

# Ming Chuan University Procedures for Implementing Service-Learning

Passed at the Administrative Council Meeting on May 5, 2008

Revised and passed at the Administrative Council Meeting on September 21, 2009

Reviewed and passed at the Regulation Committee Meeting on May 28, 2010

Passed at the Academic Affairs Committee Meeting on June 3, 2010

Passed at the University Affairs Committee Meeting on June 7, 2010

Revised and passed at the Regulation Committee Meeting on November 4, 2010

Reviewed and passed at the Administrative Council Meeting on December 6, 2010

Revised and passed at the Regulation Committee Meeting on April 1, 2012

Passed at the Academic Affairs Committee Meeting on May 3, 2012

Passed at the University Affairs Committee Meeting on November 26, 2012

Revised and passed at the Regulation Committee Meeting on October 31, 2013

Passed at the Academic Affairs Committee Meeting on May 15, 2014

Passed at the University Affairs Committee Meeting on May 26, 2014

- Article 1 Ming Chuan University (MCU) established the following procedures in order to cultivate a spirit of serving and social responsibility, to enhance students' ability to work as a team and to solve problems, and to combine professional knowledge and community service experience. Through this process the MCU educational philosophy of "Honesty, Sincerity, Humility, Determination" will be achieved. This procedure is established in accordance with Article 43 of MCU General Provisions for Study.
- Article 2 Service-Learning at Ming Chuan University is divided into two types, course-based, and recognition-based. In the case of course-based Service-Learning, each teaching unit plans professional courses with Service-Learning content (also called professional Service-Learning courses) for students to select. The complete teaching plan, syllabus, Service-Learning content and methodology must be approved by the relevant Department Curriculum Committee and sent to the Career Planning and Counseling Division for reference within one month of the beginning of the semester. In the case of recognition-based Service-Learning, recognition will be granted by the Career Planning and Counseling Division based on students' performance community service through clubs or service in activities on and off campus. Implementation procedures will be established by the Career Planning and Counseling Division.
- Article 3 Students of Ming Chuan University may choose from course-based or

recognition-based Service-Learning.

- Article 4 Service-Learning in MCU undergraduate programs must include 16 hours of service, one on-campus Service-Learning seminar, one reflection report, and an exhibition to share reflections or results. All Service-Learning applications should be complied in accordance with the Career Planning and Counseling Division regulations and the relevant documents sent to the Division for review.
- Article 5 Beginning from the 2008-9 academic year, all first-year students who enter MCU (including first-year resuming students) are required to participate in the Service-Learning program and may only graduate after completing the items outlined in Article 4. Students who do not complete their Service-Learning before graduation must adhere to the make-up measures stipulated by the Career Planning and Counseling Division to meet all the regulations for their graduation. Students classified as special cases may file applications to adjust Service-Learning methods in accordance with their personal situations. Procedures for exemption from Service-Learning will be established by the Career Planning and Counseling Division.
- Article 6 All units may recommend students with strong Service-Learning performance and faculty members with excellence in teaching related to Service-Learning for recognition in appropriate occasions.
- Article 7 Student performance in Service-Learning may be used as reference for MCU scholarship and work-study applications on campus.
- Article 8 All faculty and staff members have a responsibility to participate in, promote, and provide guidance in Service-Learning sessions.
- Article 9 Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***