

「國立中山大學教學績優教師」工學院遴選要點

Guidelines on Selecting Prominent Faculty in Teaching in the College of Engineering

100 年 4 月 15 日 99 學年度第 4 次院務會議通過
100 年 4 月 21 日 99 學年度第 1 次臨時教務會議核備
101 年 1 月 11 日 100 學年度第 2 次院務會議通過
101 年 3 月 19 日 第 131 次教務會議核備
102 年 3 月 5 日 101 學年度第 2 次院務會議通過
102 年 3 月 18 日 第 135 次教務會議核備
102 年 5 月 29 日 101 學年度第 3 次院務會議通過
102 年 10 月 14 日 第 137 次教務會議核備
103 年 3 月 6 日 102 學年度第 3 次院務會議通過
103 年 3 月 20 日 第 139 次教務會議核備
105 年 2 月 25 日 104 學年度第 3 次院務會議通過
105 年 3 月 17 日 第 147 次教務會議核備
109 年 2 月 24 日 108 學年度第 4 次臨時院務會議通過
109 年 3 月 11 日 第 163 次教務會議核備
110 年 2 月 19 日 109 學年度第 1 次院務會議通過
110 年 3 月 19 日 第 167 次教務會議核備
111 年 2 月 24 日 110 學年度第 3 次院務會議通過
111 年 3 月 15 日 第 171 次教務會議核備
112 年 2 月 24 日 111 學年度第 3 次院務會議通過
112 年 3 月 13 日 第 175 次教務會議核備

Approved at the 175th Academic Affairs Council meeting on March 13, 2023

- 一、為獎勵教師教學優良表現，依據本校「延攬及留住大專校院特殊優秀人才原則」與「延攬及留住大專校院特殊優秀人才實施規範」，特制訂「國立中山大學教學績優教師」工學院遴選要點。（以下簡稱本要點）
 - I. These guidelines are formulated in accordance with the University's *Principles for the Recruitment and Retention of Outstanding Faculty* and *Regulations for the Implementation of Recruitment and Retention of Outstanding Faculty*, to recognize the faculty in the College of Engineering (hereinafter referred to as the "College") for their outstanding performance in teaching.
- 二、教學績優教師遴選委員會，院長為當然委員並擔任召集人，遴選委員會由本院各系所各推選一名教授，另由院長聘請其他學院（含西灣學院、研究學院）曾獲本校「教學特聘教授（教學傑出獎）」、「傑出教學獎」、「教學績優獎」或「優良教學獎」之教師至少三名共同組成之。
 - II. The dean of the College, as the ex officio member, shall be the convener of the Committee for Selecting Prominent Faculty in Teaching (hereinafter referred to as the "Committee"), which consists of one professor from individual departments/institutes in the College and at least three dean-appointed representatives from other colleges who won the University's Distinguished Professor in teaching, Outstanding Faculty in teaching, or Prominent Faculty in teaching.

三、申請本要點獎勵之教師，需符合「國立中山大學教師學術倫理實施方案」規定外，其基本資格如下：

III. Faculty meeting the following criteria shall be the candidates for Prominent Faculty in teaching, provided they comply with provisions stipulated in the University's *Faculty Academic Ethics Implementation Plan*.

(一) 教學成效基本資格，須符合下列條件之一：

(1) Faculty's teaching performance shall meet one of the following requirements:

1. 前一學年度授課課程中至少一門曾獲校長頒給之「優良課程」獎勵狀。

i. at least one of the courses offered in the previous academic year being issued an "Outstanding Course" certificate by the President

2. 前一學年度授課課程之「教學意見調查」平均滿意度高於本院平均滿意度。

ii. the average score of the teaching survey on the courses offered in the previous academic year surpassing that of the College

3. 前一學年度「畢業生對系所與任課教師滿意度問卷」之教師教學滿意度平均分數高於本院平均滿意度。

iii. the average score of the Survey on the Satisfaction of the Graduating Class on the Department/Institute and Faculty in the previous academic year surpassing that of the College

4. 長期對教學相關工作認真投入，並有具體事實經系（所、教育中心、學位學程）或教務處提院（含西灣學院、研究學院）「教學績優教師遴選委員會」審查通過者。

iv. demonstrating a long-term commitment to teaching with tangible evidence, recommended by their affiliated unit or the Office of Academic Affairs (OAA) and approved by the Committee

(二) 授課及服務基本資格，須符合下列條件之一：

(2) Faculty's course offering and services shall meet one of the following requirements:

1. 前一學年度教授西灣學院課程至少一門（合授教師三人以下）或一學年合計一學分以上。

i. offering at least one course in the Si Wan College (with less than three teaching faculty members for a jointly-lectured course) or multiple

courses with the accumulated credit of at least one in the previous academic year

2. 前一學年度教授大學部必修課程至少一門。

ii. offering at least one undergraduate course in the previous academic year

3. 前一學年度教授全英語授課課程至少一門。

iii. offering at least one EMI course in the previous academic year

4. 前一學年度通過教育部數位學習課程認證。

iv. passing the MOE accreditation of digital course in the previous academic year

5. 講授類及必修實驗類之三年平均教學當量達本院專任教師平均數以上。授課當量之計算，教師休假之學期數免予計算，兼任行政職務者，減授時數得予扣除。

v. the average teaching equivalent of lecturing and mandatory lab courses over the past three years being above that of the faculty within the manning quota in the College (Note: The number of semesters on leave or reduced teaching hours due to a concurrent administrative position shall be not deducted from the calculation of teaching equivalent.)

(三) 學院基本資格，須符合下列各項條件：

(3) Faculty in the College shall meet the following requirements:

1. 於本校任教滿三年（含）以上之專任教授、副教授、助理教授、講師及約聘教師。

i. being a full-time professor, associate professor, assistant professor, lecturer within or beyond the manning quota, and teaching at the University for at least three years

2. 專任教師申請時前一學年度之授課時數需達本校「教師授課鐘點核計準則」規定。約聘教師之授課時數應達該職級專任教師基本授課時數規定。

ii. the teaching hours of full-time faculty in the previous academic year meeting the requirements stipulated in the University's *Guidelines on the Calculation of Hourly Pay for Faculty Members*, and those of contract-employed faculty meeting the requirements corresponding to the equivalent rank of faculty within the manning quota

3. 前二學年度教授全英語授課課程至少一門，或參與本校教師 EMI 培訓計畫至少二場次（須包含至少一次教學演示或教學觀課）。

- iii. offering at least one EMI course within the previous two academic years, or participating in at least two sessions of the University's EMI workshops (including one session of teaching demonstration or class observation)
- 4. 講授類及必修實驗類之三年平均教學當量達各系所專任教師平均教學當量之百分之五十以上者。授課當量之計算，教師休假之學期數免予計算，兼任行政職務者，減授時數得予扣除。
- iv. the average teaching equivalent of lecturing and mandatory lab courses over the past three years exceeding 50% of the average teaching equivalent of the faculty within the manning quota in their affiliated unit (Note: The number of semesters on leave or reduced teaching hours due to a concurrent administrative position shall be deducted from the calculation of teaching equivalent.)

前項第一款第一至三目、第二款第一至三目及第三款第二目及第三目，教師休假及懷孕、分娩、育嬰法定給假之學期數得回溯計算。

For Items 1 to 3 of Subparagraph 1, Items 1 to 3 of Subparagraph 2, Item 2 and 3 of Subparagraph 3 in the preceding Paragraph, the number of semesters during which the faculty are on leave or statutory leave for pregnancy, childbirth leave, and childcare shall be factored into calculation.

- 四、教學績優教師獎勵以一年為一期，另由校長頒發獎狀乙紙。教師於兩年內至多獲獎一次。
- IV. The prize term shall be one year, with an award certificate presented by the President; the award shall be granted only once within two years.
- 五、符合基本資格並有意申請之教師，應填具「國立中山大學教學績優教師」工學院申請表向本院申請。
- V. Eligible faculty who intend to apply shall complete and submit the "Application Form for Prominent Faculty in Teaching" to the College.
- 六、教學績優教師遴選委員會會議之召開須有三分之二（含）以上之遴選委員出席始可開會審議，遴選委員不得委任他人代理。獲獎教師須經出席委員三分之二（含）以上贊成始得通過。
- VI. The Committee shall be convened with at least two-thirds of members attending and no proxy designated. The selection shall be approved with at least two-thirds of attendees in favor.
- 七、本院教學績優教師之遴選依本要點及教務處公告時程辦理，並由「教學績優教師遴選委員會」參考教學成果、教學歷程檔案、教學錄播等遴選標準完成遴選產生「教學績優教師」推薦名單（以本院專任教師（含約聘教師）

人數百分之十為上限)，排序後送教務處。並得於排序前百分之三十之獲選教師名單內，推薦教師參加當年度教學傑出獎教師之遴選。

VII. The selection shall be conducted in accordance with the guidelines herein and the timeframe announced by the OAA. The Committee shall rank the applicants based on their teaching outcomes, portfolios, and multimedia records, and then shall recommend at most 10% of the number of full-time faculty in the College to the OAA. Additionally, the top 30% on the list may be recommended for the annual selection of the University's Outstanding Faculty in teaching.

