

National Chung Cheng University Regulations for the Implementation of Social Practice Courses

Formulated by the second Preparatory Meeting of the Service-Learning Curriculum Promotion Task Force on November 29, 2010
Amended and approved by the third General Education Committee Meeting of the 2010–2011 academic year on December 6, 2010
Amended and approved by the 101st Academic Affairs Meeting on January 10, 2011
Amended and approved by the second General Education Committee Meeting of the 2012–2013 academic year on April 15, 2013
Amended and approved by the 109th Academic Affairs Meeting on May 20, 2013
Amended and approved by the 27th Meeting of the Service-Learning Curriculum Promotion Task Force on April 14, 2017
Amended and approved by the second General Education Committee Meeting of the 2016–2017 academic year on June 8, 2017
Amended and approved by the 35th Service-Learning Curriculum Committee Meeting on September 19, 2018
Amended and approved by the first General and Common Education Committee Meeting of the 2018 academic year on October 30, 2018
Amended and approved by the 122nd Academic Affairs Meeting on November 12, 2018
Amended and approved by the 43rd Service-Learning Curriculum Committee Meeting on June 5, 2019
Amended and approved by the second General and Common Education Committee Meeting of the 2018–2019 academic year on June 20, 2019
Amended and approved by the 124th Academic Affairs Meeting on November 11, 2019
Amended and approved by the 81st Service-Learning Curriculum Committee Meeting on September 24, 2024
Amended and approved by the first General and Common Education Committee Meeting of the 2024–2025 academic year on October 14, 2024
Amended and approved by the 134th Academic Affairs Meeting on November 11, 2024

Chapter 1 General Provisions

Article 1 To promote the university motto—“to innovate with earnestness; be virtuous with altruism”—and implement social practice, National Chung Cheng University (CCU) hereby establishes the Regulations for the Implementation of Social Practice Courses (hereinafter “the Regulations”).

Article 2 CCU’s social practice courses aim to cultivate students’ concerns for society, consciousness of innovation, and practical knowledge and abilities through classroom instruction and field-based practice.

Chapter 2 Organizational Structure and Responsibilities

Article 3 To promote and implement social practice courses, a Social Practice Course Committee (hereinafter the “Course Committee”) shall be established. The Dean of the Center for General Education shall serve as the convener. The committee shall be composed of one representative from each college, the Bachelor Program in Interdisciplinary Studies, the Office of Academic Affairs, the Office of Student Affairs, the Office of General Affairs, the Office of Research and Development, the Office of International Affairs, the Office of Information Technology, the Center for General Education, and two student representatives. To conduct administrative tasks related to social practice courses, full-time or project-based personnel may be appointed.

Article 4 Members of the Course Committee shall serve without remuneration. The term of office is 2 years, and in principle, half of the members shall be reappointed annually. The term of student representatives is 1 year.

Article 5 The responsibilities of the Course Committee are as follows:

1. To review the regulations related to social practice courses.
2. To review new applications for social practice courses and plans for the content of such courses.
3. To discuss and promote matters related to the implementation of social practice courses.

Article 6 The Course Committee shall be convened by the Director of the Center for General Education at least once per semester. Extraordinary meetings may be held when necessary.

Chapter 3 Content and Implementation of Social Practice Courses

Article 7 Social practice courses are university-mandated required courses. All undergraduate students must take social practice courses certified by the Course Committee.

Article 8 The content of social practice courses is as follows:

1. Professional Practice: Students apply their professional knowledge in field-based practice.
2. Civic Awareness: Cultivating concerns for, respect for, and protection of the rights of individuals or groups in society.
3. Social Responsibility: Promoting and developing initiatives that are innovative and benefit society.
4. Problem-solving: Integration of academic learning in field settings to explore and resolve problems.
5. Diverse and Interdisciplinary Innovation: Engaging in practice through interdisciplinary innovative approaches.

Article 9 Instructors of CCU social practice courses shall plan for students to conduct 6 to 10 hours of field-based practice during the semester. Instructors must complete the “CCU Social Practice Course Application Form” (see Appendix 1) in the semester prior to offering the course and submit it to the Course Committee for review. The course may only proceed upon approval.

Article 10 The content of social practice courses for students with disabilities may be adjusted by the course instructor as appropriate. In special cases, students with disabilities may be exempted from taking social practice courses with the approval of the Center for General Education (see Appendix 2).

Chapter 4 Awards

Article 11 To reward teachers and teaching assistants who excel in implementing social practice courses, a Selection Meeting for Outstanding Teachers and Teaching Assistants of Social Practice Courses shall be held each semester. The chair of the Course Committee shall appoint three to seven members to form a selection panel. Experts and scholars may be invited to participate in the selection process if necessary.

