**The Teaching Plan for Distance Learning Courses of National Yang Ming Chiao Tung University**

**Instructions:**

* **Definition of Distance Learning Courses at the University:** (1) Courses in which all enrolled students participate entirely through online distance learning. (2) The total hours of distance instruction (including both synchronous and asynchronous teaching) exceed half of the total instructional hours.
* **Synchronous Distance Teaching:** The instructor uses online transmission media or video conferencing systems to conduct teaching activities in real time, enabling live interactive learning.
* **Asynchronous Distance Teaching Method:** Instructors create digital teaching materials and upload them on the digital learning platform, allowing students to learn online at their own pace.
* **Instructors must submit their proposed distance course for review by the Digital Course Review Committee at the Digital Learning Center one semester before the course begins to confirm the eligible instructional hours. Only after this confirmation can the course be submitted to the departmental and college-level curriculum committees for professional review, and finally to the university curriculum committee for approval. The approved teaching plan and syllabus will then be uploaded to the Ministry of Education’s University Course Website.**
1. **Basic Course Information** (Please check the box □ if applicable / Each section must be completed.)

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| --- | --- |
| Semester | \_\_\_\_\_\_ Academic year　 □First semester 　□Second semester□Summer vacation　□Winter vacation　(Select one) |
| Department | Main department: Assisting department:  |
| Program type | □Undergraduate Program □Post-bachelor Professional Program□Master’s Program　 □In-service Master’s Program　□Doctoral Program　 □Degree Program (□4-Year □Master’s □Doctoral)□Credit-based Program □Other Teaching Unit \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Course category | □General Education Course □Specialized Course □Education Course □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Course title | Chinese: English:  |
| Instructor and title | ※For MOE certification, a maximum of four instructors are allowed. |
| Permanent Course Code |  | Current Course Code |  |
| Number of credits |  | Course Type | □Required □Selective □Other |
| Number of classes offered |  | Expected number of students enrolled |  |
| Subtitles | □Yes □No | English-taught course | □Yes □No |
| Course Platform URL (Preferably use E3 platform) | □E3 platform□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Broadcasted to other universities(if applicable) | Receiving university: \_\_\_\_\_\_\_\_\_\_\_ Receiving department:\_\_\_\_\_\_\_\_\_\_ |
| Collaboration with foreign institutions (if applicable) | Name of foreign partner institution and department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□Domestic hosting institution □Overseas special program□Dual degree program □Other |
| Type of Review Requested | □Internal Distance Learning Course Review□Application for MOE Digital Learning Course Certification (Please complete the MOE Preliminary Evaluation Form.) |

1. **Course Teaching Plan** (Please check the box □ if applicable / Each section must be completed.)

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| Course Objectives |  |
| Teaching Methods | Total: ＿＿＿weeks

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| --- | --- | --- | --- |
| Teaching method | Weeks | Total hours | ※Note:①The total hours of distance learning (Sync. + Async. hours) exceed half of the total instructional hours..② For MOE certification: Async. ≥ half of the weeks; Sync. ≥ one-sixth (e.g., Async. ≥ 8 weeks, Sync. ≥ 3 weeks for a 16-week course). |
| Distance learning | Asynchronous |  |  |
| Synchronous |  |  |
| In-person instruction |  |  |
| Other: ＿＿＿＿＿\_\_\_ |  |  |

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| Course Syllabus | ※Note: For asynchronous distance learning weeks, please provide MP4 video files. If you are applying for the internal distance learning course review and the total video duration is shorter than the planned asynchronous teaching hours, please provide additional information, including teaching activities, time allocation, and supporting documents.