八、本要點如有未盡事宜，悉依有關法令及本校相關規定辦理。

VIII. Matters not covered in these guidelines shall be handled in accordance with relevant laws and the University's relevant regulations.

九、本要點經院務會議通過，教務會議核備後實施，修正時亦同。

IX. These guidelines are approved by the College Council and the Academic Affairs Council before implementation. Amendments to these guidelines shall follow the same procedure.

「國立中山大學教學績優教師」工學院 學年度申請表
Application Form for Prominent Faculty in Teaching in
the College of Engineering
20__-20__ Academic Year

※ 申請資格檢核表：
Criteria Checklist:

系所名稱 affiliated unit		職稱 professional title	教師姓名 name	教學年資 seniority
				本校： 年； 外校： 年； 合計： 年 • at the University: years • at other universities: years • total: years
項目 criteria	教師 勾選 checked by the applicant	系所 審核 approved by the affiliated unit	須符合下列條件之一 meeting at least one of the following requirements:	
1. teaching performance 一、教學成效基本資格	☐ 符合 yes	☐ 符合 yes	(一) 前一學年度授課課程中至少一門曾獲校長頒給之「優良課程」獎勵狀。 (1) at least one of the courses offered in the previous academic year being issued an “Outstanding Course” certificate by the President	
	☐ 符合 yes	☐ 符合 yes	(二) 前一學年度授課課程之「教學意見調查」平均滿意度高於本院平均滿意度。 (2) the average score of the teaching survey on the courses offered in the previous academic year surpassing that of the College	
	☐ 符合 yes	☐ 符合 yes	(三) 前一學年度「畢業生對系所與任課教師滿意度問卷」之教師教學滿意度平均分數高於本院平均滿意度。 (3) the average score of the Survey on the Satisfaction of the Graduating Class on the Department/Institute and Faculty in the previous academic year surpassing that of the College	
	☐ 符合 yes	☐ 符合 yes	(四) 長期對教學相關工作認真投入，並有具體事實經系(所、教育中心、學位學程)或教務處提院(含西灣學院、研究學院)「教學績優教師遴選委員會」審查通過者。	

			(4) demonstrating a long-term commitment to teaching with tangible evidence, recommended by their affiliated unit or the Office of Academic Affairs (OAA) and approved by the Committee
項目 criteria	教師 勾選 checked by the applicant	系所 審核 approved by the affiliated unit	須符合下列條件之一 meeting at least one of the following requirements:
2. course offering and services 二、授課及服務資本資格	☐ 符合 yes	☐ 符合 yes	(一) 前一學年度教授西灣學院課程至少一門(合授教師三人以下) 或一學年合計一學分以上。 (1) offering at least one course in the Si Wan College (with less than three teaching faculty members for a jointly-lectured course) or multiple courses with the accumulated credit of at least one in the previous academic year
	☐ 符合 yes	☐ 符合 yes	(二) 前一學年度教授大學部必修課程至少一門。 (2) offering at least one undergraduate course in the previous academic year
	☐ 符合 yes	☐ 符合 yes	(三) 前一學年度教授全英語授課課程至少一門。 (3) offering at least one EMI course in the previous academic year
	☐ 符合 yes	☐ 符合 yes	(四) 前一學年度通過教育部數位學習課程認證。 (4) passing the MOE accreditation of digital course in the previous academic year
	☐ 符合 yes	☐ 符合 yes	(五) 講授類及必修實驗類之三年平均教學當量達本院專任教師平均數以上。授課當量之計算, 教師休假之學期數免予計算, 兼任行政職務者, 減授時數得予扣除。 (5) the average teaching equivalent of lecturing and mandatory lab courses over the past three years being above that of the faculty within the manning quota in the College (Note: The number of semesters on leave or reduced teaching hours due to a concurrent administrative position shall be not deducted from the calculation of teaching equivalent.)
項目 criteria	教師 勾選 checked by the applicant	系所 審核 approved by the affiliated unit	須符合下列各項條件 meeting all the following requirements:

3. the requirements stipulated by the College 三、學院基本資格	☐ 符合 yes	☐ 符合 yes	(一) 於本校任教滿三年(含)以上之專任教授、副教授、助理教授、講師及約聘教師。 (1) being a full-time professor, associate professor, assistant professor, lecturer (including contract-employed faculty), and teaching at the University for at least three years
	☐ 符合 yes	☐ 符合 yes	(二) 專任教師申請時前一學年度之授課時數需達本校「教師授課鐘點核計準則」規定。約聘教師之授課時數應達該職級專任教師基本授課時數規定。 (2) the teaching hours of full-time faculty in the previous academic year meeting the requirements stipulated in the University's <i>Guidelines on the Calculation of Hourly Pay for Faculty Members</i> , and those of contract-employed faculty meeting the requirements corresponding to the equivalent rank of faculty within the manning quota
	☐ 符合 yes	☐ 符合 yes	(三) 前二學年度教授全英語授課課程至少一門，或參與本校教師EMI培訓計畫至少二場次(須包含至少一次教學演示或教學觀課)。 (3) offering at least one EMI course within the previous two academic years, or participating in at least two sessions of the University's EMI workshops (including one session of teaching demonstration or class observation)
	☐ 符合 yes	☐ 符合 yes	(四) 講授類及必修實驗類之三年平均教學當量達各系所專任教師平均教學當量之百分之五十以上者。授課當量之計算，教師休假之學期數免予計算，兼任行政職務者，減授時數得予扣除。 (4) the average teaching equivalent of lecturing and mandatory lab courses over the past three years exceeding 50% of the average teaching equivalent of the faculty within the manning quota in their affiliated unit (Note: The number of semesters on leave or reduced teaching hours due to a concurrent administrative position shall be not deducted from the calculation of teaching equivalent.)
項目 criteria	教師 勾選 checked by the applicant	系所審核 approved by the affiliated unit	須符合下列各項條件 meeting all of the following conditions

4. relevant awards in the past 四、前次獲獎年度	☐ 符合 yes	☐ 符合 yes	(一) 教學績優教師於兩年內至多獲獎一次。【前一學年度獲教學績優教師不得申請】 (1) received Prominent Faculty in teaching at most once every two years
	☐ 符合 yes	☐ 符合 yes	(二) 特聘教授及傑出教師(教學類)於三年內至多獲教學類獎項一次。【前兩學年度獲教學傑出獎教師不得申請】 (2) received Distinguished Professor or Outstanding Faculty (in teaching) at most once every three years

申請教師簽名：

Applicant's signature:

系所主管簽章：

Chair's signature:

系所檢核人員簽章：

Staff's signature:

壹、推薦表

I. Recommendation Form

姓名 name		職稱 professional title		系所 affiliated unit	
教學傑出事蹟（以一頁為限） remarkable teaching achievements (within 1 page)					

貳、審查參考資料

II. Reference for Review

一、教學成果

1. Teaching Performance

(一) 教學年資

(1) seniority

本校到職日 start date of employment	本校教學年資（年） seniority at the University (year)	任現職年月 start date of current rank

(二) 教學參與

(2) teaching hours/equivalent, courses offered, and other achievements

1. 授課時數

i. teaching hours

學期 Fall/Spring semester	實際時數 actual hours	減免時數【原因】 reduced hours (reasons)	合計 total
平均數 average			

2. 教學當量

ii. teaching equivalent

(1) 講授及必修實驗類

(a) lecturing and mandatory lab courses

學期 Fall/ Spring semester	講授類、必修實驗類學期當量 teaching equivalent of the lecturing and mandatory lab courses	系所平均 average of the affiliated unit	院平均 average of the College	校平均 average of the University
平均當量 average				

(2)支援西灣學院通識課程教師當量

(b)general education courses for Si Wan College

學期 Fall/ Spring semester	支援通識課程（講授類）/當量 name of the lecturing course / teaching equivalent	系平均 average of the affiliated unit	院平均 average of the College
平均當量 average			

3. 開課情形

iii. courses offered

學期 Fall/ Spring semester	系所必修科目名稱 name of the required course in the affiliated unit	學制 program (bachelors' / master's/ doctoral degree)	課程 類別 type of the course	修課人數 number of students

學期 Fall/ Spring semester	通識課程名稱 name of the general education course	系所別 department/institute	課程類別 type of the course	修課人數 number of students

學期 Fall/ Spring semester	全英語授課課程名稱 name of the EMI course	系所別 department/institute	課程類別 type of the course	修課人數 number of students

4. 數位學習課程開課情形

iv. digital courses offered

學期 Fall/ Spring semester	獲教育部數位學習教材及課程認證課程名稱 name of the e-learning materials and course accredited by the MOE	修課人數 number of students

