

Implementation Guidelines for Service Learning Education at Yuan Ze University

(Applicable starting from the 114th academic year)

November 19, 2007, Approved by the Service Learning Working Committee meeting

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Article 1, In order to cultivate students' proactive engagement with societal issues and encourage their participation in practical social services, this set of Guidelines is established to cultivate the spirit of service learning and encourage service work in accordance with Article 3.1 of the regulations of the YZU Service Learning Working Committee (hereinafter as “the Committee”).

Article 2, Service learning at YZU takes up one mandatory credit learning for undergraduates. Each student has to complete a total of 18 learning hours and 18 service hours before the completion of their senior year. However, transferred students are allowed to complete this requirement in their senior year before graduation.

Article 3, Definitions of service learning curricula and activities:

1. Service-learning courses can be categorized into the following types: departmental (or equivalent unit) courses, general education social engagement courses, special topics, practical seminars, or workshops, defined as follows:
 - (1) Departmental (or equivalent unit) and general education social engagement courses: In addition to teaching professional content, these courses incorporate elements of service-learning and social engagement, aiming to instill in students the spirit of utilizing their expertise to serve others.
 - (2) Special Topics, Practical Seminars, or Workshops: These involve inviting professionals from within or outside the institution to deliver lectures on service-learning-related topics, aiming to strengthen students' service-oriented mindset and enthusiasm.

2. Service-learning activities can be categorized into the following types: campus service, community service, professional service, and international volunteer service, defined as follows:
- (1) Campus-loving service: To help the students develop a sense of belongingness with YZU, the students are encouraged to participate in all types of on-campus service learning activities for their continuous growth. Moreover, the students will grow to love this school more, forming a unique school-loving culture.
 - (2) Community service: Students will provide service for specific groups or organizations off campus. Through service, the students will learn to become empathetic and make it a part of their real-life practice, an element that will help shape their character.
 - (3) Professional service: This experience combines all formal curricula and the incorporated service activities with the goal to help students reflect what they have learned from hands-on experiences and provide them with feedback. Hopefully, the students can develop a deeper understanding of social conditions and use their professionalism to serve others.
 - (4) International volunteering service: The students can choose to participate in the international volunteering service and apply their knowledge and skills to serving their country or other regions. The goal is to provide the students with the assistance they need and help those from Taiwan to interact and get to know the people in other countries. Moreover, through such type of service, the students will develop the ability to reflect upon themselves and care for others.

Article 4, Certification and Norms for Service Learning Hours

1. Service Learning Curricula:

- (1) Departmental (or equivalent unit) and general education social engagement courses: Applications may be submitted based on the actual hours of service-learning instruction delivered. For 1 credit (including 0-credit courses), the standard application is based on 3 hours.
- (2) Non-departmental (or equivalent unit) and general education social engagement courses: Applications should be submitted based on the actual hours of service-learning instruction delivered.

2. Service Learning Activities: The application is based on the actual service

learning activity hours. The maximum hours in a day is 8 hours. In order to encourage and acknowledge the service spirit of the planning staff, the activity applicants can apply for additional hours to be approved. The additional hours are limited to six hours.

Article 5, Applications and Norms for Service Learning

1. Service Learning Curricula:

- (1) Departmental (or equivalent unit) and general education social engagement courses: The teaching plan submitted for service-learning course applications should include the relevance of the service-learning or social engagement spirit and content.
 - (2) Non-departmental (or equivalent unit) and general education social engagement courses: Applications for service-learning courses should include a course introduction, course outline, expected outcomes, and the relevance of the spirit and content of service-learning.
- 2. Service Learning Activities:** The application of service learning activities should include the purpose of activities, the content, the expected effects, service contribution, learning goals and feedback/reflection.

Article 6, Evaluation Procedures for Service Learning

1. Service Learning Curricula:

- (1) Departmental (or equivalent unit) and general education social engagement courses: Course applications should be submitted by the respective department (or equivalent unit) and the General Education Office. After completing the internal course application procedures, the applications should be submitted to the Office of Academic Affairs for compilation. Following review by this committee, they will be forwarded to the University Curriculum Committee for approval.
- (2) Non-departmental (or equivalent unit) and general education social engagement courses: Applicants must log into the university system at least two weeks before the course begins to add the activity on the relevant office webpage, selecting the corresponding service-learning hours. The application must be approved by the Office of Student Affairs and then forwarded to this committee for record-keeping..

- 2. Service Learning Activities:** The evaluation process for service learning

activities shall follow the procedures outlined in the preceding Item 2.

Article 7, Course Registration Regulations for Service Learning Students

1. Departmental (or equivalent unit) and general education social engagement courses should be selected through the course selection system according to the regulations of the Office of Academic Affairs.
2. Non-departmental (or equivalent unit) and general education social engagement courses, as well as service-learning activities, must be selected in the service-learning system before 24:00 on the same day.

Article 8, Evaluation Details for Service Learning

1. Service Learning Curricula:

- (1) Departmental (or equivalent unit) and general education social engagement courses: Grades will be given by the instructor, and students who pass the course will receive service-learning certification hours for the subject.
- (2) Non-departmental (or equivalent unit) and general education social engagement courses: Students must actively participate and complete the online service log within one week after the course ends. The course provider will evaluate the participation. Students who pass the course will receive service-learning certification hours for the subject. Students with poor participation or who fail to complete the service log will not receive certification from the university.
 - a. Students with excellent performance will receive a score of 80 or above.
 - b. Student without excellent performance will receive scores between 60 and 79 points.

2. Service Learning Activities: The students should fill out on-line service logs within a week after the courses are finished. Those who have filled out the log and have participated in the activities will receive the certified service learning hours of the subject. Those with poor participation or failing to fill out the service logs will not receive certified hours.

Article 9, Principles for Waiver

1. Credit waivers are handled in accordance with the university's regulations on credit waivers. Students who have completed service-learning-related courses at other universities with at least 1 credit or social engagement

courses with at least 2 credits may apply for credit or course hour waivers. For 0-credit courses, students may apply for course or activity hour waivers based on the original course content and actual hours, up to a maximum of 18 hours. Service-learning or social engagement courses include those with identical course names and content or courses with different names but identical content.

2. Students with disabilities or special cases who are unable to participate in service activities may apply for exemptions or waivers of up to 18 activity hours.
3. During their studies at the university, students who participate in service-learning-related courses or activities organized by government agencies or non-profit organizations, without any monetary compensation, may apply for course or activity hour waivers based on actual hours. Applications must be submitted after the activity ends and before the end of the following semester, with a maximum waiver of 18 hours.
4. Those meeting the above qualifications must submit relevant supporting documents to this committee for review. Upon approval, the waiver will be processed.

Article 10, This set of Guidelines goes into effect upon its approval by the Service Learning Working Committee. Any amendments must follow the same procedure. However, the provisions regarding matters related to community engagement courses stipulated in this regulation shall take effect retroactively from the second semester of the 111th academic year.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.