

National Taiwan Normal University - Application for Service-Learning Reflection Facilitator Learning Incentive Program (2020.12)

Description:

1. Purpose of this program:
This program is intended to deepen students' knowledge of service learning and reflection facilitation skills through their participation in service-learning courses and serving as course reflection facilitators, as well as to improve their learning effectiveness under instructor guidance and the training at their service-learning unit.
2. The learning plan should be filled out by the student and the guidance method filled out by the instructor.
3. Each student may apply for at most 2 learning incentives. Each service-learning course is limited to 1 reflection facilitator; however, if the number of students in the course is 50 or more, an additional reflection facilitator may be in place.
4. Each form can only be used for one person to apply for one learning incentive. If you wish to apply for more than one incentive, you'll need to fill out a separate one.
5. The following criteria will be considered for this incentive program:
 - (1) The relevance between the reflection facilitator's learning objectives and the instructor's guidance method: 20%
 - (2) Reflection facilitation planning (including pre-, during and post-service reflection) and implementation: 30%
 - (3) The effectiveness of reflection facilitation learning: 30% (students' reflections: 20%; instructor's evaluation: 10%)
 - (4) Participation in Reflection Facilitator Competency Training: 10%
 - (5) Completeness and integrity of the application form: 10%

Course information	Course title	Serial number	Course code
	<input type="checkbox"/> Fall semester (October to January) <input type="checkbox"/> Spring semester (March to June) <input type="checkbox"/> Summer semester (June to September) <input type="checkbox"/> Winter semester (January to February) *Check the box according to your service time		
Course type	<input type="checkbox"/> Basic service-learning <input type="checkbox"/> Advanced service-learning		
Service type	*Give a brief description of the service content and method		
Applicant	Name	Student ID	
	College	Department/graduate institute	
	Email	Tel	
	Program	<input type="checkbox"/> Bachelor's (__ year of study) <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral	
Course instructor	Name	Title	
	Affiliation	Tel	
	Email		

※ Student _____ (name) has read the terms of this Learning Incentive Program and fully understands

that this program is intended to enrich the student's learning competency. There is no employment relationship between the student and the school and the instructor. The student agrees to complete this learning activity under the guidance of instructor _____ (name).

Student (signature): _____ **Instructor (signature):** _____

Director/Chair (signature): _____ **Application Date:** _____ **(yyyymmdd)**

1. Study plan (to be completed by the student)

Briefly describe your learning objectives and expectations as a reflection facilitator.

Learning Objectives and Expectations

2. Guidance method (to be completed by the instructor)

Briefly describe the guidance method and expected outcomes based on the learning objectives proposed by the student and the various stages of service learning.

1. Guidance method (including preparation, service, reflection, and celebration)

2. Expected outcomes

Service-Learning Reflection Facilitator Learning Incentive Program - Account Information Confirmation

No.: _____ (to be completed by the Center)

Name of Reflection Facilitator		ID number	
Course title	Service Learning ()-		
ID card copy (front)		ID card copy (back)	
ID card copy (front) Paste here		ID card copy (back) Paste here	
Passbook cover photocopy			
<input type="checkbox"/> Bank	Bank Code:	Branch code:	Account number:
Bank code (3 digits) and branch code (4 digits) can be found here: http://www.fisc.com.tw/tc/service/branch.aspx .			
<input type="checkbox"/> Post Office	Bank Code: 700	Post Office No.:	Account Number: (14 digits)
Passbook cover photocopy Paste here			

*Make sure the photocopy is clearly legible. Please write in block letters to avoid any errors in your account information.

*Submit this together with the end-of-term reflective learning record form

Signature after confirmation: _____

Date: YYYYMMDD

**National Taiwan Normal University Service-Learning Reflection Facilitator Learning
Incentive Program**

Reflection Facilitation Learning Record Form

Course type	<input type="checkbox"/> Basic service-learning course Course title: _____ <input type="checkbox"/> Advanced service-learning course Course title: _____			
Reflection Facilitator	Name		Student ID	
	College		Department	
	Program	<input type="checkbox"/> Bachelor's (__ year of study) <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral		
	Email		Tel	
Course instructor				
Participation in the training of reflection facilitator organized by the Holistic Education Center - a reflection log				
Trainer:	Date of training:			
<i>*Add pages as needed if not enough space.</i>				
Service-learning stages	Progress or description			
Preparation				
Service				
Reflection (Pre-, during, and	Item	How it proceeded Overall learning experience		

post-service reflection)	Pre-service reflection When: Where:		(Example) Topic: Building a Service Mindset Teaching aids: picture cards Instructions: Students are divided into three groups. First, the service students are given 30 seconds to think about the content of this service or their thoughts on this service-learning task. Then, students are asked to draw a picture card that best describes their state of mind. The leaders will guide the three groups, each with around 10 people, to proceed with reflection and sharing. The leaders can use this opportunity to understand and record the progress of students and offer feedback.
	During-service reflection When: Where:		Topic: Teaching aids: Description:
	Post-service reflection When: Where:		Topic: Teaching aids: Description:
	Reflection guidance experience (300-500 words)		
Celebration/Results Showcase	Date: Time: Where: Content: (Celebration activities are not celebratory parties. Please refer to the methods for celebration activities.)		
Photos of reflection facilitation (not photos of service)			
Photo caption:		Photo caption:	

Photo caption:	Photo caption:

Note: Please also provide the Service-Learning Record Reflection Sheet and End-of-term Thoughts Report of two outstanding students for evaluation. In addition, please submit the aforementioned two files for all students taking the course in electronic format for record-keeping.

Reflection Facilitator Signature:

Instructor Signature: _____

Date:

(yyyymmdd)

2. Qualitative assessment (Give a brief description of the reflection facilitator's performance in the course. This serves as an important reference for the committee in their evaluation. Instructors are asked to fill this out.)

Instructor Signature:

Date: (yyyymmdd)