

# 國立中山大學資源教室課業輔導實施要點

## Guidelines on Implementation of Resource Classroom Academic Counseling

105.06.17 本校 104 學年度第 2 學期特殊教育推行委員會會議修正通過  
Amendment and Approval at Special Education Implementation Committee Meeting on June 17, 2016

### 一、依據：

依「教育部補助大專校院招收及輔導身心障礙學生實施要點」，特訂定「國立中山大學資源教室課業輔導申請暨實施要點」，以下稱本要點。

#### 1. Accordance:

The university stipulates the Guidelines on Implementation of Resource Classroom Academic Counseling (hereinafter the Guidelines) in accordance to Directions of Recruiting and Counselling Students with Physical and Mental Disabilities posted by the Ministry of Education.

### 二、目的：

本要點主要針對本校身心障礙學生於必(選)修科目之學習上，因其障礙而導致的學習困難或學習成就低落所提供之課業輔導服務。

#### 2. Purposes:

The Regulation serves the purposes of providing academic counseling to students with physical and mental disabilities who are facing learning difficulties or academic downfalls due to the disabilities.

### 三、申請程序：

#### 3. Application procedure:

(一) 學生有課業輔導需求者，需向資源教室輔導人員具體說明欲進行課業加強輔導之科目及所遭遇之學習困難，並填寫「國立中山大學資源教室課業輔導申請表」(附件一)。

1) Students who are in need of academic counseling shall explain the subject where assistance is required and the learning difficulties that are arising to the counseling personnel of the Resource Classroom, and fill out the NSYSU Resource Classroom Academic Counseling Application Form (Appendix 1).

(二) 學生需自行檢附加(退)選完成後已確定之該學期選課課表。

2) The students' confirmed course agenda (after Add/Drop Course) of the semester should be attached to the application.

(三) 資源教室彙整所有申請案件，評估、審核各申請案之必要性、服務方式和時數，審核結果以書面、電話或 E-mail 的方式通知申請人。

3) The Resource Classroom collects all applications, evaluates and examines the necessity, service method, and total hours of each case, and notifies the applicant of the results in writing, on phone calls, or via email.

(四) 資源教室商請系所任課老師或助教推薦適當課輔人選名單。

4) The Resource Classroom consults faculty instructors or teaching assistants for an adequate list of counseling student tutors.

#### 四、申請期限：

##### 4. Application deadline:

(一) 一年級新生應於每學期開學日後 2 個月內，填寫「國立中山大學資源教室課業輔導申請表」(附件一)提出申請，經評估有特殊需求者，不在此限。

1) Freshmen students shall fill out the NSYSU Resource Classroom Academic Counseling Application Form (Appendix 1) and apply within two months past the first day of each semester. Cases where counseling is deemed necessary after evaluation are not applicable to this deadline.

(二) 二年級以上學生應於每學期開學日後 1 個月內完成申請，經評估有特殊需求者，不在此限。

2) Students in the second year or above shall apply within one month past the first day of each semester. Cases where counseling is deemed necessary after evaluation are not applicable to this deadline.

#### 五、評估審核標準：(需符合其中一項)

##### 5. Evaluation Standards: (Applicants need to meet one item)

(一) 學生申請之科目以學生就讀學系規定之必(選)修科目為主，且該科目為重修之科目。

1) The subject filled in by the applicant is one of the mandatory courses by the department where the student enrolls, and is a retake for the course.

(二) 申請課業輔導之學生前一學期不及格學分達二分之一者。

2) The applicant failed half of the credits for the previous semester.

(三) 學生因身心障礙顯著影響該科目學習能力。

3) Student's learning ability for the subject is significantly impaired due to physical and mental disabilities.

(四) 其他經輔導員評估有特殊需求者。

4) Other special needs as deemed appropriate by counseling personnel.

#### 六、學生課輔之規則：

6. Regulations for student academic counseling:

(一) 每位學生每學期接受課業輔導時間，不宜超過每週 6 小時、每月 24 小時。

1) The academic counseling for each student for each semester shall not exceed six hours per week and 24 hours per month.

(二) 學生應準時上下課，態度主動認真積極，並能確實完成課輔老師指定之作業。

2) Students shall attend classes on time, actively participate class and complete all assignments assigned by counseling instructors.

(三) 學生因故無法出席時，應提早一日向課輔老師及資源教室老師請假，若未完成請假程序累計達 3 次，本學期將終止本項服務，且將列入未來申請該項服務之審核考量。

3) If a student cannot attend a class for various reasons, he or she is to notify the counseling instructor and the Resource Classroom one day before the leave. If the student is absent without prior notice, the Resource Classroom will terminate the counseling service after the third offence, and the record will be put into consideration when processing future applications to the service.

