

## Chapter Five. Guidelines for Certification of Educational Program Service, Learning, and Speech

Approved by the 5<sup>th</sup> Center for Teacher Education General Meeting on November 6, 2008, School Year 97.  
 Approved by the 4<sup>th</sup> Center for Teacher Education General Meeting on November 18, 2010, School Year 99.  
 Approved by the 9<sup>th</sup> Center for Teacher Education General Meeting on May 22, 2014, School Year 102.

### I. Educational Program Speech

#### A. Guidelines for the numbers of type A and type B speeches

1. The number of speech attendance needs to reach 10 sessions. This center categorized speeches into two types: type A and type B. The number of type A speech attendance needs to reach at least 8 sessions.

Type A speeches: To increase students' depth of educational knowledge and abilities (red certification stamp).

Type B speeches: To increase students' breadth of educational knowledge and abilities (red certification stamp).

2. The new regulations apply to students who enroll in the program in School Year 103 and after.

#### B. Guidelines for the certification of type A speeches

1. Methods of certification (by means of proofs):
  - a) Certifications are processed collectively at the end of every semester. Failure to submit the program passport before the deadline will result in the academic division's inability to process certifications for students; a make-up session will not be held.
  - b) Any speech attendance with incomplete certifications caused by operational errors of the academic division may apply for make-up certification at assemblies held at the beginning or end of the semester. Overdue applications will not be processed.
  - c) The attendance to one speech is eligible for the certification of one speech session.

Item	Speech Type	Method of Execution	Method of Certification and Precautions
I.	Type A Speeches		
1	Speeches and events hosted by the Education Center (eg. Start-of-term assemblies, education weeks, and end-of-term assemblies). (As regularly announced by the center).	1. Processed by the Education Center and announced by the center office. 2. Sign in and sign out upon arrival and exit. 3. Certifications will not be granted to attendees who arrive late or leave early after investigations.	1. The participant voluntarily registers his/her passport. 2. The electronic copy of the list of attendees for each session is registered by program staff according to the attendance sheet. 3. The certification is processed at

Item	Speech Type	Method of Execution	Method of Certification and Precautions
			the end of the semester.
2	Events hosted by the Center for Teacher Education (back-to-school counselling for interns, pre-occupational training for teachers and interns, as well as students' innovative teaching and competitiveness enhancement projects for teachers).	<ol style="list-style-type: none"> <li>1. The center office will announce related events and inform the number of certification sessions.</li> <li>2. Sign in and sign out upon arrival and exit.</li> <li>3. Certifications will not be granted to attendees who arrive late or leave early after investigation.</li> </ol>	<ol style="list-style-type: none"> <li>1. The participant voluntarily registers his/her passport.</li> <li>2. The electronic copy of the list of attendees for each session is registered by the center according to the attendance sheet.</li> <li>3. The certification is processed at the end of the semester.</li> </ol>
3	Seminars or other speeches hosted by the Institute of Education.	<ol style="list-style-type: none"> <li>1. Sign in and sign out upon arrival and exit.</li> <li>2. Certifications will not be granted to attendees who arrive late or leave early after investigation.</li> </ol> <p>Notes: Graduate students who attend seminars held by the Institute of Education are not eligible to certify the speech session. This restriction does not apply to speeches jointly hosted with the Education Center.</p>	<ol style="list-style-type: none"> <li>1. The participant voluntarily registers his/her passport.</li> <li>2. The electronic copy of the list of attendees for each session is registered by the center according to the attendance sheet.</li> <li>3. The certification is processed at the end of the semester.</li> </ol>
4	Sun Yat-sen Seminar on general education	<ol style="list-style-type: none"> <li>1. Processed in accordance with the regulations of the Center for General Education. Please also fill in the education program number. Applications without the number will not be processed (please bring your passport to the seminar hall).</li> <li>2. Please bring your passport.</li> </ol>	<ol style="list-style-type: none"> <li>1. The participant voluntarily registers his/her passport.</li> <li>2. The passport is verified on site.</li> <li>3. The certification is processed at the end of the semester.</li> </ol>
5	College Life Camp	<ol style="list-style-type: none"> <li>1. Please register online first. <a href="http://youth.blisswisdom.org/camp/winter/">http://youth.blisswisdom.org/camp/winter/</a></li> <li>2. Applicants need to participate in the full course of the event.</li> </ol>	Upon completion, please submit a summary within three weeks after the university starts, and