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| --- | --- | --- | --- |
| Week | Instruction Content | Instructional hours | Additional Information |
| In-person | Distance learning |
| Async. | Sync. |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |

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| Textbooks and reference materials | 1. Textbook:
2. Handouts:
3. Reference materials:
4. Related websites:

※Note: Teaching materials used by instructors must not be reproduced illegally and must comply with relevant copyright laws. Any infringement or violation may result in legal liability. Instructors are encouraged to refer to the official teaching copyright guidelines provided by the competent authority. ([Link to the Intellectual Property Office, Ministry of Economic Affairs](https://www.tipo.gov.tw/copyright-tw/cp-415-855924-5dd9b-301.html))  |
| Teaching Activities(Multiple choices allowed) | ※Note: ①At least three types of teaching activities must be used throughout the course.②For MOE Certification, at least five types of teaching activities are required, including at least one collaborative learning strategy (e.g., C, F, I).□A. Lecture 　　 □B. Learning Guidance □C. Group Presentation□D. Individual Presentation □E. Topic Discussion □F. Group Discussion□G. Demonstration □H. Practice / Quiz □I. Peer Evaluation□J. Case Study □K. In-class Assignments □L. After-class Assignments□M. Others：＿＿＿＿＿＿＿＿＿＿＿ |
| Features to be used on the E3 platform(Multiple choices allowed) | □Announcements □Course material (upload/download)□Grade management and check　　　□Online quizzes □Learning progress information　　　□Interactive learning design (chatroom/ forum)□Teaching activity display □Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Teacher–Student Interaction(Multiple choices allowed) | □Sync. discussion: \_\_\_\_\_ times 　　□In-person discussion: \_\_\_\_\_ times□Async. discussion: \_\_\_\_\_ times 　 □Other: ＿＿＿＿＿＿＿＿＿＿＿ |
| Assignment Submission (Multiple choices allowed) | □Provide online explanation □Real-time online assignment submission□Upload and download assignment files □Online quizzes/tests□Check exam results □Other methods: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Grading and Assessment Methods | Grading is set by the instructor according to course objectives and content:

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| --- | --- | --- | --- |
| Category | Percentage | Description | Grading reference |
| Ongoing assess-ment (Learning partici-pation / Learning progress records) ※For MOE Certification, instructors must use ≧5 types of learning progress records as part of the assessment. | (e.g.)40% | (e.g.) Course material viewing time: 5% | (e.g.) Views weekly materials on schedule; total time meets course hour requirements. |
| (e.g.) Number of times course materials are viewed: 5% | (e.g.) Regularly checks announcements, materials, and forums. |
| (e.g.) In-person attendance: 4% | (e.g.) Week 7 and Week 15. |
| (e.g.) Forum posts: 8% | (e.g.) Participates in \_\_ discussions; posts in at least half with quality content. |
| (e.g.) Peer replies: 8% | (e.g.) Replies in \_\_ discussions; engages with peers in at least half. |
| (e.g.) Online quizzes: 10% | (e.g.) Completes quizzes weekly; best 10 scores are counted. |
| Assignments | (e.g.)20% |  | (e.g.) 5 in-class assignments and 5 after-class assignments |
| Midterm Exam / Report | (e.g.)20% |  |  |
| Final Exam / Report | (e.g.)20% |  |  |
| Total | 100% |  |  |

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| Academic support measures | 1. Instructor: Name, Email, and office
2. Teaching Assistant (TA): Name, Email, and office hours
3. Online office hours: Time must be specified (e.g., every Tuesday, 18:00–19:00).
4. Other: Add pages if necessary
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| Important Notes |  |

To avoid delays in the application process for distance learning courses, please make sure that all fields above have been properly checked or completed before submission. Thank you. (Please check the box below before submitting.)

🞏 **I confirm that all fields above have been checked or filled out. Thank you.**

Approval Process: (1) Applicant Instructor 🡺(2) Digital Learning Center—Digital Course Review Committee 🡺(3) Course Offering Department

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| 1. Applicant Instructor’s Signature:
 | 1. Digital Learning Center – Digital Course Review Committee Review:

Approved Weekly Instructional Hours (Excluding any additional counted hours) :\_\_\_\_\_\_\_ | 1. Department Chair’s Signature:
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| **Digital Learning Center – Digital Course Review Committee Comments:** |