



The Course Instructions of Club Learning and Practicing in Tamkang University for 103 Academic Year


Applications of Club Learning and Practicing System for Students



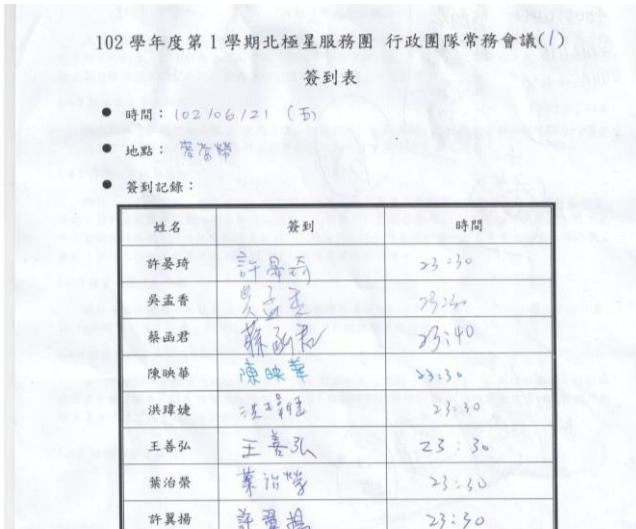
I. Attend a Club: Browse through the information on group organizations or units.

Appearance	Applications
	<p>Use Club Learning and Practicing System (TKU homepage 淡江首頁→TKU students 淡江學生→Information for Freshmen 新生入學資訊→ Club Learning and Practicing System 社團學習與實作課程系統) for viewing Course Structure and Certification Process. Besides, you also can browse through B&C information on group organizations or units from it.</p>
	<p>Click group organizations (社團組織) then choose 102 Academic Year group organizations(102 社團組織一覽表) that you can connect to TKU Clubs(淡江大學社團五虎崗協作平台) for knowing every certification organization.</p>

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Appearance	Applications																								
 <p>社團學習與實作課程公開資訊</p> <table border="1"> <tr> <td>學年</td> <td>101</td> <td>學期</td> <td>1</td> </tr> <tr> <td>社團ID</td> <td>1013</td> <td>社團名稱</td> <td>星相社</td> </tr> <tr> <td>社團辦公室</td> <td>SG242</td> <td></td> <td></td> </tr> <tr> <td>社團信箱</td> <td>tkuac1013@yahoo.com.tw</td> <td>社團網站</td> <td>http://www.wretch.cc/blog/tkuac1013</td> </tr> <tr> <td>社團認證長</td> <td>周幸蓉</td> <td>聯絡方式</td> <td>公開</td> </tr> <tr> <td>認證長信箱</td> <td>agg9567@hotmail.com</td> <td>認證長電話</td> <td>0931766189</td> </tr> </table> <p>活動類別</p> <p><input checked="" type="checkbox"/> 社課 <input checked="" type="checkbox"/> 聯誼 <input checked="" type="checkbox"/> 研習 <input checked="" type="checkbox"/> 講座 <input type="checkbox"/> 比賽 <input type="checkbox"/> 服務 <input type="checkbox"/> 成果展</p> <p><input type="checkbox"/> 其他(請說明):</p> <p>社團榮譽榜 (Red box highlights this section): 榮獲97、98、99年度之社團評鑑之特優獎。榮獲100年度之社團評鑑之優等獎。</p> <p>社費規定: 一學期一次收取金額: 400元 請說明:</p> <p>退費規定: 有前說明: 因特殊原因退社者, 若未領取社課講義, 最晚可於開學當月內全額退費。</p> <p>認證活動次數: 101學年度第1學期認證活動 2次 認證對象 入社申請通過且需繳交社費</p> <p>社團認證: 參加三堂社課或參與其他認證活動一次, 算一次認證活動。社費包含社課講義、課程費用, 不包含其他費用。</p>	學年	101	學期	1	社團ID	1013	社團名稱	星相社	社團辦公室	SG242			社團信箱	tkuac1013@yahoo.com.tw	社團網站	http://www.wretch.cc/blog/tkuac1013	社團認證長	周幸蓉	聯絡方式	公開	認證長信箱	agg9567@hotmail.com	認證長電話	0931766189	<p>You can view admission and calendar by clicking the name of club. Moreover, you can attend a club through club enrollment at the beginning of the semester.</p> <p>► You need student ID number to sign in the system.</p>
學年	101	學期	1																						
社團ID	1013	社團名稱	星相社																						
社團辦公室	SG242																								
社團信箱	tkuac1013@yahoo.com.tw	社團網站	http://www.wretch.cc/blog/tkuac1013																						
社團認證長	周幸蓉	聯絡方式	公開																						
認證長信箱	agg9567@hotmail.com	認證長電話	0931766189																						

