

# 義守大學校外教學申請表

## I-SHOU UNIVERSITY Application Form for Field Trips

☐ 一般課程 General Course ☐ 校外實(見)習課程 Off-campus Internship (Observation)

☐ 服務學習課程 Service-Learning ☐ 計畫案課程 Project-sponsored Course

年/Y 月/M 日/D

開課系級： Dept.:		科目名稱： Course Title:		領隊教師姓名 Course Instructor	
本學期第_____次辦理校外教學活動 This is the _____ field trip held in this semester. (一般課程每門課以兩週課程內容為限，計畫案補助者不受此限) (For general courses, field trips should not last longer than two weeks; however, this restriction is not applicable to those sponsored by projects.)					
校外教學機關名稱： Destination for this field trip:				聯絡電話 Tel :	
校外教學地址： Address:					
校外教學日期： 年 月 日 (星期： ) Date: Y M D (Day: )				任課教師簽章 Instructor's Signature	
預計出發時間： Scheduled departure time:		預計返校時間： Scheduled return time:			
修課人數：共 人；參加人數：共 人 Number of students taking this course: ; Number of participants:				單位主管簽章 Department Chair's Signature	
課程原排時間 Scheduled course time		年/Y 月/M 日/D (星期/Day: ) 節次/session: _____ <input type="checkbox"/> 上課 As scheduled <input type="checkbox"/> 不上課 Rescheduled			
交通情況 Transportation		<input type="checkbox"/> 學生自行前往校外教學地點： Students go to the destination on their own. <input type="checkbox"/> 集合後搭車一同前往校外教學地點，集合地點： Students take a bus to the destination together. Meeting point: _____ <input type="checkbox"/> 其他 Others:			
活動摘要 Description of this field trip					
簽    核 Approval	教務處 Office of Academic Affairs	課務組 Curriculum Section		副教務長 Deputy Dean of Academic Affairs	
	學務處 Office of Student Affairs	生活輔導組 Student Campus Life Guidance Section		軍訓室 Office of Military Education	
	核示 Ratification				

附註：一、本申請表請於實施二週前附學生名單提出申請。

二、經核准後，將影本分送課務組、生輔組、軍訓室及人力資源處存查，教師於校外教學期間以公假登記。

Notes: 1. Please submit this application form along with a list of participating students at least two weeks prior to the date of the field trip.  
2. Photocopies of this form should be submitted to the Curriculum Section, the Student Campus Life Guidance Section, the Office of Military Education, and the Office of Human Resources, respectively, for future reference after this application has been ratified. Course instructors will be granted official leave during the field trip.