

Regulations for the Implementation of Field Teaching at I-Shou University

Ratified and promulgated by the President on April 25, 2014

Amendments to Articles 2, 3, 4, 5, 6, 7 and 8 ratified and promulgated by the President on March 17, 2015

- Article 1 The Regulations for the Implementation of Field Teaching at I-Shou University (hereinafter referred to as the “Regulations”) are established with the aim of satisfying course instructors’ needs for field teaching and enhancing students’ practical skills and learning efficiency.
- Article 2 Field teaching planned by a course instructor shall be related to the course he/she teaches. The five administrative districts (Dashu District, Yanchao District, Dashe District, Niaosong District and Renwu District) adjacent to I-Shou University (hereinafter referred to as “University”) shall be first considered for the venue for field teaching, and the duration of field teaching shall be no more than one day for each application. A completed Application Form for Field Teaching shall be submitted along with a list of participating students to the Curriculum Section of the Office of Academic Affairs (hereinafter referred to as the “Section”) for approval at least two weeks prior to the field teaching.
- The course instructor shall complete a Field Teaching Report and submit it to the Section within two weeks of the field teaching.
- Article 3 The teaching hours of field teaching can be used only to offset the course hours for the week of field teaching. Field teaching shall be implemented no more than twice every semester for daytime undergraduate programs and no more than four times for the Division of Continuing Education.
- The aforesaid limitation is not applicable to off-campus internships (visits), projects, and the course “Service and Knowledge for Practice.”
- Article 4 Instructors of different courses may conduct field teaching jointly, and such field teaching shall be related to all the courses taught by these instructors. The maximum number of courses to conduct field teaching jointly is two. Both course instructors shall lead the field teaching in person. If they fail to participate in the field teaching, they will be considered absent without legitimate reasons.
- Article 5 In principle, the time for field teaching shall not overlap the scheduled course time; any field teaching shall not be scheduled for the week of mid-term/final exam. If

any activity of field teaching overlaps the scheduled course time of another course(s) due to special reasons, prior approval from the instructor(s) of the affected course(s) is required; a Notice of Change of Course Date/Time shall be completed and submitted to the Section at least three days prior to the aforesaid course in order to complete the course rescheduling (makeup) procedure.

Article 6 All the students taking the course shall participate in field teaching. When less than 80% of students will attend the scheduled field teaching, the instructor is not allowed to file an application for field teaching. Students who are not available for the field teaching are required to apply for leave of absence pursuant to relevant rules.

Article 7 Course instructors shall arrange transportation for students on the day of field teaching, pay attention to students' safety, and charter qualified buses. Course instructors may ask the Office of General Affairs for assistance in chartering buses from qualified service providers, and the Guidelines on Renting Vehicles for Field Teaching of the Ministry of Education shall be complied with. The transportation fees or insurance premiums incurred in relation to field teaching shall be budgeted as per the regulations and rules of the Office of Accounting.

Article 8 On the day of field teaching, course instructors shall lead students in person, keep students in order and pay attention to students' safety. Before departure, a brief orientation about the field teaching and an evacuation plan shall be given and filed for future reference. During the field teaching, instructors shall do the roll call randomly to be aware of the number of students any time. On the bus, instructors shall keep an eye on the bus driver and remind him/her to follow traffic rules for the sake of safety.

Article 9 Students participating in field teaching shall follow the instructions from their instructor(s), abide by the rules as a group member, and protect the reputation of the University. Violators shall be subject to relevant regulations and rules of the University.

Article 10 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.