

Implementation Guidelines for Co-Teaching with Professionals from Industries

文藻外語大學遴聘業界專家協同教學實施要點

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- 一、文藻外語大學（以下簡稱本校）為引進業界師資參與教學並豐富教學內容，以提升學生就業力，特依據「教育部補助技專校院辦理實務課程發展及師生實務增能實施要點」（以下簡稱教育部要點）作業規範，訂定「文藻外語大學業界專家協同教學實施要點」（以下簡稱本要點）。

Article I. Professionals from various industries are invited to conduct co-teaching with faculty of Wenzao Ursuline University of Languages (hereinafter “the School”) in order to enrich the instruction contents and elevate students’ capability for their careers based on Implementation Guidelines for Co-Teaching with Professionals from Industries in Colleges/Universities, a Subsidy from the Ministry of Education. These Guidelines of the School are enacted accordingly.

- 二、本要點所稱之協同教學，係指本校專任教師所任課之部分內容引進具專業實務經驗之業界人士參與共同教學，該等業界人士稱為業界專家（以下簡稱業師）。

Article II. The Definition of co-teaching states that the full-time teachers of the School whose practical instructions are carried out by experienced professionals from various industries (hereinafter “professionals”).

- 三、參與協同教學之業師，應以業界中具豐富實務經驗之人士為對象；其聘任資格依照教育部要點規定認定。

Article III. The professionals shall have abundant practical experiences and their

qualifications have to be validated based on related guidelines of the Ministry of Education.

- 四、業師之聘期配合學期制，採一學期一聘。業師不計入本校師資員額，本校亦不代為申辦教師證書。

Article IV. For conforming to the academic system, the employment is basically for one semester; the professionals are excluded in the prescribed faculty numbers of the School; the School will not apply the Teacher Certificate for them.

- 五、業師每門課之協同授課時數，以不超過全學期(十八週)授課總時數之三分之一為原則，並不得少於授課總時數之六分之一，同一門課不限由一位業師協同授課。

Article V. The co-teaching hours must not exceed 1/3 of the curriculums of that semester; the professionals shall not co-teach in more than two courses.

- 六、原排定授課之專任教師，應協助業師完成相關教學準備工作，並於業師參與教學時，共同參與或引導教學活動進行；業師與教師進行協同教學授課，需有相對應實務性教材(具)之產出。

Article VI. The original full-time faculty should help the professionals to complete preparation for related instructions; co-teaching should be implemented by both parties.

- 七、原排定授課之專任教師，其授課時數及鐘點費計算等，仍依本校原訂課程核計。業師之鐘點費支付標準，依教育部要點辦理。

Article VII. The calculation of teaching hours and hourly pay for the original full-time teacher should follow the designed curriculums. The pay for the professionals is according to the Guidelines of the Ministry of Education.

- 八、各教學單位於實施協同教學前，應填具申請表，經教學單位系所(中心)務會議審查通過並送請學院院長複核後，送教務會議備查，再由本校核發聘函，據以辦理相關事宜。

Article VIII. Before conducting the co-teaching, application form should be filled in, approved by each department/graduate school (center) development committee and verified by the dean of the college; it then has to be submitted to the Academic Affairs Committee for a further check; the appointment letter will be delivered to the professionals accordingly for further relevant matters.

- 九、協同教學之課程綱要表、課程綱要表上傳網路學園及課程成績考核、成績登錄等業務仍由原授課之專任教師辦理。業師之課程評量，另訂「文藻外語大學業界專家協同教學課程評量實施要點」辦理。

Article IX. The outlines of curriculum for the co-teaching have to be uploaded to the WM Pro of the School; students' academic scores and registration shall be made by the original full-time teacher. The appraisal of professionals should follow the Implementation Guidelines for Curriculum Evaluation of Co-Teaching.

- 十、實施協同教學之課程，以日間大學部為原則，其他部制別得視實際需要配合規劃

之。

Article X. The co-teaching curriculums are for the Day Division only; if it is required by other school systems with practical purposes, it can then be planned.

十一、本要點經教務會議通過，陳校長核定後實施，修正時亦同。

Article XI. These Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Amendments must follow the same procedure.