

National Sun Yat-sen University
Department of Computer Science and Engineering
Regulations for Outstanding Homeroom Teacher Selection

Established at Department General Meeting on March 31, 2004
Amended and Approved at the Department General Meeting on May 27, 2016

- Article 1. The Department of Computer Science and Engineering (hereafter referred to as “the Department”) formulates the Regulations for Outstanding Homeroom Teacher Selection (here after referred as “the Regulations”) in accordance with “Regulations for Awarding Outstanding Homeroom Teachers of National Sun Yat-sen University” (hereafter referred to as “the NSYSU”) in order to recognize exceptional homeroom teachers of the Department and enhance educational functions in order to promote the code of ethics on campus and develop a positive ethos.
- Article 2. Homeroom teachers of the current academic year who serves for over 1 year, properly fulfills his or her duties, and provides counseling service to students with supporting evidence are eligible for the Outstanding Homeroom Teacher Award.
- Article 3. Selection Procedures :
- a. Faculty of the Department who served as homeroom teachers over a year will be candidates. However, faculty who received awards at school level in previous academic year will not be included as candidates. Shall there be faculty who received awards at college level twice or more than two times, they may renounce their candidacy.
 - b. Scoring Methods :
 1. In the aspect of students (70%) : Students fill out anonymous questionnaire online (see Appendix I).
 2. In the aspect of homeroom teacher (25%) : A homeroom teacher may participate in homeroom teacher’s meetings, events or related workshops as well as activities held by the Department or Student Association. In addition to activities mentioned above, a homeroom teacher shall provide records of meetings or guidance with their students regulated in “Regulations for Awarding Outstanding

Homeroom Teachers of National Sun Yat-sen University.”

3. In the aspect of administration support (5%) : Overall evaluation made by the Chairman in accordance with the candidate’s participation in the events regarding to the homeroom teacher’s mission, promoting and supervising student’s life, learning and activities.
4. Placing will be determined by adding three aspects mentioned above according to the weights given in each item. homeroom teachers who received total points ranked in top three of all will be outstanding homeroom teacher of the Department and top two of them will be recommended as candidates of outstanding homeroom teachers at college level. At least one of the three and the two homeroom teachers recommended by the Department shall be the homeroom teacher of undergraduate students. Should there be in the event of a tie of total points, the subtotal of first and second aspects will be sorted in order.

Article 4. The Regulations become effective after being approved at the Department General Meeting. Amendments to the Regulations shall follow the same procedure.

National Sun Yat-sen University
Department of Computer Science and Engineering
Guidance Questionnaire for Homeroom Teacher

Dear students,

The aim of this survey is to understand the conditions of interaction between students and their homeroom teachers. We'd appreciate it if you may provide us a true and clear feedback.

Survey Descriptions	Satisfactory Level (5 represents the best level)				
	5	4	3	2	1
1. My homeroom teacher will show his/her cares and encourage me in daily life. He/she will meet and talk to me when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. My homeroom teacher will review my learning condition actively and assist making plans for course learning and conducting research.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. My homeroom teacher is willing to listen to my thoughts and to guide or help problem solving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. When I encounter difficulties, I will seek help from my homeroom teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. My homeroom teacher will provide suggestions to questions regarding to my learning, life, making friends, mental health and etc...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. My homeroom teacher will actively participate in class events or run his/her laboratory team. In addition, he or she interacts with class well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. My homeroom teacher provides related information and guidance regarding to my life development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Overall, I recommend my homeroom teacher as the Outstanding Homeroom Teacher at this department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Outstanding Homeroom Teacher Selection Scoring Chart

Name of Candidate :

Evaluation Item		Scoring Item	Percentages / numbers of participation	Subtotal
In the aspect of students 70%	Online questionnaire	Online Questionnaire [= (Survey average scores/5)*100]	60%	
	Ratio of student's number	$\sqrt{\frac{\text{Number of students who completed surveys}}{\text{Total number of students mentored}}} \times 100$	10%	
In the aspect of homeroom teacher 25%	Participating events held by NSYSU and the Department within current two years (3 points for an event; 25 points at top for this item)	Participating homeroom teacher's meeting at NSYSU or College Level	events	
		Participating workshops related to homeroom teachers	events	
		Holding events for students	times	
		Participating events held by the Department Student Association	times	
		Participating events held by the Department	times	
		Others (6 points at top)	times	
In the aspect of administration Support 5%	Overall evaluation made by the Chairman in accordance with the candidate's participation in the events regarding to homeroom teacher's mission, promoting and supervising student's life, learning and activities.			
Total Point		Points		