taking, are subject to the relevant regulations of the University.
12. Summer Office hours and contacts:
 - (1) 4-day work weeks (Mondays to Thursdays) from July 1 to August 31. The office hours are 09:00-16:00; the office is closed 12:00-13:00.
 - (2) Effective Friday, September 1, regular office hours will resume from 08:00-17:00, Monday to Friday.

Original: Faculty of Summer Session Term 2

Copies: All Colleges (Depts., Institutes, Centers, Offices, Degree Programs); Office of Career Development and Industry Facilitation; OIA; Office of Academic Affairs; Div. of R&C; Teaching and Learning Resource Center; Div. of Network and Systems

Dean of Academic Affairs

Chih-Jen Chang