II. Participate in an activity: When you participate in or administer an activity, remember to check your name is on the sign-in sheet in order to prove your attendance.



102 學年度第 1 學期北極星服務團 行政團隊常務會議(1)

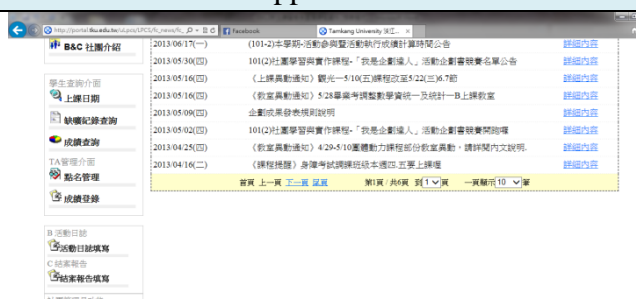
簽到表

- 時間: 102/10/21 (五)
- 地點: 管理樓
- 簽到記錄:

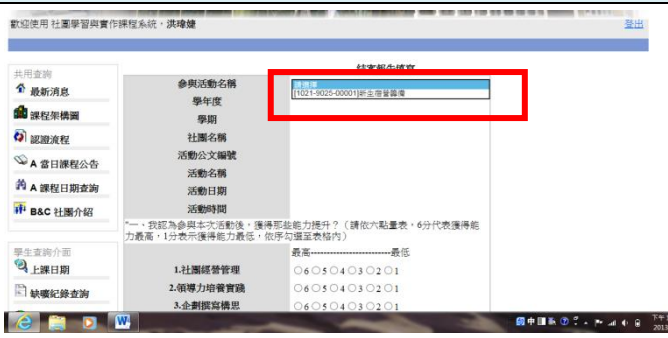
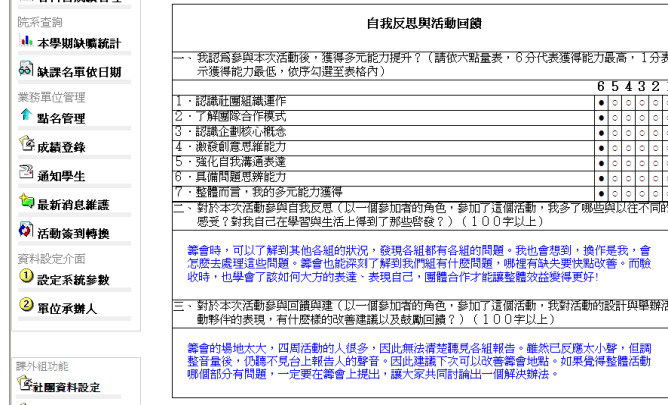
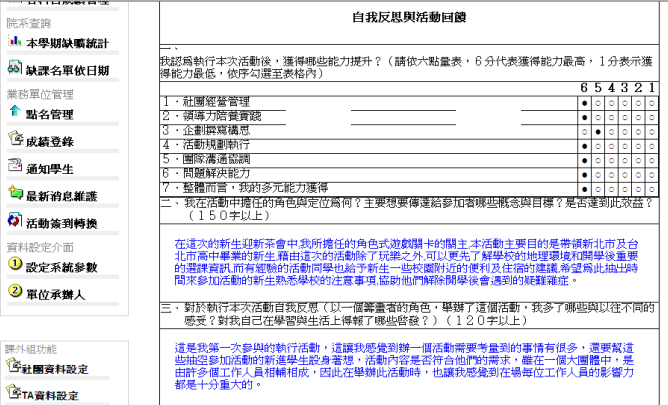
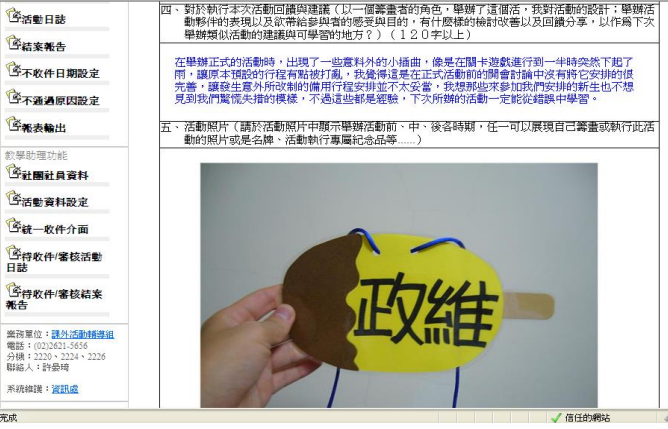
姓名	簽到	時間
許晏琦	許晏琦	23:30
吳孟香	吳孟香	23:30
蔡函君	蔡函君	23:40
陳映華	陳映華	23:30
洪瑋婕	洪瑋婕	23:30
王善弘	王善弘	23:30
葉治榮	葉治榮	23:30
許翼揚	許翼揚	23:30

