**附表1.2.3 大專校院遠距教學課程－教學計畫大綱(格式)**

**Distance learning courses for colleges and University -sylla****bus of teaching plan (format)**

填表說明(Filling instruction)：

1. 依據**專科以上學校遠距教學實施辦法第6條**：學校開授遠距教學課程，應依學校規定由開課單位擬具教學計畫，依大學法施行細則及專科學校法規定之課程規劃及研議程序辦理，經教務相關之校級會議通過後實施，並應公告於網路。前項教學計畫，應載明教學目標、修讀對象、課程大綱、上課方式、師生互動討論、成績評量方式及上課注意事項。

According to Article 6 of the Implementation Regulations Regarding Distance Learning by Universities: When a school offers distance learning courses, a teaching plan shall be drawn up by the institution offering courses in accordance with the school’s regulations, and the curriculum planning and discussion shall be made in accordance with the Enforcement Rules of the University Act and the Junior College Act. It shall be implemented after being approved by the relevant university assembly of the educational administration, and shall be announced on the Internet. The teaching plan referred to in the preceding paragraph shall specify the teaching objectives, subjects of study, the syllabus, the method of class, the interactive discussion between teachers and students, the method of performance evaluation and the matters needing attention in class.

1. 教學計畫大綱如下，請填入教育部「大學校院課程網」或「技職校院課程網」之「課程大綱」欄位，且能有效連結閱覽。

The syllabus of the teaching plan is as follows. Please fill in the “Syllabus” column of the” universities and colleges curriculum network” or the “university of technology curriculum network” of the Ministry of Education, and it can be linked to read effectively.

1. 本件提報大綱為基本填寫項目，實際撰寫內容格式，學校可依需求進行調整設計。

The submission outline of this document is a basic filling item. The content and format of the actual writing can be adjusted and designed according to the needs of the school.

**學校名稱(School Name)：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿**

**開課期間(Curriculum Time)：**

**＿＿＿＿ 學年度 ＿＿＿ 學期 (本學期是否為新開設課程： □是 □否)**

(Academic Year) (Semester) (Is this semester a new course: Yes / No)

1. **課程基本資料 (**有包含者請於□打**)**

Course Information (If it have included, please mark )

|  |  |  |
| --- | --- | --- |
| 1. | 課程名稱  Course Title |  |
| 2. | 課程英文名稱  Course English Title |  |
| 3. | 教學型態  Teaching style | □非同步遠距教學 (Asynchronous distance learning)  □同步遠距教學主播學校(Synchronous distance learning)  請填列本門課程之收播學校與系所(Please fill in the receiving schools and departments of this course)：  (1)學校: 系所:  School Department |
| 4. | 授課教師姓名及職稱  Teacher’s Name and Job Title |  |
| 5. | 師資來源  Sources of Teachers | □專業系所聘任  Recruitment by professional department  □通識中心聘任  Recruitment by General Education Center  □以上合聘 □其他  Above joint appointment Others |
| 6. | 開課單位名稱(或所屬學院及科系所名稱)  Department/ Institute Title |  |
| 7. | 課程學制  Educational system | □學士班Bachelor’s  □進修學士班Bachelor program of extension education  □學士班在職專班In-service bachelor’s program  □碩士班Master class  □碩士班在職專班In-service master’s program  □博士班Doctoral class  □學院College （□二年制two-year □四年制four-year）  □專科Junior college （□二年制two-year □四年制four-year）  □進修專校Junior college of continuing education  □進修學院College of extension education  （□二技two-year technical program  □四技four-year technical program  □碩士在職專班In-service master’s program ）  □學位學程Degree courses  （□二年制two-year  □四年制four-year  □碩士班Master class）  □學分學程Credit courses |
| 8. | 部別  Day/night school | □日間部day school  □進修部(夜間部) Division of continuing education (night school)  □其他others |
| 9. | 科目類別  Subject category | □共同科目Common subjects  □通識科目General education subjects  □校定科目School-developed subjects  □專業科目Vocational subject  □教育科目Education subjects  □其他Others |
| 10. | 部校定  (本課程由那個單位所定)  Which unit is responsible for this course? | □教育部定Ministry Of Education  □校定University  □院定College  □所定Institute  □系定Department  □其他Others |
| 11. | 開課期限(授課學期數)  Duration (number of teaching terms) | □一學期(半年) □二學期(全年) □其他  One semester (half a year) Two semesters (whole year) Others |
| 12. | 選課別  Required/elective subject | □必修 □選修 □其他  Required subject Elective subject Others |
| 13. | 學分數  Credits |  |
| 14. | 每週上課時數  Class hours per week | (非同步遠距教學，請填平均每週面授時數Asynchronous distance learning, please fill in the average number of teaching hours per week ) |
| 15. | 開課班級數  Number of classes |  |
| 16. | 預計總修課人數  Estimated total number of students |  |
| 17. | 全英語教學  English as a Medium of Instruction | □是Yes □否No |
| 18. | 國外學校合作遠距課程  Cooperative Distance Courses with foreign schools  (有合作學校請填寫please fill in if there are cooperative schools) | 國外合作學校與系所名稱:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Names of foreign cooperative schools and departments  □國內主播 A live class broadcast is initiated by yourself (teacher)to the cooperative school  □國內收播 Class live broadcast initiated by foreign cooperative schools  □境外專班overseas program  □雙聯學制joint degree program  □其他Others |
| 19. | 課程平臺網址（非同步教學必填）  Course platform URL (asynchronous distance learning is required) |  |
| 20. | 教學計畫**大綱檔案連結**網址  Teaching plan outline file link URL |  |