學期 Fall/ Spring semester	開設本校數位課程名稱 name of the digital course offered at the University	修課人數 number of students

學期 Fall/ Spring semester	國際合作 EMI 數位課程名稱 name of the EMI digital courses through international collaboration	修課人數 number of students

5. 教師三年內教學參與相關事蹟

v. relevant achievements over the past three years

年度 year	項目 details

【資料來源：(1)申請通過卓越教學計畫與高教深耕創新教學課程、(2)擔任學分學程負責人、(3)擔任共學群主持人、(4)開設微學分課程】

【Reference:

- a. conducting the MOE Teaching Excellence Project & Teaching Innovation Project (Higher Education SPROUT Project)
- b. serving as a course module coordinator
- c. serving as a principal investigator of a Collaborative Learning Practice Project
- d. offering a micro-credit course】

6. 擔任教育部相關計畫主持人

vi. serving as a principal investigator of an MOE project

年度 year	項目 name of the project

【資料來源：(1)擔任教育部教學實踐研究計畫主持人、(2)擔任教育部教學改進計畫主持人】

【Reference:

- a. the MOE Teaching Practice Research Program
- b. the MOE Teaching Advancement Project】

7. 教師教學專業成長

vii. faculty teaching enhancement initiatives

年度 year	項目 details

【資料來源：(1)教學觀課、(2)教師研習及工作坊參與情形、(3)擔任教學研習、工作坊、教學觀摩等教學活動主講人(含 EMI)、(4)教師教學貢獻、(5)擔任教師社群召集人、(6)教師 EMI 培訓參與情形】

【Reference:

- a. participating in class observation
- b. participating in seminars and workshops for faculty
- c. serving as a lecturer of teaching seminars and workshops, or offering model sessions for faculty (including EMI courses)
- d. teaching contribution
- e. serving as a convener of a faculty community
- f. participating in EMI workshops】

(三) 教學成效

(3) teaching effectiveness

1. 教師三年內之教學意見調查滿意度

i. scores of teaching surveys over the past three years

學期 Fall/Spring semester	教師教學意見調查分數 score of the teaching survey	教師所屬學院 教學意見調查 平均分數 average score of the College

2. 教師三年內之畢業生離校問卷調查滿意度資料 (與本校用詞一致為妥: 畢業生對系所與任課教師滿意度問卷)

ii. score of the Survey on the Satisfaction of the Graduating Class with the Department/Institute and Faculty over the past three years

學期 Fall/Spring semester	教師畢業生離校問卷調查滿意度 score of the Survey on the Satisfaction of the Graduating Class with the Department/Institute and Faculty	教師所屬學院 畢業生離校問卷調查滿意度 平均分數 average score of the College

3. 教師三年內教學榮譽事蹟

iii. teaching honor over the past three years

年度	教學榮譽事蹟
----	--------

year	teaching honor

【資料來源：(1)教育部師鐸獎、(2)教育部全國傑出通識教育教師獎、(3)教學實踐研究計畫績優教師、(4)本校教學傑出獎、(5)本校教學績優教師】

【Reference:

- a. the MOE Excellent Teacher Award
- b. the MOE Distinguished Award for General Education Teachers
- c. the University's Prominent Faculty in the MOE Teaching Practice Research Program
- d. the University's Outstanding Faculty in teaching
- e. the University's Prominent Faculty in teaching】

4. 教師三年內獲本校優良課程榮譽

iv. the University's Outstanding Course over the past three years

年度 Year	教學優良課程 course name

【資料來源：本校優良課程】

【Reference: the University's Outstanding Course

5. 教師三年內獲本校全英語授課課程獎勵

v. rewards for offering EMI courses over the past three years

年度 year	全英語授課課程獎勵 name of the EMI course

【資料來源：本校全英語授課課程獎勵】

【Reference: rewards for offering EMI courses】

(四) 校外教學服務

(3) external teaching services

年度 year	微課程/多元選修 name of the micro-course or multiple elective

【資料來源：開設高中微課程或多元選修課程】

【Reference: offering micro-courses or multiple electives at high schools】

(五) 學術倫理課程研習證明(教師自行填寫檢附)

(4) certificates for attending academic ethics courses (provided by the applicant)

研習日期 date	研習主題 topic	辦理單位 organizer

註：依本校「延攬及留住大專校院特殊優秀人才實施規範」，教師於申請本法各項獎勵時，需依「國立中山大學教師學術倫理實施方案」檢具近三年內參加學術倫理課程講習證明。

Note: In accordance with the University's *Regulations for the Implementation of Recruitment and Retention of Outstanding Faculty*, applicants for the awards herein shall submit a certificate of attending the academic ethics courses within the past three years, as stipulated in *Faculty Academic Ethics Implementation Plan*.