Instruction: The sign-in sheet can prove your attendance for participating in or administering an activity.

III. Activity Certification: Fill in Activity Participation Journals or Project Closure Report.



Appearance	Applications
 <p>BSC 社團介紹</p> <p>2013/06/17(一) (101-2)本學期-活動參與暨活動執行會議計畫時程公告 點此內容</p> <p>2013/05/30(四) 101(2)社團學習與實作課程-「我是企劃達人」活動企劃書發表會公告 點此內容</p> <p>2013/05/16(四) (上課異動通知) 觀光-5/10(五)課程改至5/24(三)16:7節 點此內容</p> <p>2013/05/16(四) (教室異動通知) 5/28畢業考調整對學員統一及統計-B上課教室 點此內容</p> <p>2013/05/09(四) 企劃成果發表說明 點此內容</p> <p>2013/05/02(四) 101(2)社團學習與實作課程-「我是企劃達人」活動企劃書發表會 點此內容</p> <p>2013/04/25(四) (教室異動通知) 4/29-5/10團體動力課程部份教室異動, 請詳閱內文說明. 點此內容</p> <p>2013/04/16(二) (課程調整) 身障考試訓練班於本週四(五)上課 點此內容</p> <p>首頁 上一頁 二頁 首頁 第 1 頁 共 6 頁 到 1 頁 首頁 10 頁</p>	<p>First, please sign in the Club Learning and Practicing System. Second, you can start to fill in Activity Participation Journal(活動日誌) or Project Closure Report(結案報告) depends on you participate in or administer an activity. Third, it will appear Journal or Report tabulation(活動日誌/結案報告列表) then click add(新增) to start filling in and editing.</p>

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	<p>Click the name of activity you participate in and choose your activity. The system will show the information of activity immediately.</p> <p>▶ The activity needs to have official document.</p>
	<p>Tips for Activity Participation Journal 活動日誌:</p> <ol style="list-style-type: none"> 1. Capability Survey: Check your capability of extracurricular activity after the activity. 2. Activity Reflection: Think about what you gain from it. 3. Feedback and Suggestion: Express your opinion about it.
	<p>Tips for Project Closure Report 結案報告:</p> <ol style="list-style-type: none"> 1. Capability Survey: Check your capability of extracurricular activity after the activity. 2. Role Definition: Type your role, job and your goal. 3. Activity Reflection: Think about what you gain from administering an activity. 4. Feedback and Suggestion: Express your opinion about it. 5. Photo of activity: Attach any picture, name card, or handbook.
	<p>Attention: Do not use pleonasm when typing. If you do it, your Journal or Report will be sent back.</p>

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IV. Ask for signature: Deliver Journal or Report to the chief of club certification after printing.