**貳、課程教學計畫**

|  |  |  |
| --- | --- | --- |
|  | 教學目標  Teaching objectives |  |
| 二 | 適合修習對象  Suitable for study |  |
| 三 | 課程內容大綱  Course content outline | （請填寫每週次的授課內容及授課方式Please fill in the weekly teaching contents and teaching methods）   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 週次  Week | 授課內容  Teaching contents | 授課方式及時數  Teaching methods and teaching hours  **(請填時數，無則免填Please fill in the number of hours, otherwise no need to fill in)** | | | | 面授  in-person class | 遠距教學  Distance learning | | | 非同步  Asynchronous | 同步  Synchronize | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  | | 6 |  |  |  |  | | 7 |  |  |  |  | | 8 |  |  |  |  | | 9 |  |  |  |  | | 10 |  |  |  |  | | 11 |  |  |  |  | | 12 |  |  |  |  | | 13 |  |  |  |  | | 14 |  |  |  |  | | 15 |  |  |  |  | | 16 |  |  |  |  | | 17 |  |  |  |  | | 18 |  |  |  |  | |
| 四 | 教學方式  Teaching methods | （有包含者請打，可複選Please tick if you have included, you can tick multiple options）   * 1.提供線上課程主要及補充教材   Provide main and supplementary materials for online courses   * 2.提供線上非同步教學   Provide asynchronous distance learning   * 3.有線上教師或線上助教   Have online teachers or online teaching assistants   * 4.提供面授教學，次數：＿＿次，總時數：＿＿小時   Provide face-to-face teaching, times: , total hours hours   * 5.提供線上同步教學，次數：＿＿次，總時數：＿＿小時   Provide synchronous distance learning, times: , total hours: hours  6.其它：（請說明Please explain）  Others |
| 五 | 學習管理系統  Learning management system | 呈現內容是否包含以下角色及功能（有包含者請打，可複選）  Whether the rendered content includes the following functions (Please tick if you have included, you can tick multiple options)  1.提供給系統管理者進行學習管理系統資料庫管理  Provide it to the system administrator for learning management system database management  □ 個人資料 Personal data  □ 課程資訊 Course information  □ 其他相關資料管理功能 Other related data management functions  2.提供教師(助教)、學生必要之學習管理系統功能  　Provide necessary learning management system functions for teachers (teaching assistants) and students.  □ 最新消息發佈、瀏覽  Latest news release and browsing  □ 教材內容設計、觀看、下載  Textbook content design, viewing and downloading  □ 成績系統管理及查詢  Score system management and query  □ 進行線上測驗、發佈  Online test and release  □ 學習資訊 Learning information  □ 互動式學習設計(聊天室或討論區)  Interactive learning design (chat room or discussion area)  □ 各種教學活動之功能呈現  Function presentation of various teaching activities  □ 其他相關功能（請說明）  Other related functions (please specify) |
| 六 | 師生互動討論方式  Interactive discussion between teachers and students | (包括教師時間、E-mail信箱、對應窗口等 Including teacher time, e-mail mailbox, corresponding window, etc.) |
| 七 | 作業繳交方式  Submission method of homework | （有包含者請打，可複選Please tick if you have included, you can tick multiple options）   * 1.提供線上說明作業內容Provide online description of homework content * 2.線上即時作業填答 Online real-time homework answering * 3.作業檔案上傳及下載 Upload and download operation files * 4.線上測驗 Online test * 5.成績查詢 Score query * 6.其他做法（請說明）Other methods (please specify) |
| 八 | 成績評量方式  Performance evaluation method | （包括考試方式、考評項目其所佔總分比率 Including examination methods, evaluation items and their proportion in the total score） |
| 九 | 上課注意事項  Notes for class |  |