Item	Speech Type	Method of Execution	Method of Certification and Precautions
			3. To notify the academic division leader. The leader will check with the organizing committee for the status of participation. 4. Five sessions of type A speech will be recognized for every person who completed step (3).
6	Special openings will be notified by emails.	1. Please remember to sign in and sign out, and fill in the “program number” in the notes column. 2. Please remember to bring the passport to be stamped.	1. The participant voluntarily registers his/her passport. 2. The passport is verified on site. 3. The certification is processed at the end of the semester.

C. Guidelines related to type B speeches (including the speeches by off-campus or other organizations):

1. Methods of certification (by means of proofs):

- a) Applicants for certifications please ask the organizing committee to imprint their unit approval stamp on the passports. For attendees of seminar sessions, please bring the collection of theses, abstracts, or seminar receipts for certification.
- b) The attendance to one speech is eligible for the certification of one speech session. One day of seminar attendance is only eligible for the certification of one session and so forth.
- c) Hsing Tian Kong Humanities Seminar: please bring the program passport for staff on the organizing committee to verify.

2. Certification period (in accordance with end-of-semester availability for certification):

Please bring the required documents to the center within the end-of-semester certification period. Certification will not be granted to overdue applications.

Speech Type	Method of Certification and Precautions
1. Speeches and seminars hosted by departments and institutes in the university	1. Certification will only be granted to the speech and seminar attendance of students from outside the faculty and department. Students within the same faculty and department will not be

	certified. 2. Speeches and seminars hosted by off-campus faculties and departments will not be certified.
2. Seminars hosted by Taiwan's major universities, departments, and institutes	The restrictions of "external faculty and department" applies. For example, students in the Department of Applied Mathematics are not entitled to the certification of seminars hosted by the Mathematical Society, Statistical Symposium, or other departments and institutes of the university related to mathematics. Students in the Department of Marine Biotechnology and Resources are not eligible for the certification of seminars hosted by the Oceanographic Society or other departments and institutes related to ocean resources. Students in the Department of Business Management are not eligible for the certification of seminars hosted by the Management Association or other departments and institutes related to management; so on and so forth.
3. Seminars hosted by the Ministry of Education, Department of Education, Education Association, and Teachers' Association	Certification will not be granted to speeches and seminars hosted by other organizations. For example: Art speeches at Cultural Centers, libraries, administrative units of the university, county and city governments, etc.

## II. Educational Service Learning

### A. Guidelines for the hours of service:

1. The hours of service need to reach 74 hours. The services at this center are categorized into two types: on-site service learning for junior and senior high school education, and volunteer service learning. The on-site educational service shall reach at least 54 hours, and hours of volunteer service shall reach at least 20.
2. The certification is jointly processed at the end of every semester by collecting the passports.
3. The new regulations apply to students who enroll in the program in School Year 103 and after.

Table 1: Guidelines for the Hours of Service

Type of Service	On-Site Service Learning for Junior and Senior High School Education	Volunteer Service Learning
Required Hours of Service	54	20
Service Mode	This category includes apprenticeship, trial teaching, internship, remedial teaching, course counselling, and service learning at junior and senior high schools.	This category includes serving as members on the program committee, serving as teaching assistants, and after school teacher counsellors at supplementary teaching institutions.