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 <p>Notes : Statuses of tabulation are as follows -</p> <ul style="list-style-type: none"> ➤ Edit 編輯-It means that you can amend form. ➤ Delete 刪除-You can cancel your form. ➤ Send 送出-Click send button after editing. You cannot amend form after sending. 	<p>After you complete and send(送出) Journal/Report, tabulation will appear completed form. Next, please click print(列印).</p>
	<p>Deliver Journal/Report to the chief of club certification for examining and approval. After chief signs or stamps on Journal/Report, you also need to bring it to the office of Club Learning and Practicing in the stadium (SG201).</p>

V. Hand in: Hand in your Journal/Report to Club TA for examining and approval within the required time. Remember to check the status of examining on the system after. (Hand in it to SG201 in Tamsui Campus. Students in Lanyang Campus deliver it to CL312.)

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	<p>Click Activity Participation Journal or Project Closure Report.</p>

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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 10%;"></th> <th style="width: 10%;">序號</th> <th style="width: 15%;">社團名稱</th> <th style="width: 30%;">活動名稱</th> <th style="width: 15%;">審核狀態</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">編輯</td> <td style="text-align: center;">刪除</td> <td style="text-align: center;">送出</td> <td style="text-align: center;">列印</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1102 101卓越助理</td> <td style="text-align: center;">慶功大會</td> <td style="text-align: center;">不通過</td> </tr> <tr> <td style="text-align: center;">編輯</td> <td style="text-align: center;">刪除</td> <td style="text-align: center;">送出</td> <td style="text-align: center;">列印</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1102 101卓越助理</td> <td style="text-align: center;">測試用</td> <td style="text-align: center;">審核中</td> </tr> <tr> <td style="text-align: center;">編輯</td> <td style="text-align: center;">刪除</td> <td style="text-align: center;">送出</td> <td style="text-align: center;">列印</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1102 101卓越助理</td> <td style="text-align: center;">TA教育訓練</td> <td style="text-align: center;">通過</td> </tr> <tr> <td style="text-align: center;">編輯</td> <td style="text-align: center;">刪除</td> <td style="text-align: center;">送出</td> <td style="text-align: center;">列印</td> <td style="text-align: center;">4</td> <td style="text-align: center;">1102 101卓越助理</td> <td style="text-align: center;">助理開會</td> <td style="text-align: center;">紙本待收件</td> </tr> <tr> <td style="text-align: center;">編輯</td> <td style="text-align: center;">刪除</td> <td style="text-align: center;">送出</td> <td style="text-align: center;">列印</td> <td style="text-align: center;">5</td> <td style="text-align: center;">1102 101卓越助理</td> <td style="text-align: center;">認證長教育訓練</td> <td style="text-align: center;">草稿</td> </tr> </tbody> </table>						序號	社團名稱	活動名稱	審核狀態	編輯	刪除	送出	列印	1	1102 101卓越助理	慶功大會	不通過	編輯	刪除	送出	列印	2	1102 101卓越助理	測試用	審核中	編輯	刪除	送出	列印	3	1102 101卓越助理	TA教育訓練	通過	編輯	刪除	送出	列印	4	1102 101卓越助理	助理開會	紙本待收件	編輯	刪除	送出	列印	5	1102 101卓越助理	認證長教育訓練	草稿	<p>States of tabulation are as follows:</p> <ul style="list-style-type: none"> ➤ Fail 不通過-After examining, it failed.(content is not correct) ➤ Under examining 審核中 -Club TA has received it but it was under examining. ➤ Pass 通過- Congratulations! ➤ Wait for receiving 紙本待收件 Journal/Report was already printed but it is not sent to the office. ➤ Draft 草稿- It means that you can still amend form.
	序號	社團名稱	活動名稱	審核狀態																																														
編輯	刪除	送出	列印	1	1102 101卓越助理	慶功大會	不通過																																											
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※ Remember to hand in within 3 weeks after finishing activity.