**大專校院遠距教學課程－教學計畫大綱(格式)**

填表說明：

1. 開設遠距教學課程，須填送本表單（續開課程亦同）。黃底標示為教務處提醒您需留意之處，敬請於電子檔送出前（或紙本印出前）刪除黃底文字，謝謝。
2. 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
3. [提醒] 依據109學年度第3次校課程委員會議決議：教師申請開設遠距教學課程經各級課程委員會議通過後，該課程即標示為遠距課程，若因特殊情況欲調整為實體授課時，開課單位應通知已選課學生，並且最遲於當學期加退選開始日前填送課程異動單通知課務組更新選課系統資訊，以利學生調整選課。

**學校名稱：＿＿＿國立清華大學＿＿＿＿＿**

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

**若課程為首次提出遠距課程開設，請勾選「是」**

**壹、課程基本資料 (**有包含者請於□打**)**

|  |  |  |
| --- | --- | --- |
|  | 課程名稱 |  |
|  | 課程英文名稱 |  |
|  | 教學型態 | □非同步遠距教學 (採用已錄製影片進行教學)  □同步遠距教學主播學校 (採用同步直播教學)  請填列本門課程之收播學校與系所：  (1)學校: 系所: |
|  | 授課教師姓名及職稱 |  |
|  | 師資來源 | □專業系所聘任 □通識中心聘任 □以上合聘 □其他 |
|  | 開課單位名稱(或所屬學院及科系所名稱) |  |
|  | 課程學制 | □學士班 □進修學士班 □學士班在職專班  □碩士班 □碩士班在職專班 □博士班  □學院（□二年制 □四年制）  □專科（□二年制 □四年制） □進修專校  □進修學院（□二技 □四技 □碩士在職專班）  □學位學程（□二年制 □四年制 □碩士班）  □學分學程 |
|  | 部別 | □日間部 □進修部(夜間部) □其他 |
|  | 科目類別 | □共同科目 □通識科目 □校定科目  □專業科目 □教育科目 □其他 |
|  | 部校定  (本課程由那個單位所定) | □教育部定  □校定 □院定 □所定 □系定 □其他 |
|  | 開課期限(授課學期數) | □一學期(半年) □二學期(全年) □其他 |
|  | 選課別 | □必修 □選修 □其他 |
|  | 學分數 |  |
|  | 每週上課時數 | 小時(非同步遠距教學，請填**平均每週面授**時數)  計算方法：課程教學計畫提供**面授+同步遠距**總時數除以16或18週(僅計算面授時數)，以下表範例:面授總時數為18小時除以18週=1小時，故填寫1小時。 |
|  | 開課班級數 |  |
|  | 預計總修課人數 |  |
|  | 全英語教學 | □是 □否 |
|  | 國外學校合作遠距課程  (有合作學校請填寫) | 國外合作學校與系所名稱:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □國內主播 □國內收播 □境外專班 □雙聯學制 □其他 |
|  | 課程平臺網址（非同步教學必填） | 可填寫課程影片放置網址，或是eLearn等平台連結。 |
|  | 教學計畫**大綱檔案連結**網址 | 可填寫課程大綱放置網址，或是eLearn等平台連結。 |
|  | 使用開放式教育資源 | 課程將大規模線上開放式課程（Massive Open Online Course, 簡稱MOOCs、磨課師）、開放式課程（OpenCourseWare, OCW）、開放式教科書（Open Textbook）或其他開放式教育資源（如：YouTube影片、開放式電子資料庫）融入教學。  □是 □否 |
|  | 課堂融入新興學習科技 | 如：穿戴式裝置（AR、VR）、智慧感測器、對話式機器人（Chatbot）、互動式電子書、AI學習輔助系統、電子閱讀器、協作閱讀標注軟體等融入教學。  □是 □否 |
|  | 科技融入教室實體或虛實整合互動 | 課堂融入國內外教室互動系統（Instant Response System）如：Kahoot!、Slido、Zuvio、Pear Desk等，可促進實體或虛實整合之課堂學習投入。  □是 □否 |