二、教師教學歷程檔案

2. Teaching Portfolio

教師姓名 name		
網址* website*		
評量項目** assessment**	項目 items	評量標準 criteria
	完整性 completeness	教學歷程檔案建置完整 The teaching portfolio is complete.
		提供資料足以據此判斷教學品質 Sufficient materials are provided for assessing the teaching quality.
	一致性 consistency	教學理念、教學目標、教學策略與方法具一致性 Teaching philosophy, objectives, strategies, and methods are consistent with one another.
		所提供之教學大綱、測驗考卷、投影片、教材等資料，能夠支持教學理念與教學目標 The provided syllabi, examination papers, teaching slides and materials align with the teaching philosophy and objectives.
	可信度與可靠性 credibility and reliability	教學歷程檔案中匯聚之證據完善、有具體細節，而非僅僅是片面之詞或抽象籠統說明 The teaching portfolio provides comprehensive proof and concrete details, without one-sidedness and ambiguity.
		教學歷程檔案中包括來自於學生、同儕、教學評量等來源的證據，而且與個人自我評估一致 The teaching portfolio contains proof from students, other faculty, teaching assessment, and others, which is consistent with self-assessment.

	反思與改進 introspection and improvement	在教學理念、教學目標、教學目標與策略、自我成效評估上，顯現出深入周詳的考量與反思。 The teaching philosophy, objectives, strategies, and self-assessment of teaching effectiveness reflect the comprehensive consideration and introspection.
		在教學上的反思能反映在教學的改進努力與具體改善成效之上 The applicant's teaching introspection is reflected on the effort in making improvement with tangible results.
	教學表現 performance	教學歷程檔案顯示出教師於教學上具有優秀表現 The teaching portfolio indicates the applicant's excellence in teaching.
		教學歷程檔案顯示出教師於教學上具創新性、實驗性或其他傑出特色 The teaching portfolio indicates the applicant's innovation, creativity, and other strengths.
教師參與遴選及獲獎期間同意教學歷程檔案資料公開之簽署 The applicant agrees to make the teaching portfolio public during the review and award period.	教師簽名 (教師本人簽章) Applicant's signature:	

註：

Note:

*教師網址請參閱：教學歷程檔案/學經歷/網址

Please visit the aforementioned website for the applicant's teaching portfolio, educational background, and work experience.

**委員審查以教師教學歷程檔案公開資料為主（除教學意見調查及畢業生離校問卷調查結果資料外），教師獲獎期間不得關閉。

The committee members will review the materials in the teaching portfolio (excluding the results of teaching surveys and the Survey on the Satisfaction of the Graduating Class with the Department/Institute and Faculty), and the materials shall be kept available during the award period.

三、本次參加遴選提供之錄播課程(教師自行填寫並檢附錄影課程檔)

3. Multimedia Records of Teaching

(Please complete the form and attach the multimedia records.)

錄製課程名稱 course name		
必選修 required/elective course	☐ 必修 required ☐ 選修 elective	
修課學生人數 number of students		
評量項目 assessment	項目 items	評量標準 criteria
	教學 方法 teaching method	於課程需要強調或關注之處，會變更聲調或節奏來加以強調 The intonation or pace changes for emphasizing important parts during the lecture.
		對於新出現的術語或概念會加以定義與說明 Definitions and descriptions are given to new terms or concepts.
		對於複雜的資訊，會詳細說明或重覆加以解釋 Detailed descriptions or further explanations are given to complex information.
		會舉例來說明課程內容 Examples are given during the lecture.
		教師應用之教學方法，適合該課程屬性 The teaching methodology applied is suitable for the nature of the course.
	師生 互動 faculty- student interaction	教師沒有使學生分心之作為 The behavior of the faculty member does not distract the students.
		教師眼神與學生保持交會 The faculty member maintains eye contact with students.
		會暫時停頓以讓學生提問 The faculty member pauses for questions from students.
		上課步調允許學生及時做筆記 The faculty member gives students adequate time to take notes.
		對於重要觀念，會明確提醒學生加以注意 The faculty member reminds students to pay more attention to important concepts.

教師簽名： (教師本人簽章)

Signature of the applicant:

年 月 日

Date: YYYY/ MM/DD