

# 文藻外語大學專科部勞作服務實施辦法

## Wenzao Ursuline University of Languages Implementation Guidelines for Labor Education in Junior College Programs

103年05月27日教務議通過 Approved at the Academic Affairs Committee meeting on May 27, 2014  
103年07月01日行政會議通過 Approved at the Executive Committee meeting on July 1, 2014

第一條 本校為實踐「全人教育」之理想、推展服務學習理念、提升公民服務精神，培養學生「愛護環境由身邊做起」的習慣，訓練學生團隊分工合作的能力，強化學生未來就業能力，並依本校附設專科部學則之規定，訂定本辦法。Article I. These Guidelines are enacted based on the University Academic Policies for the Junior College Division to fulfill the ideal of “whole person education,” to promote the concept of service learning, to encourage the spirit of civic service, to build the habit of caring for the environment by starting with one’s own surroundings, to train students in group cooperation, and to strengthen students’ future employability.

第二條 業務權責單位如下：Article II. Administrative offices and responsibilities:

- 一、學生事務處：負責全校勞作服務的統籌與協調工作。A. Office of Student Affairs: Responsible for planning and coordinating labor education efforts for the entire University.
- 二、學生事務處生活輔導組：負責勞作服務的規劃、執行、考核、評分、獎懲、抵免等相關事宜，並定期檢討修訂勞作服務實施辦法，其實施細則另訂之。B. Student Assistance Section of the Office of Student Affairs: Responsible for matters related to planning, implementation, assessment, scoring, issuing awards or disciplinary actions and exemptions. It also periodically reviews and amends implementation guidelines. Details are stated in a separate document.

第三條 實施對象：本校日間部五年制專科部學生。Article III. Participants: Students enrolled in 5-year junior college programs of the Day Division

第四條 實施方式如下：Article IV. Implementation methods:

- 一、日常環境維護：每日維護各班負責的公用教室或公共區域環境整潔。A. Routine maintenance of the environment: Teams of students are responsible for maintaining cleanliness of shared classrooms or communal areas on a daily basis.
- 二、重點環境維護：轉學生、轉系生及勞作服務重修生，依排定時間維護校園重點地區環境。B. Maintenance of the environment in key areas: Transfer

students, students who transfer between departments and students who repeat labor education classes maintain cleanliness of key areas according to the schedule they are given.

第五條 考核方式與標準：Article V. Methods and standards for assessment:

- 一、勞作服務考核：基本分數 82 分，及格分數 70 分。A. Assessment of labor service: The basic score is 82 points. The passing score is 70 points.
- 二、勤缺考核基準如下：B. Absences:
  - (一) 缺席者(未到或逾時超過 10 分鐘)，每次扣課程分數 1 分。1. 0.1 points are deducted for each instance of absence (non-arrival or lateness exceeding 10 minutes).
  - (二) 遲到者(逾時 10 分鐘以內)，每次扣課程分數 0.5 分。2. 0.5 points are deducted for each instance of lateness (within 10 minutes).
  - (三) 病假者，每次扣課程分數 0.1 分。3. 0.1 points are deducted for each instance of medical leave.
  - (四) 事假者，每次扣課程分數 0.5 分。4. 0.5 points are deducted for each instance of personal leave.
  - (五) 除事、病假外，其餘假別不扣分。5. No points are deducted for other kinds of leave besides personal and medical leave.
- 三、勞作服務成績未達 70 分或學期中缺席累計達當學期應到次數 1/4 者，勞作服務紀錄登錄為「未通過」，勞作服務「未通過」者需重修至「通過」為止，始得畢業。C. Students who do not score at least 70 points or are absent for 1/4 of the sessions fail the class. In order to graduate, students who fail labor education must repeat the class until they pass.
- 四、勞作服務全勤、表現優良與表現不佳者依校規獎懲，獎懲標準以實施細則之規定為依據。D. Students who have full attendance, perform exceptionally well or underperform may be commended or disciplined according to University Code of Conduct. Standards for recognitions and disciplinary actions follow regulations in the implementation guidelines.

第六條 特殊狀況學生可備齊相關資料，申請更改勞作服務內容或免勞作服務。Article VI. Students in special circumstances may apply to perform modified labor education activities or be exempt from labor education. Applications must include relevant documentation.

第七條 轉學生、轉系生及勞作服務重修生之勞作服務實施方式，依實施細則之規定辦理。Article VII. Labor education for transfer students and students transferring between departments is implemented following regulations in the implementation guidelines.

第八條 符合下列條件者，應於轉入當學期開學兩週內備齊證明文件，申請抵免勞作教育，逾期不予受理。Article VIII. Students who meet the criteria below may request

to the exempt from labor education using relevant documentation within two weeks of the semester in which they transfer into Wenzao. Late applications will not be accepted.

- 一、轉學生，已完成勞作服務者。A. The student has transferred from another institution and has completed labor education requirements.
- 二、本校轉系生，已於轉系前完成勞作服務者。B. The student has transferred from another department within Wenzao and has completed labor education before transferring.

第九條 本辦法未盡事宜，悉依照本校相關辦法辦理。Article IX. Other matters not stated in this document are resolved according to relevant Wenzao regulations.

第十條 本辦法經教務會議、行政會議通過，陳請校長核定後實施，修正時亦同。Article X. These Guidelines become effective upon approval by the Academic Affairs Committee and the Executive Committee, and ratification by the University President. Amendments must follow the same procedure.