**貳、課程教學計畫**

|  |  |  |
| --- | --- | --- |
| 一 | 教學目標 | （請簡述課程內容） |
| 二 | 適合修習對象 |  |
| 三 | 課程內容大綱 | （請填寫每週次的授課內容及授課方式）  遠距教學週次**至少需達9週（含）且有1/2（含）以上之授課時數採遠距教學**者，才需提出遠距教學課程申請。   * 填寫範例參考：課程規劃之授課方式遠距教學共計9週次（符合需達9週規定），時數為18小時（符合1/2課程時數規定）。 * **提醒！下表「授課方式及時數」欄位需填時數，不可以打勾代替。**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 週次 | 授課內容 | 授課方式及時數  **(請填時數，無則免填)** | | | | 面授 | 遠距教學 | | | 非同步 | 同步 | | 1 | （請自行填寫） |  | 2 |  | | 2 | （請自行填寫） |  | 2 |  | | 3 | （請自行填寫） | 2 |  |  | | 4 | （請自行填寫） |  | 2 |  | | 5 | （請自行填寫） |  | 2 |  | | 6 | （請自行填寫） | 2 |  |  | | 7 | （請自行填寫） |  | 2 |  | | 8 | （請自行填寫） | 2 |  |  | | 9 | 期中考 | 2 |  |  | | 10 | （請自行填寫） |  | 2 |  | | 11 | （請自行填寫） | 2 |  |  | | 12 | （請自行填寫） |  | 2 |  | | 13 | （請自行填寫） | 2 |  |  | | 14 | （請自行填寫） |  | 2 |  | | 15 | （請自行填寫） | 2 |  |  | | 16 | （請自行填寫） |  | 2 |  | | 17 | 專題報告與發表 | 2 |  |  | | 18 | 期末考 | 2 |  |  | |
| 四 | 教學方式 | （有包含者請打，可複選）  　□ 1.提供線上課程主要及補充教材  　□ 2.提供線上非同步教學  　□ 3.有線上教師或線上助教  　□ 4.提供面授教學，次數：＿＿次，總時數：＿＿小時  　□ 5.提供線上同步教學，次數：＿＿次，總時數：＿＿小時  說明：請依課程規劃勾選，以上述範例需勾選1、2、3、4，面授次數：9次，總時數：18小時（面授次數與時數均含期中考、期末考、專題報告等） |
| 五 | 學習管理系統 | 呈現內容是否包含以下角色及功能  （有包含者請打，可複選）  1.提供給系統管理者進行學習管理系統資料庫管理  □ 個人資料  □ 課程資訊  □ 其他相關資料管理功能  2.提供教師(助教)、學生必要之學習管理系統功能  □ 最新消息發佈、瀏覽  □ 教材內容設計、觀看、下載  □ 成績系統管理及查詢  □ 進行線上測驗、發佈  □ 學習資訊  □ 互動式學習設計(聊天室或討論區)  □ 各種教學活動之功能呈現 |
| 六 | 師生互動討論方式 | 1. E-mail：  2. 教室面授時間：（範例）每週三第6、7節。但若無安排面授（完全採遠距教學者），本欄請填寫「無」。  3. 互動方式：（範例）包含課程講授、師生互動討論、測驗及其他學習活動。 |
| 七 | 作業繳交方式 | （有包含者請打，可複選）  　□1.提供線上說明作業內容  　□2.線上即時作業填答  　□3.作業檔案上傳及下載  　□4.線上測驗  　□5.成績查詢  　□6.其他做法（請說明） |
| 八 | 成績評量方式 | （範例）期中考30%、期末考40%、出席表現10%、實習成果20%，合計100%。**提醒：加總需為100%。** |
| 九 | 上課注意事項 | 請依需求填寫，若無，亦可免填。 |

**Syllabus (Template) for Online Courses in Colleges and Universities**

Instruction:

1. You must attach this syllabus if you plan to offer an online course. Text marks in yellow are reminders from the office of academic affairs. Please delete those texts before sending your electronic file (or hard copy). Thank you.
2. According to Article 6 of Implementation Regulations Governing Distance Education for (Junior and Higher) College, the instructors offering Distance Education are required to propose a teaching plan and to obtain approval from the curriculum committee at the dept-/institution, college, and university level. After approval, the instructor is allowed to teach the Distance Education course. The teaching plan should include teaching objectives, participants, syllabus, teaching style, teacher-student interaction, grading and assessment, and reminders for class.
3. [Reminder] According to the resolutions of the third university-level curriculum meeting in 2020: After the approval of the curriculum committee meeting at the dept-/institution, college, and university level, the distance course would be marked as a "distance course." In cases where the instructor wants to adjust back to the physical course due to special conditions, the dept-/institute/college that offers this course should notify all enrolled students and send "Sheet for Course Change" to the curriculum division of the Office of Academic Affairs for information system updates no later than the course's start date add and drop period.

**School Name: National Tsing Hua University**

**Period: Academic Year \_\_\_\_\_, \_\_\_\_ Semester (New course for this semester: □Yes □No)**

**Check yes if this is the first time to offer this course in online format.**

1. **Course Information (If yes, please check on the** □**)**

|  |  |  |
| --- | --- | --- |
|  | Course Title |  |
|  | Course Title (in Chinese) |  |
|  | Teaching Mode | □Asynchronous distance instruction (Use pre-recorded video)  □Synchronous distance instruction – Lead School (Use live streaming video)  Please fill in the dept and school holding this live streaming  (1) School: Dept: |
|  | Instructor (name and job title) |  |
|  | Affiliation | □Dept.-Appointed □Center for General Education-Appointed □Joint appointment □Others |
|  | Department /Institute/College |  |
|  | Degree System | □Bachelor’s Program □Bachelor’s Program for Continuing Education □In-service Bachelor’s Program  □Master’s Program □In-service Master’s Program  □PhD Program  □College（□Two Years □Four Years）  □Junior College（□Two Years □Four Years） □Junior College for In-Service Education  □College of Continuing Education（□Two-year technical program □Four-year technical program □In-service master’s program）  □Academic Degree Program（□Two Years □Four Years □Master’s Program）  □Credit Program |
|  | School | □Day School □Night School (Professional Development) □Others |
|  | Course Type | □Constants □General Education □School-Mandated Course  □Vocational Course □Course for Teacher Education □Others |
|  | MOE-/Dept-Mandated | □MOE-Mandated  □School-Mandated □College-Mandated □Institute-Mandated □Dept-Mandated □Others |
|  | Period (Semester) | □One Semester (Half Year) □Two Semesters (A Year) □Others |
|  | Course-Taking | □Required □Elective □Others |
|  | Credits |  |
|  | Weekly class hours | Hours ()小時(For asynchronous distance instruction, please fill in the **weekly average hours** for face-to-face instruction and asynchronous online instruction)  Calculations: Total hours of face-to-face teaching (face-to-face and asynchronous online instruction) in the teaching plan divided by 16 or 18 weeks (Only calculating the hours for face-to-face teaching), e.g., A total of 18 hours divided by 18 = 1 hour. Please fill in 1 hour. |
|  | Numbers of Class |  |
|  | Estimated Total Enrollment |  |
|  | English-Medium Instruction | □Yes □No |
|  | Collaboration with Foreign School (If yes, please fill out) | School and Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □Domestic Sign-on □Domestic Sign-off □Overseas Program □Dual Degrees System □Others |
|  | Course Platform URL (Required for asynchronous instruction) | Please fill in the URL for the course videos or the link to eLearn/eeclass platform |
|  | Course Syllabus URL | Please fill in the URL for the course syllabus or the link to eLearn/eeclass platform |
|  | Integrating open education resources (OER) | Integrating open education resources (OER): MOOCs (Massive Open Online Courses), OpenCourseWare (OCW), Open Textbook, or other open educational resources (such as Python, R, or open database).  □Yes □No |
|  | Integrating emerging learning tech | Integrating emerging learning tech: AR/VR, smart sensor, Chatbot, interactive textbook, AI-supported learning system, e-reader, or collaborative annotation software.  □Yes □No |
|  | Integrating technologies to foster classroom interaction (for physical, virtual, or blended) | Integrating technologies to foster classroom interaction (for physical, virtual, or blended): Use Instant Response Systems such as Kahoot!, Slido, Zuvio, Pear Desk, or other software to foster learning engagement.  □Yes □No |

