

銘傳大學服務學習認證型校內單位實作服務申請書
Ming Chuan University Recognition of Service-Learning at On-campus
Units - Application Form -

網底處務必請督導簽章
(督導簽名/督導簽名章)

申請者資料 Information Regarding Applicant

姓名 Name	學號 Student ID No.
系級 Class	聯絡電話 Contact No.


服務單位資料 Information on Service Organization

服務單位(單位名稱) Unit Name	服務地點 Service Venue
	督導簽章 Supervisor's Signature
服務對象 Population Served	<input type="checkbox"/> 校內人員 On Campus Persons <input type="checkbox"/> 校外人士 Off Campus Persons
服務期間 Service Date	自 From 年(Y) 月(M) 日(D) 至 to 年(Y) 月(M) 日(D), 共計 小時 hour in total
服務名稱(服務內容) Service Duties and Responsibilities	

服務單位審議結果 Evaluation Results of Service Unit

<input type="checkbox"/> 同意申請人至本單位實作服務，並依單位要求督導該生 I agree to allow applicant to provide services at this unit and will provide supervision in accordance with the requirement. <input type="checkbox"/> 不同意 Rejected (請將此申請書交至前程規劃處) (This application must be submitted to Career Planning and Counseling Division)	(請蓋單位章) (Unit Stamp)
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前程規劃處認證及畢業門檻資訊
Verification of Career Planning and Counseling Division and Graduation Requirements Information

<ul style="list-style-type: none"> ◆ 收件日期 Date of Application : 年(Y) 月(M) 日(D) ◆ 服務學習需完成：Service-Learning Requirements <ul style="list-style-type: none"> • 服務學習時數 16 小時 16 hours of Service • 服務學習反思報告 1 份 One Service-Learning reflection report • 服務學習專題講座 1 場 One Service-Learning Lecture • 服務學習成果發表會 1 場 One Service-Learning Experience Sharing ◆ 服務學習列為畢業門檻，上列四個項目皆須完成才符合畢業資格喔！ The above four items must be completed before graduation. ◆ 所有參與紀錄皆可在學生資訊系統 > e-Portfolio > 「服務學習」查詢。 All records can be checked in the Student Information System > Student's e-Portfolio > Service-Learning. ◆ 服務學習辦公室地點 Service-Learning Office : 台北校區：前程規劃處行政大樓 2 樓(分機 2401) 桃園校區：前程規劃處 S212 辦公室(分機 5089) Taipei campus: A building 2F (Ext.2401) Taoyuan campus: S building S212 office (Ext.5089) 	 <p>服務學習紀錄系統(學生端)操作說明</p> <p>服務學習紀錄系統操作說明</p> <p>(建議使用電腦操作)</p>
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銘傳大學學生參與校內外服務工作服務時數紀錄表

Ming Chuan University Student On- or Off-Campus Service Hours Records

姓名 Name : _____ 系級 Class : _____ 學號 Student ID No. : _____

日期 Date	服務時段 Service Period (00:00~00:00)	服務時數 Service Hours	服務內容 Service Duties and Responsibilities	督導簽名 Signature of Supervisor	備註 Note
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合計 Total	小時 Hours		督導評語(Commentary) : 督導(Supervisor) : _____ (簽名) (Signature)		

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