

# Ming Chuan University Procedures for Implementing Service-Learning

Passed at the University Affairs Committee 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

Article 1 Ming Chuan University 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, Modesty, Respect, Fortitude" will be achieved. This procedure is established in accordance with Article 43 of 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 sent to the Student Affairs 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 Student Affairs Division based on students' performance community service through clubs or service in activities on and off campus. Implementation procedures will be established by the Student Affairs Division.

Article 3 Students of Ming Chuan University may choose from course-based or recognition-based Service-Learning.

Article 4 Service-Learning at MCU must include 16 hours of service, one on-campus Service-Learning seminar, one reflection report, and an exhibition to share reflections or results.

Article 5 First-year students who entered MCU in the 2008-9 academic year (including first-year returning students) are required to participate in the Service-Learning program and may only graduate after completing the items outlined in Article 4. Students classified as special cases may file applications to adjust

Service-Learning methods in accordance with their personal situations.

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 approved by University Affairs Committee Meeting and the president, these procedures were announced and implemented. Any revision must follow the same procedure.