Article 12 The selection procedures and reward mechanisms are as follows:

1. In principle, five teachers and five social practice teaching assistants shall be selected. Applicants shall submit an application form and relevant supporting documents.
2. Award certificates will be issued by CCU to the selected teachers and teaching assistants, and prize money will be granted on the basis of the annual budget.

Chapter 5 Supplementary Provisions

Article 13 The Regulations shall be implemented after approval by the Course Committee, the General and Common Education Committee, and the

Academic Affairs Meeting. The same shall apply to any amendments.

National Chung Cheng University Social Practice Course Application Form

Amended and approved by the 134th Academic
Affairs Meeting on November 11, 2024

Application Date: Year Month Day

Applicant (instructor)		Course code	
Course title			
Course unit	<input type="checkbox"/> College		
	<input type="checkbox"/> Department		
	<input type="checkbox"/> Center for General Education		
Course time	_____ (day of the week) _____ (period(s))		
	_____ (semester of the) _____ academic year		
Number of students			
<p>1. Teachers applying to teach CCU social practice courses must include in the course plan 6 to 10 hours of field-based practice for students.</p> <p>2. Once approved, the remark “This is a Social Practice Course” must be noted in the course selection system to facilitate student enrollment.</p> <p>Application checklist (Applications lacking any of the following items will not be reviewed)</p> <p><input type="checkbox"/> List of Partner Organizations for CCU Social Practice Courses</p> <p><input type="checkbox"/> Social Practice Course Activity Design Form</p> <p><input type="checkbox"/> Course Syllabus</p>			
Instructor's signature	Department Chair's signature	College Dean's signature	

National Chung Cheng University
List of Partner Organizations for the Social Practice Course

No.	Organization information			
1	Organization name			
	Organization address			
	Contact person		Job title	
	Phone number		E-mail	
	Assigned number of students		Number of participating students	
	Social practice activities			
2	Organization name			
	Organization address			
	Contact person		Job title	
	Phone number		E-mail	
	Assigned number of students		Number of participating students	
	Social practice activities			
3	Organization name			
	Organization address			
	Contact person		Job title	
	Phone number		E-mail	
	Assigned number of students		Number of participating students	

	Social practice activities			
4	Organization name			
	Organization address			
	Contact person		Job title	
	Phone number		E-mail	
	Assigned number of students		Number of participating students	
	Social practice activities			
<p>This course includes ____ partner organizations and can accommodate ____ students for study and practice.</p> <p><input type="checkbox"/> All the above partner organizations have been informed of the activities of the social practice course.</p>				

National Chung Cheng University
Social Practice Course Activity Design Form

1. How does this course integrate social practice activities? Will students have the opportunity to discuss the social practice activities with partner organizations?
What do you hope that students will learn through social practice?

2. How does the course monitor students' progress and status in their practice? Can students complete the required 6 to 10 hours of social practice while taking the course? Will dedicated personnel from the partner organizations guide students during the social practice?

3. How does the course assist students in managing the challenges encountered during the social practice process? How do instructors or teaching assistants communicate with the partner organizations regarding students' performance? How is reflection designed and conducted?

4. Please explain the implementation phases and practical activities of students' social practice at each partner organization.

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(If additional space is required, please add more pages as necessary.)

National Chung Cheng University

Application Form for Exemption from Social Practice Course for Students with Disabilities

Amended and approved by the 134th Academic Affairs Meeting on November 11, 2024

Semester of application: Semester of the Academic Year

Name		Date of application	Year Month Day
Student ID		Department	
Contact number			
Reason(s) for Application			
Supporting documents	<input type="checkbox"/> Disability Identification Manual <input type="checkbox"/> Medical certification or equivalent document proving inability to perform social services (___ copies) <input type="checkbox"/> Other, please specify: _____		
Center for General Education	Social practice course: <input type="checkbox"/> Not approved for exemption; the instructor is advised to adjust the service-learning content as appropriate. <input type="checkbox"/> Approved for exemption.		
	Person in charge		Unit supervisor

Seal of the Curriculum and Instruction Section, Office of Academic Affairs :

Registration Date: Year ____

Month ____ Day ____

Explanation:

According to Article 10 of the National Chung Cheng University Regulations for the Implementation of Social Practice Courses, the course content for students with disabilities may be appropriately adjusted by the course instructor. In special circumstances, exemption from the courses may be granted with the

approval of the Center for General Education.

Application procedure: A student fills out the form → The form is submitted to the Center for General Education for review → The form is submitted to the Office of Academic Affairs for registration and seal of approval → A copy of the form is returned to the Center for General Education for recordkeeping.