

靜宜大學教務處 通知

地址：臺中市沙鹿區臺灣大道 7 段 200 號
承辦人：陳淑貞
電子郵件：sjchen@pu.edu.tw
聯絡方式：04-26328001 轉 11116
傳真：04-26321884

受文者：本校全體專、兼任教師

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速別：普通件

密等及解密條件或保密期限：普通

附件：附件一-[靜宜大學「16+2」學期制自主學習活動規劃原則](#)、附件二-[課程綱要填寫及相關欄位設定注意事項](#)、附件三-[教師課程綱要撰寫\(新增與修改\)操作說明](#)

主旨：本校 114 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、本校推行 16+2 週次教學，+2 週次請於 16 週內另擇時間完成(非原上課時段)。原第 17 及 18 週次教學活動視為+2 週次(學生自主學習活動)，以不入教室為原則，請教師規劃符合課程學習內容及目標之自主學習活動(參「靜宜大學「16+2」學期制自主學習活動規劃原則」如附件一)，並請將該+2 週次預計進行之日期、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、114 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 114 年 8 月 4 日(一)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 114 學年度第 1 學期選課預(初)選兩階段作業，即將於 5 月 27 日起開始辦理，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 26328001-11116 陳小姐。

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

Providence University Office of Academic Affairs Announcement

Add.: 200, Sec. 7, Taiwan Boulevard, Shalu, Taichung 433-303, Taiwan

Case Officer: Chen, Shu-Chen

e-mail: sjchen@pu.edu.tw

Phone: 886-4-26328001 ext.11116

To: All Faculty Members (Fulltime and Part-time)

Date: May 21, 2025

Ref. No.: Jing-Jiao-Jung No. 11400038

Priority: Regular

Classification: Regular

Attachments: 1.[Principles for Planning the "16+2" Semester Self-Directed Learning Activities at Providence University](#); 2.[Notes for filling out the course outlines and setting related fields](#); 3.[Operation Instructions for Course Syllabus System](#)

Subject: The Course Outlines and Instruction Language Setting Online for 2025-26AY 1st Semester
Descriptions:

1. **Providence University has adopted the "16+2" semester system, where the "+2" weeks of activities must be completed within the 16-week period outside the regular class schedule. The original 17th and 18th weeks of teaching activities are designated as the "+2" weeks for student self-directed learning activities, and classroom-based instruction during these weeks should be avoided. Faculty are requested to design self-directed learning activities that align with the course content and objectives, in accordance with the " Principles for Planning the "16+2" Semester Self-Directed Learning Activities at Providence University " (see attachment 1). Please include the planned dates, methods, and evaluation criteria for the "+2" weeks in the syllabus for the 17th and 18th weeks. Additionally, faculty are required to retain teaching records for the "+2" weeks, such as attendance logs, recordings, photographs, screenshots of virtual sessions, records of submitted work, or other verifiable documentation.**
2. **Effective today, the system for course outlines upload of the 2025-1 will be open till Monday, August 4, 2025** 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. **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.
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 2025-1 will begin on May 27. 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. Chen at the Div. of R&C at 26328001 ext. 11116.

Original: All Faculty Members (Fulltime and Part-time)

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

Dean of Academic Affairs



靜宜大學「16+2」學期制自主學習活動規劃原則

1、推動目標

靜宜大學推動「16+2」學期制的主要目的是為了與國際主流學制接軌、鼓勵教師發展創新教學型態、提升學生自主學習能力、並為學生創造更多元的學習機會與模式。

2、學期定義

「16+2」學期制為 16 週次的正式課程結合 2 週次的學生自主學習活動(非傳統課室教學)。在「+2」週次內，學生應進行由教師規劃之學習計劃或課程相關活動，從而深化或延伸課程學習內容。

3、時間安排

學生自主學習活動應靈活安排於 16 週正式課程期間內完成，教師可根據課程進度和學習需求，合理安排自主學習活動時間。

4、自主學習活動設計原則

(1)、學生自主學習活動之規劃，應以提升學生學習動機、課程參與度、以及促進深度學習為目標。

(2)、學生自主學習活動之規劃，應與課程學習內容及目標緊密結合。

(3)、教師在設計活動時，應明確向學生說明該活動與課程學習成果間的必要性與關聯性，確保學生理解並認同自主學習活動的價值。

(4)、學生自主學習活動不應被設計為考試、報告或課堂作業的替代方案；課程的作業和考核活動應安排於正式課程中進行。

(5)、學生實施自主學習活動，應有學習活動紀錄或相關學習過程證明作為學習成果的檢視依據以供教師查核，但教師可自主決定是否納入學期成績之計算。

教學發展中心 2024/12/04

Principles for Planning the "16+2" Semester Self-Directed Learning Activities at Providence University

1. Objectives

The primary objectives of implementing the "16+2" semester system at Providence University are to align with international academic calendar standards, encourage faculty to develop innovative teaching approaches, enhance students' self-directed learning capabilities, and create diverse learning opportunities and models for students.

2. Semester Definition

The "16+2" semester system consists of 16 weeks of formal coursework combined with 2 weeks of student self-directed learning activities (non-traditional classroom instruction). During the "+2" weeks, students are expected to engage in learning plans or course-related activities designed by instructors, thereby deepening or extending the course content.

3. Scheduling

Student self-directed learning activities should be flexibly integrated and completed within the 16 weeks of formal coursework. Instructors may reasonably schedule these activities based on course progress and learning needs.

4. Principles for Designing Self-Directed Learning Activities

(1) The planning of student self-directed learning activities should aim to enhance students' motivation, course engagement, and facilitate deep learning.

(2) The activities should be closely aligned with the course content and objectives.

(3) Instructors should clearly explain the necessity and relevance of these activities to course learning outcomes, ensuring that students understand and recognize their value.

(4) Self-directed learning activities should not be designed as substitutes for exams, reports, or classroom assignments; assignments and assessments for the course should be conducted during the formal coursework period.

(5) Students should maintain records or provide documentation of their learning activities as evidence for review of learning outcomes. However, instructors have the discretion to decide whether these activities contribute to the semester's final grade.

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，操作說明如附件三。
- 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 114 學年度第 1 學期課綱輸入之科目，系統將自動轉至 114 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、『自編教材』係指教師依據課程目標、學生需求及教學情境，自主設計、改編或整合的各類教學資源。自編教材不限於完全原創，可包括教師自行製作的講義、習題、投影片、影音素材等，或將現有資源（如開放教育資源、書籍、網路資料等）進行改編、整合或重新詮釋後的教學材料。凡經教師專業設計或調整，且能有效支持課程學習目標的教材，皆可視為自編教材。
- 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。

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 3 .
2. **The “Course Description” 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 2025-26AY 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, “Course Objectives”, “Course Syllabus and Teaching 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. 『**Self-developed teaching materials**』 refer to various instructional resources independently designed, adapted, or integrated by teachers based on course objectives, student needs, and teaching contexts. These materials are not limited to entirely original works and may include handouts, exercises, slides, audiovisual materials, or other resources created by teachers, or existing resources (such as open educational resources, books, or online materials) that have been adapted, integrated, or reinterpreted. Any teaching materials professionally designed or adjusted by teachers to effectively support course learning objectives are considered self-developed.
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.