

The Implementation Directions of Course “Club Learning and Practicing” in Tamkang University

Approved by Academic Affairs Meeting on Oct. 25, 2013

- I. In order to implement the purpose of Three Circles and Five Disciplines of Holistic Education in Tamkang University, our General Education Center according to the implementation regulations of course “General Education” sets the implementation directions of course “Club Learning and Practicing” (hereafter the directions).
- II. Course Content: Course includes three parts which are “Introductory courses”, “Participating in activities”, and “Administering activities”. Cultivating students’ primary literacy and plural ability such as “moral integrity, cheerful attitude and healthy lifestyle, spirit of teamwork and dedication, and independent thinking”.
- III. Course Goal: Guiding students’ cognition to club activity through “Introductory courses”. Students experience advantages of participating extracurricular activity and learn to adopt different opinions, tolerate others, build a good relationship, and gain ability in problem solving through “Participating in activities” and “Administering activities” in order to cultivate competitiveness in their oncoming career.
- IV. This course has one credit which is belonged to the discipline of “Extracurricular Activity and Team Development” from general education courses. Moreover, establishing “Implementation Group of Club Learning and Practicing Course” which assists in drafting subjects of course, designing lesson plan, recruiting teaching staff, etc.
- V. Course Object: College students who enter Tamkang University after 100 academic year in Tamsui Campus and 101 academic year in Lanyang Campus.

VI. Implementation Patterns:

- A. Introductory courses: Planning lessons which are introduction of clubs, constructing a group, designing a plan of activity, group dynamics, communication and expression, etc. Appointing professional teaching staff, including teachers and teaching assistants, in order to help students gain fundamental idea from participating organization.
- B. Participating in activities: Developing students' creative thinking to cultivate the ability of critical thinking through experiencing plural activity. In any semester, student must participate in the club activity and finish it for at least 3 times, and deliver 3 Activity-Participation-Journals with stamp given by the chief of club certification to the club teaching assistants for examining and approval. In addition, these 3 checking should be in the same semester only, none shall be accumulated from every semester; after following the above steps, all will be counted as "activity participating-approved" to be part of your academic credit.
- C. Administering activities: Student must administer activity for achieving the goal of team working and problem solving. Student should administer any of the club activities at least for once, and deliver the Project-Closure-Report to the club teaching assistants for checking and approval after confirmed by the chief of club certification. After accomplishing above steps, it will be counted as "activity administering-approved" to be part of your academic credit.

VII. Course Rules:

- A. Student of the Day Division needs to complete three parts of this course and get one credit finally. This one credit will be recorded at the semester when student took "Introductory Courses".

- B. The credit of “Introductory Courses” will be counted as credits of class selection at the semester but the score of this course will not be include in the half credits failed and the average score of the semester.
- C. About “Participating in activities” and “Administering activities”, college students of the Day Division must complete these two parts before graduating. Furthermore, college students of the Evening Division must complete two parts when they are freshmen at the 2nd semester.

VIII.Course Rules of “Introductory Courses”:

- A. This course is divided into single week and double week according to department and class. A lesson last two hours at a time and student will be regarded as cutting class if she or he doesn’t take the first class. If student cannot select class, he or she should also take class at the begin-selected class and receive the certification of attending from teacher (ask teacher for the signature after class); otherwise, this absence will be regarded as cutting class.
- B. Student must observe the rules of students’ leave when he or she is absent for illness or other special accidents. When student approved for leave is absent but student doesn’t take leave or approve for leave is regarded as cutting class. The rules of absence and cutting class are as follows:
 - i. Student who cuts class for one hour is regarded as absence for two hours.
 - ii. Student who cuts class once (which is absence for four hours) means that the total hours of absence reached one third of this course at whole semester according to school’s regulations.

IX. Certification Rules of “Participating in activities” and “Administering activities”:

- A. “Group Organization” means that co-founded by three (or) more

independent members. This provision of “Group Organization” is divided into three categories: student group organizations, campus units and self-directed teams.

- i. Student group organizations: These group organizations are approved of establishing through Extracurricular Activities Guidance Section.
- ii. Campus units: At the beginning of the semester, campus units apply for certification according to the announcement.
- iii. Self-directed teams: Extracurricular Activities Guidance Section opens class of activity practicing and the club teaching assistant helps students to certificate activity. Students need to select this class by themselves through the ways of selecting class before.

B. Applying for certificating activity of “Group Organization”:

- i. Student group organizations: They can apply for certificating activity by an official document of activity with a proposal.
- ii. Campus units: At the beginning of the semester, campus units apply for certification according to the announcement. They also need to make a plan when applying.
- iii. Self-directed teams: The club teaching assistant guides and helps students to certificate activity according to the rules of every class.

X. The deliberations of this course are according to the deliberations process of General Education Course. The procedures are: Curriculum Course Committee Meeting→General Education Committee Meeting→Campus Course Committee Meeting→Academic Affairs Meeting.

XI. The directions are assessed and adopted by Academic Affairs Meeting and petitioned to the school president to be implemented. Implementation is since the publication date; amendment is the same.