**II. Lesson Plan**

|  |  |  |
| --- | --- | --- |
| I | Teaching Objectives | (Please briefly introduce the course) |
| II | Target Participants |  |
| III | Overview of the Schedule | (Please fill in the weekly topics and teaching modes)  Apply for distance education only when the total teaching weeks are **more than (included) 9 weeks and more than half teaching hours** in the form of distance education.   * Sample: A course of nine-weeks distance education (met the 9 weeks requirement), a total of 18 hours (met the 1/2 teaching hour requirement) * **Notice! Please indicate how many hours in each week (rather than check).**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Week | Content | Method and Teaching Hours  **(Please fill in the teaching hours. Leave it blank if there isn’t any.)** | | | | Face-to-face | Online Teaching | | | Asynchronous | Synchronous | | 1 | (Fill in the blank) |  | 2 |  | | 2 | (Fill in the blank) |  | 2 |  | | 3 | (Fill in the blank) | 2 |  |  | | 4 | (Fill in the blank) |  | 2 |  | | 5 | (Fill in the blank) |  | 2 |  | | 6 | (Fill in the blank) | 2 |  |  | | 7 | (Fill in the blank) |  | 2 |  | | 8 | (Fill in the blank) | 2 |  |  | | 9 | Midterm | 2 |  |  | | 10 | (Fill in the blank) |  | 2 |  | | 11 | (Fill in the blank) | 2 |  |  | | 12 | (Fill in the blank) |  | 2 |  | | 13 | (Fill in the blank) | 2 |  |  | | 14 | (Fill in the blank) |  | 2 |  | | 15 | (Fill in the blank) | 2 |  |  | | 16 | (Fill in the blank) |  | 2 |  | | 17 | Presentations and Reports | 2 |  |  | | 18 | Final | 2 |  |  | |
| IV | Format | (Please check on  if you included. Multiple responses are allowed.)  　□ 1. Primary and supplementary materials for this online course.  　□ 2. Online asynchronous teaching  　□ 3. Online tutor or online office hour  　□ 4. Face-to-face teaching, for \_\_\_\_ times, in total \_\_\_\_ hours  　□ 5. Online synchronous teaching, for \_\_\_\_ times, in total \_\_\_\_ hours  Instruction: Please check according to your curriculum and lesson planning. For this sample file, check 1, 2, 3, and 4. Face-to-face teaching, for 9 times, in total 18 hours (Frequency and total hours of face-to-face teaching include midterm exam, final exam, and presentations.) |
| V | Learning Management System | Whether you include the following roles and features.  (Please check on  if you included. Multiple responses are allowed.)  1.Provide the following information for information system manager to manage the database of learning management system  □ Personal information  □ Course information  □ Features for other related information management  2.Provide instructors and students with necessary features for managing the learning information system  □ Post and browse latest news/announcement  □ Design, read, and download teaching materials  □ Manage and inquire grading system  □ Implement and post online assessment  □ Learning information  □ Interactive learning design (chatroom or discussion forum)  □ Presentations of various features of teaching activities |
| VI | Teacher-Student Interaction | 1. E-mail：  2. Time for face-to-face classroom teaching: (e.g.) 13:00-15:00, every Wednesday. If not (Totally online), fill in “NA”.  3. Interaction methods: e.g., Include course lecture, teacher-student interaction, assessment, and other learning activities. |
| VII | Assignment Submissions | (Please check on  if you included. Multiple responses are allowed.)  　□1. Online explanations for assignments  　□2. Online real-time assignment submissions  　□3. Upload-able/downloadable assignment files/templates  　□4. Online testing  　□5. Grade inquiry  　□6. Others (please explain) |
| VIII | Evaluation (Grading) | (e.g.) Midterm 30%, Final exam 40%, Attendance 10%, Internship results20%, total 100%. **Notice: Sum should be 100%.** |
| IX | Logistics, Requirements, Rules, and Others | Please indicate the requirement if needed. If not, leave it a blank. |