Table 2: Guidelines for the Execution of Different Service Categories

Item		Category	Execution	Number of Hours	Method of Certification
1.	On-Site Service Learning for Junior and Senior High School Education (shall reach at least 54 hours)				
	(1)	Course materials and contents by subject/field	Professional education courses, course-based arrangements to junior and senior high schools for apprenticeship, trial teaching, and internship	About 8 – 10 hours per semester	The hours are verified and granted by the instructor
	(2)	Teaching internship by subject/field	Professional education courses, course-based arrangements to junior and senior high schools for apprenticeship, trial teaching, and internship	About 20 hours per semester	The hours are verified and granted by the instructor
	(3)	Teaching demonstration	1. Course-based arrangements to classroom settings for teaching demonstrations 2. Teaching demonstrations to the specified school may be self-arranged before the apprenticeship	For half a day, about 4 hours	1. The hours are verified and granted by the instructor 2. The hours are approved by the vice president for academic affairs
A	(4)	After-school counseling for junior and senior high schools	Participate in junior and senior high school supplementary courses that are in collaborations with this unit. Submit a summary report to this unit for evaluation within one month of the supplementary course completion.	About 24 hours per semester	Hours are approved by the supplementary course unit (both may be recognized for participants in this category)
	(5)	Albert Schweitzer Service Trek	Participate in the Albert Schweitzer Service Trek held by the university, and submit the service learning file within one month of the program completion (full participation will be directly recognized as 120 hours of service)	112 – 120 hours	Hours are approved by this unit (both can be recognized for participants in this category)
	(6)	Collaboration Plan	Participate in collaboration plans held by middle schools	Hours are approved according to actual participation	Hours are approved by the school's undertaker
	(7)	Camp Application	Self-apply to participate in middle school camps	Hours are approved	Hours are approved by the school's

				according to actual participation	undertaker (both may be recognized for participants in this category)
	(8)	Others	1. Participate in a faculty member's project to learn and demonstrate on site. 2. Related substitute opportunities are notified by this unit.	Hours are approved according to actual participation	1. Hours are approved by the faculty member in charge of the project 2. Hours are approved by the vice president for academic affairs
At least 1/3 of this category shall be completed within the first year of admission to the educational program.					
2.	Volunteer Service Learning (should reach at least 20 hours)				
	(1)	After-school counseling for elementary schools and below	Participate in after-school counseling for elementary schools or below For example: Yong Lin Hope Elementary School and Yat-sen Kindergarten. Submit the summary on course counseling to this unit for evaluation within one month of program completion.	Calculated based on the actual hours of supplementary courses, about 24 – 40 hours per semester	Hours are approved by the supplementary course unit
	(2)	After-school counseling for junior and senior high schools	Participate in junior and senior high school supplementary courses that are jointly hosted by this unit. Submit the summary on course counseling to this unit for evaluation within one month program completion. For example: Hua Yuan Service Center for Children, Red Cross Nursery Center, CHC, or Christ Harvest Association	About 24 hours per semester	Hours are approved by the supplementary course unit (both may be recognized for participants in this category)
	(3)	Members of the Education Center	Serve as members of the Education Center and fully execute the duties for one semester. Properly hand over the duties to the successor before leaving the office.	About 15 – 20 hours per semester	Hours are approved by the chairman according to actual operation
	(4)	Teaching Assistant (TA)	Serve as teaching assistants and participate in the university or department's TA training.	The upper limit is one course per semester; five hours of each course are certified	Hours are approved by this unit

	(5)	Albert Schweitzer Service Trek	Participate in the Albert Schweitzer Service Trek held by this school, and submit the service learning file within one month of the program completion (full participation will be directly recognized as 120 hours of service).	112 – 120 hours	Hours are approved by this unit (both may be recognized for participants in this category)
	(6)	Others	Assist the Center for Teacher Education and Institute of Education in hosting related events.	Hours are approved according to actual participation	Hours are approved by the undertaker