(四) 學生無故缺席或遲到超過 20 分鐘，累計達 3 次，資源教室將終止本項服務。

4) If a student is absent or late for twenty minutes to class without proper reasons, the Resource Classroom will terminate the counseling service after the third offence.

(五) 針對不同學生申請相同科目之課業輔導，將以共同開課為優先原則。

5) In cases where different students apply for academic counseling for the same subject, the students will be asked to enroll in the same counseling session in principle.

(六) 課輔老師需於每月填寫「資源教室學生課業輔導紀錄表」(附件二)一份，並於次月 5 日前繳交至資源教室，始計算並發放當月課輔鐘點費。

6) Counseling tutors are to fill out the Resource Classroom Academic Counseling Record Form (Appendix 2) each month and submit the form to the Resource Classroom prior to the fifth of the following month for calculation and issuing of remuneration.

#### 七、本要點經本校特殊教育推行委員會會議通過後實施，修正時亦同。

7. The Guidelines is implemented upon approval of the Special Education Implementation Committee meetings. The same procedure applies in cases of amendments.

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

# 國立中山大學資源教室課業輔導申請表

## NSYSU Resource Classroom Academic Counseling Application Form

105.06.17 本校 104 學年度第 2 學期特殊教育推行委員會會議修正通過  
Amendment and Approval at Special Education Implementation Committee Meeting on June 17, 2016

申請人姓名 Name of applicant		系級 Department		障礙別/程度 Disability and Severity	
申請日期 Date of application	年 月 日	課輔科目 Subject to be counseled			
課輔老師 Counseling Tutor	姓名 Name		系所/級 Department		
	聯絡電話 Telephone number				
	FB 暱稱 Facebook account				
	課業輔導鐘點費 For remuneration	<input type="checkbox"/> 學士畢 Undergraduate <input type="checkbox"/> 碩士畢 Masters <input type="checkbox"/> 博士畢 PhD <input type="checkbox"/> 講師 Lecturer <input type="checkbox"/> 助理教授 Assistant Professor <input type="checkbox"/> 副教授 Associate Professor <input type="checkbox"/> 教授 Professor			
	資料備註 Notes				
授課時間 Counseling hours	( 以下請填時段 ) ( Please fill in time )		星期四 Thursday		
	星期一 Monday		星期五 Friday		
	星期二 Tuesday		星期六 Saturday		
	星期三 Wednesday		星期日 Sunday		
授課地點 (勾選) Location (Please Check)	<input type="checkbox"/> 資源教室 Resource Classroom <input type="checkbox"/> 個諮室 Personal Consulting Room _____ <input type="checkbox"/> 研究室 Research Office _____ <input type="checkbox"/> 其他 Other _____				
申請評估 (輔導老師填寫) Evaluation (Filled out by counseling instructor)	<input type="checkbox"/> 申請之科目為就讀學系規定之必(選)修科目，且該科目為重修之科目。 The subject filled in by the applicant is one of the mandatory courses by the department where the student enrolls, and is a retake for the course. <input type="checkbox"/> 前一學期不及格學分達二分之一。 The applicant failed half of the credits for the previous semester. <input type="checkbox"/> 學生因身心障礙顯著影響該科目學習能力。 Student's learning ability for the subject is significantly impaired due to				

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

	<p>physical and mental disabilities.  <input type="checkbox"/>其他經輔導員評估有特殊需求者。  Other special needs as deemed appropriate by counseling personnel.  <input type="checkbox"/>未符合上述任何一項。  None of the above were met.  &lt;特殊需求說明&gt;  &lt;Explanation of special needs&gt;</p> <hr/> <p>課輔申請結果 Result of application: <input type="checkbox"/>通過 Passed <input type="checkbox"/>不通過 Not passed</p>
<p>課輔規約  Term of agreement</p>	<p>1. 上課認真、態度主動積極，確實完成課輔老師指定之作業。  i. I will actively participate class and complete all assignments assigned by counseling tutors.</p> <p>2. 準時出席、不遲到、不早退。  ii. I will attend classes on time without being late or leaving early.</p> <p>3. 若出席情況不佳、未能配合課輔老師之要求，將作為資源教室是否繼續提供相關服務之評估依據。  iii. Bad attendance record and failure to compete requests of the counseling tutor can result in termination of the service.</p> <p>4. 若於約定上課時間未事先告知而無故缺席(超過 20 分鐘)，累計達 3 次以上者，資源教室得取消課輔服務。  iv. Absence or tardiness over twenty minutes can result in termination of the service after the third offence.</p> <p style="text-align: right;">同意以上約定，學生簽名：_____</p> <p style="text-align: right;">I agree to the term of agreement listed above.</p> <p style="text-align: right;">Signature of Applicant: _____</p>

資源教室輔導老師：

日期：

Resource Classroom counseling instructor:

Dated: