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

I. **Extracurricular Activities and Team-ship Development** (課外活動與團隊發展學門)

In order to implement the purpose of Three Circles and Five Disciplines of Holistic Education, Tamkang University established “Extracurricular Activities and Team-ship Development” in Special Core Curriculum of General Education since 103rd academic year. Therefore, we also have three courses which are “Club Learning and Practicing”, “Club Management” and “Club Service-Learning”.

II. **Course Structure of Club Learning and Practicing**

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**Learning and Practice of Clubs** (社團學習與實作)

- **A. An Introduction** (入門課程)
  - 《first grade at the 2nd semester,a semester》 based on department classes for 12 hours
  - Notes: Introduction course has score but the score will not be include in the half credits failed and the average score of the semester.

- **B. Participation in Activities** (活動參與)
  - 《within 4 years,a semester》 Attend an activity at least 3 times
  - Notes: Mark “pass” on the transcript.

- **C. Administering activities** (活動執行)
  - 《within 4 years, a semester》 Administering activities at least once
  - Notes: Mark “pass” on the transcript.

Complete one credit before graduating.

Notes: 1. All detailed rules are in “The Implementation Directions of Course Club Learning and Practicing in Tamkang University”. 2. The mark and score of these three parts shows on the transcript individually. If you complete three parts finally, it will be your one credit for Club Learning and Practicing.

- **Day Division**: You need to complete A, B and C to get one credit within 4 years. The process is not in order.
- **Evening Division**: You only need to complete A for 16 hours in your first grade at the 2nd semester then get one credit.
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III. A. Rules of Introductory courses :

i. 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.

ii. 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:

1. Cutting the class for one hour as absence for two hours.
2. 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.
3. The credit of this course will be counted as credits of class selection at the semester (at most 25 credits, and at least 15 credits). However the score of this course will not be include in the half credits failed and the average score of the semester.

IV. Details of B. Participation in Activities and C. Administering activities

i. Introduction of certification organization:

<table>
<thead>
<tr>
<th>units rules</th>
<th>Club in school</th>
<th>campus units</th>
<th>self-directed teams (small)</th>
<th>self-directed teams (large)</th>
</tr>
</thead>
<tbody>
<tr>
<td>definition</td>
<td>Student clubs approved by Extracurricular Activities Guidance Section. Divide into nine group by its type: Art, PE, Recreation, Service, Friendship, Religion, Music, Association and Autonomy.</td>
<td>Academics or administration units apply to Extracurricular Activities Guidance Section for the activity certification at the beginning of each semester. Once approved, that units could be regarded as one of certification organization.</td>
<td>TKU stat service group club TA open theme courses base on discipline of “Extracurricular Activity and Team Development”. Students in TKU could choose class depend on its own interest on Club Learning and Practicing System at the beginning of the semester. By Club TA’s guide and implement, students could do “Participation in Activities” and “Administering activities”. (Only those juniors and seniors who do not pass these two certification could choose this course.)</td>
<td></td>
</tr>
<tr>
<td>units rules</td>
<td>Club in school</td>
<td>campus units</td>
<td>self-directed teams (small)</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
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<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Unit certified person</strong></td>
<td>the chief of club certification</td>
<td>the chief of unit certification</td>
<td>Club TA</td>
<td></td>
</tr>
<tr>
<td><strong>Certified members</strong></td>
<td>According to each club’s statutes and public information, that define the way of recruiting “club member”</td>
<td>Each unit could recruit members by each need of activity program.</td>
<td>Students themselves check the time and teaching plan of the theme course on the Club Learning and Practicing System at the beginning of the semester. Choose the class by own interest.</td>
<td>Students themselves check the time and rules of each echelon groups at the beginning of the semester. Choose the group by own interest.</td>
</tr>
<tr>
<td><strong>Activity Certification &amp; Fill in a form</strong></td>
<td>As the club apply for the activity, the activity should be marked whether it is certifiable or not.</td>
<td>Activities program brought out by the certification organization, and identify the activity as participating or Administering.</td>
<td>Depend on each class’s rule.</td>
<td>Depend on each group’s rule.</td>
</tr>
</tbody>
</table>

Beside above, each unit certified person should upload member list to Club Learning and Practicing System.
ii. **Certification procedures**: (divide into students and Organization parts)

<table>
<thead>
<tr>
<th>Procedures</th>
<th>Students</th>
<th>Organizations (clubs, administration, self-directed team)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Establish information</td>
<td>Understand the course &quot;Club Learning and Practicing&quot; and browse the introduction of organization</td>
<td>Establish the public information and elect the chief of club certification</td>
</tr>
<tr>
<td>II. Membership building</td>
<td>Check the public information and attend a club</td>
<td>The chief of club certification key in the list of members</td>
</tr>
<tr>
<td>III. Participate in or administer an activity</td>
<td>Participate in or administer an activity and remember to sign in before the activity end</td>
<td>Activity applying for and holding, print out the sign-in sheet</td>
</tr>
<tr>
<td>IV. Activity Certification</td>
<td>Fill in Activity Participation Journals or Project Closure Report</td>
<td>Check member's attendance, the chief of club certification exam</td>
</tr>
<tr>
<td>V. Achievement and check</td>
<td>Check the status of examining</td>
<td>Hand in the report of activity result</td>
</tr>
</tbody>
</table>

iii. **Deadline of certification**:

- **Deadline of filling in**: You can fill in the Activity Participation Journal or Project Closure Report starting from the activity beginning, and end to **within two weeks after the activity finishing**. After two weeks later after the activity, you cannot fill in the journal or report.
- **Deadline of handing in**: **Within three weeks after the activity finishing**, you must accomplish filling in and printing out the journal or report, delivering it to the chief of club certification for examining and handing in it to the office of Club Learning and Practicing. (SG201 in Tamsui Campus, and CL312 in Lanyang Campus) Overdue will not be examined.
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- Start filling in here is an example:

![Image of activity schedule]

Notes: the deadline is postponed when it is national holiday, mid-term or final exam.

iv. Direction:

<table>
<thead>
<tr>
<th></th>
<th>Participating in activities</th>
<th>Administering activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>I’m a participant, and to see how others hold an activity.</td>
<td>I’m a worker who plan, hold and review this activity with my team.</td>
</tr>
<tr>
<td><strong>Activity</strong></td>
<td>Only certification activities could get activity participating-approved.</td>
<td>All activities could get activity administering-approved</td>
</tr>
<tr>
<td><strong>Form</strong></td>
<td>Activity Participation Journals</td>
<td>Project Closure Report</td>
</tr>
<tr>
<td><strong>Certification requirements</strong></td>
<td>At least three times in one semester</td>
<td>One time in one semester</td>
</tr>
</tbody>
</table>

- Notes:

1. One activity could only certify Participating in activities or administering activities.
2. You can attend many clubs. However, “Participating in activities” (participate in the club activity at least 3 times) should be done in the same club and in the same semester.
3. As filling in the journal or report, you should follow the question meaning and words counting. If not, the chief of club certification or club TA would return the paper. (After the club TA returns the paper that you can re-fill in the journal or report. Notice that you still need to finish the certification procedures within three weeks.)

4. Reasons why your paper is returned:
   (1) The chief of club certification didn’t sign.
   (2) The chief of club certification stampeded the wrong seal.
   (3) The content of journal or report didn’t show the specific introspection or suggestion. Or the content look similar to each question.
   (4) There were too many verbiage or misspelled words in the content.
   (5) The picture couldn’t exactly show that you have attended the activity.
      You copied the words from the Internet or your classmates.
   (6) You altered the journal or report by writing that the content was different from on the Internet.
   (7) As printing out the journal or report, we couldn’t understand the content for the printing ink didn’t showing clearly.
   (8) You handed in the journal or report behind time.
   (9) You filled in the wrong form. You wanted to certify “Participating in activities”, but you filled the Project Closure Report.

v. Useful resources to Course “Club Learning and Practicing”

- The office of Club Learning and Practicing in the stadium (SG201) - If you have any question for this course, ask here!
- 北極星服務團-Club TA email address(tkuexta@gmail.com)
- 淡江大學社團五虎崗協作平台(https://sites.google.com/site/tkuexta/)
  -->You can check the “introduction of organization”, finding out and attend the club you like.
- TKU Club Learning and Practicing System (http://lpcs.tku.edu.tw/LPCS)
  -->You can know more about the course rules, fill in and check your journal or report here.
- TKU 社團五虎崗 fan page
  --> Activities announcement
I. Attend a Club: Browse through the information on group organizations or units.

<table>
<thead>
<tr>
<th>Appearance</th>
<th>Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>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&amp;C information on group organizations or units from it.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
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### Appearance

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.

- You need student ID number to sign in the system.

### Applications

**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.

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

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.
### Appearances

Click the name of the activity you participate in and choose your activity. The system will show the information of activity immediately.

- The activity needs to have official document.

### Tips for Activity Participation

**Journal 活動日誌**:
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.

### Tips for Project Closure Report

**結案報告**:
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.

**Attention**: Do not use pleonasm when typing. If you do it, your Journal or Report will be sent back.
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IV. Ask for signature: Deliver Journal or Report to the chief of club certification after printing.

<table>
<thead>
<tr>
<th>Appearance</th>
<th>Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Image](82x581 to 339x726)</td>
<td>After you complete and send Journal/Report, tabulation will appear completed form. Next, please click print.</td>
</tr>
</tbody>
</table>

Notes: Statuses of tabulation are as follows:
- **Edit**: It means that you can amend form.
- **Delete**: You can cancel your form.
- **Send**: Click send button after editing. You cannot amend form after sending.

<table>
<thead>
<tr>
<th>Appearance</th>
<th>Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Image](79x382 to 342x510)</td>
<td>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).</td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Appearance</th>
<th>Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Image](55x105 to 366x280)</td>
<td>Click Activity Participation Journal or Project Closure Report.</td>
</tr>
</tbody>
</table>
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### Statuses of Tabulation

<table>
<thead>
<tr>
<th>序號</th>
<th>點數名稱</th>
<th>活動名稱</th>
<th>案校狀態</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1102 101卓越助理</td>
<td>成果大會</td>
<td>不通過</td>
</tr>
<tr>
<td>2</td>
<td>1102 101卓越助理</td>
<td>測試週</td>
<td>審核中</td>
</tr>
<tr>
<td>3</td>
<td>1102 101卓越助理</td>
<td>TA教育訓練</td>
<td>通過</td>
</tr>
<tr>
<td>4</td>
<td>1102 101卓越助理</td>
<td>助理聘書</td>
<td>紙本待收件</td>
</tr>
<tr>
<td>5</td>
<td>1102 101卓越助理</td>
<td>認證長教育訓練</td>
<td>草稿</td>
</tr>
</tbody>
</table>

**Statues of Tabulation are as follows:**

- **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.

※ Remember to hand in within 3 weeks after finishing activity.