文藻外語大學教師線上同步教學申請表

Wenzao Ursuline University of Languages Applying for Synchronous Online Teaching

申請日期Date： 年yyyy 月mm 日dd

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| 任課教師  Name |  | 教師所屬單位  Dept. of Instructor |  |
| 申請原因  Reason | 請勾選Please check  1. □創新教學 Innovative teaching  2. □協同教學 Team teaching | | |
| 申請科目資訊 Course Information | | | |
| 開課學制  School System |  | 開課班級  Class |  |
| 科目名稱  Course Title |  | | |

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| 原上課資訊  Original Class Time | | | 調整後上課時間  Rescheduling Class Time  （與原上課時間不同才須填寫） | | | 使用同步教學軟體名稱  Software used in synchronous teaching |
| 上課日期  Day | 星期  week | 上課節次  period | 上課日期  Day | 星期  week | 上課節次  period |  |
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| 審核欄位Review | | | |
| 系、所、中心主任  Chairperson of Dept. of Instructor |  | 院長  Dean of College of Instructor |  |
| 教務單位承辦人  Curriculum Section Staff |  | 教務單位組長  Head of Curriculum Section/Academic Affairs Section |  |
| 教務長/進修部主任  Dean of Academic Affairs/Director of Continuing Education |  | | |

1. 申請後與原上課時間不同者，須填寫調整後上課時間。If the time is different from the original class, please fill in the rescheduling class time.
2. 疫情期間，或學校排定進行同步線上教學演練期間，不須填寫本表。This application form is submitting only outside the epidemic and the synchronous online teaching periods scheduled by the university.
3. 申請完成後正本由教學單位留存，影本請送教務單位留存。After the application is permitted, the original copy will be retained by the teaching unit, and the photocopy should be sent to the administrative unit for retention.