

National University of Kaohsiung Implementation Guidelines for Students'

Schoolwork Counseling

Passed in the 123rd Administration Meeting on May 18, 2012

Passed in the 31st School Affairs Fund Management Committee Meeting on Jun. 7, 2012

Passed in the 130th Administration Meeting on Apr. 12, 2013

Passed in the 34th School Affairs Fund Management Committee Meeting on Apr. 18, 2013

Article 1. To carry out the early warning on students' learning , set up the student schoolwork counseling mechanism, and promote student's learning effect, National University of Kaohsiung established "National University of Kaohsiung Implementation Guidelines for Students' Schoolwork Counseling" (hereafter these guidelines).

Article 2. The subjects these guidelines apply to are those students who need the counseling on their schoolwork. Students may actively issue their applications to their departments/institutes. Yet, students will be listed as the subjects traced for counseling if they fall in the descriptions as follows:

- (1) Those who failed half of their courses taken in one semester.
- (2) Those who are judged to be in need of counseling by their homeroom teachers or their departments/institutes through the early warning mechanism.
- (3) Those who are reported to be in need of counseling by their homeroom teachers, class-instruction teachers or their departments/institutes.

Article 3. School counseling is conducted by each department/institute; yet, colleges may convict the relevant teaching units to help implement the counseling if the counseling courses involve more than one department or one college.

Article 4. The early warning mechanism on learning includes the following:

- (1) Before the semester begins, Division of Academic Affairs (Registration Section) should provide the chairpersons of departments/institutes, the homeroom teachers, the students, and Division of Student Affairs (Student Counseling Section) with the names and the grades of those students who failed half of their courses taken in the preceding semester.
- (2) By the twelfth week of each semester, Division of Academic Affairs

(Registration Section) should provide the chairpersons of departments/institutes, the homeroom teachers, the students, and Division of Student Affairs (Student Counseling Section) with the names of those students who failed the mid-term exam.

(3) By the twelfth week of each semester, each class instruction teacher should tell the students about their learning conditions whether the teacher will give a mid-term exam.

(4) Each class instruction teacher should notify each department/institute about the students who have a bad class performance, and it then notify the students' homeroom teachers or Division of Student Affairs (Student Counseling Section).

(5) Homeroom teachers should conduct the tracing attention on those students who failed half of their courses taken in the preceding semester, and fill out the "tracing attention form for the student who failed half of their courses" to find out the causes.

Article 5. Taking into consideration the students' needs, wishes, and the available resources, each department/institute conducts the schoolwork counseling in the following ways:

(1) The class instruction teachers offer schoolwork counseling within office hours.

(2) The class instruction teachers divide students into different learning groups to activate the peer learning assistance.

(3) Teaching assistants help students with their learning.

(4) Upper classmates offer schoolwork counseling.

(5) Each department/institute form its own learning groups to help students.

(6) Homeroom teachers offer schoolwork counseling in their homeroom teachers' hours.

(7) Transfer these students to Division of Student Affairs to conduct the relevant assessments so as to help them to understand their own learning conditions.

(8) Other ways that can enhance students' learning motivation and effects.

Article 6. The fare for schoolwork counseling is subsidized as follows:

(1) For the cases in which students are assisted by teaching

assistants, each department/institute may submit the application to Division of Academic Affairs, which will offer an allotment to each case.

(2) The allotment given to each department/institute is utilized by the department/institute based on students' needs, wishes, and the available resources. Yet, the priority is given to the second and the third item of the first clause of Article 2.

The exact allotment of the subsidy is determined by Division of Academic Affairs which will make a proposal according to the total number of students who fail half of their courses taken in the preceding semester and the expense available in each semester; the proposal will then be resolved in the Schoolwork Counseling Committee.

Article 7. The required expense for schoolwork counseling is paid by the self-raised income of School Affair Fund (including the donations, the facility management income, the extension education income, the cooperation education income, and the profits of the investment) and other project subsidies.

Article 8. Each department/institute should establish the execution plan for students' schoolwork counseling, carry into execution and then report it to Division of Academic Affairs and Division of Student Affairs after the plan is issued and passed in the department/institute meeting.

Article 9. Based on the information provided by Division of Academic Affairs, Division of Student Affairs, class instruction teachers, and homeroom teachers, each department/institute should make a list of the students who need schoolwork counseling and tracing their learning counseling.

Article 10. For those students whose bad learning conditions are not caused by bad schoolwork and those who are listed in Article 2 but are not willing to accept schoolwork counseling, they should be transferred to Division of Students Affairs.

Taking into consideration the students' needs, wishes, and the available resources, Division of Students Affairs should activate the following attention mechanism:

- (1) Send attention mails to students who failed half of their courses taken.
- (2) Notify the parents of those students who failed half of their courses taken to help care about these students.
- (3) Conduct studying strategy assessments.
- (4) Based on the assessment results, analyze the causes of bad learning effect by the following categories: interest and aptitude conflict, learning effectiveness, love affair disturbance, pressure adaptation, computer games addiction, involving in too many activities or other affairs, or time management.
- (5) Provide relevant career and interest assessments, learning strategy planning, two sexes growth concept establishment, pressure relieving, and time management or other appropriate counseling.
- (6) Trace the effect of the counseling and report to each department/institute and their homeroom teachers.

The preceding items are all paid through the budget for homeroom teacher counseling activity.

Article 11. Each department/institute should fill out the execution and effect assessment form of each schoolwork counseling case and the counseling record form, and then deliver them to Division of Academic Affairs for collection, which will then be reported in Student Schoolwork Counseling Committee for record.

Article 12. Division of Academic Affairs should collect records on the subsidized fare and its cancelation in each semester, and report them in Student Schoolwork Counseling Committee for record.

Article 13. Student Schoolwork Counseling Committee should hold at least one meeting in a semester to review the subsidized fare, the executions of the early warning and counseling mechanisms, and other relevant matters.

Article 14. Students Schoolwork Counseling Committee consists of the Dean of Academic Affairs, the Dean of Student Affairs, excellent teachers of that academic year, and excellent homeroom teachers of that academic year, the Dean of Academic Affairs being the convener and

the chairperson. When the convener is absent, the committee members should elect one member as the chairperson. In the meeting, the director of teaching resource center, Chief of Teaching Service Section, Chief of Registration Section, Chief of the Curriculum Affairs, and Chief of Student Counseling should be present. If there is a need, other relevant people will also be invited to be present.

Article 15. The guidelines are passed in the Administration Meeting and the School Affairs Fund Management Committee, examined by the president of NUK, and then announced to carry into execution. When there is a need to make amendments, the procedure is the same as the aforementioned.

National University of Kaohsiung Application Form of Student Schoolwork Counseling Subsidized Expense

(For arranging teaching assistants to students who failed half of their courses taken in the preceding semester)

The _____ Semester of _____ Academic Year

Department/institute:		Name of the course:	
The expected hours of counseling:	The name list of the targeted students		
Counselor:			
The applied expense: NTD\$ _____ (NTD\$ 115 per hour; the total is under NTD\$ 5000)			
Way of counseling implementation			
Application unit	Contact unit:	The reviewing unit (Division of Academic Affairs)	
Applicant: Department chairperson:		☐ Pass ☐ Not pass Stamp of the reviewing unit:	

Date of the application: _____ / _____ / _____ (YY/MM/DD)

NUK Department/Institute of _____ Name List of Schoolwork Counseling
The ____ Semester of _____ Academic Year

NO.	Name	Student number	Cause of the counseling (Fill in the code)	The wishes of the attending students	Way of the counseling (Fill in the code)	Note
1				☐ Yes ☐ No		
2				☐ Yes ☐ No		
3				☐ Yes ☐ No		
4				☐ Yes ☐ No		
5				☐ Yes ☐ No		
6				☐ Yes ☐ No		
7				☐ Yes ☐ No		
8				☐ Yes ☐ No		
9				☐ Yes ☐ No		
10				☐ Yes ☐ No		
11				☐ Yes ☐ No		
12				☐ Yes ☐ No		
13				☐ Yes ☐ No		
14				☐ Yes ☐ No		

Codes for the causes of counseling: (1) Those who failed half of their courses taken in one semester.(2) Those who are judged to be in need

of counseling by their homeroom teachers or their departments/institutes through the early warning mechanism.(3) Those who are reported to

be in need of counseling by their homeroom teachers, class-instruction teachers or their departments/institutes.(4) Students apply for the

counseling themselves. (5) Others (filling this code should also fill in the cause of counseling).

Codes for the way of counseling: (1) The class instruction teachers offer schoolwork counseling within office hours.(2) The class instruction teachers divide students into different learning groups to activate the peer learning assistance.(3) Teaching assistants help students with their learning.(4) Upper classmates offer schoolwork counseling.(5) Each department/institute forms its own learning groups to help students.(6) Homeroom teachers offer schoolwork counseling in their homeroom teachers hours.(7) Transfer these students to Division of Student Affairs to conduct the relevant assessments so as to help them to understand their own learning conditions.(8) Others. (filling this code should also fill in the way of counseling)

Signature of the applicant:

Signature of the department chairperson

Execution and Effect Assessment Form of schoolwork counseling

The ____ Semester of _____ Academic Year

Schoolwork counseling Type	☐ The class instruction teachers offer schoolwork counseling within office hours.	Departmen/institute:			
	☐ The class instruction teachers divide students into different learning groups to activate the peer learning assistance.	Course name:			
	☐ Teaching assistants help students with their learning.	Counseling hours:			
	☐ Upper classmates offer schoolwork counseling.	Number of counseled students:			
	☐ Each department/institute forms its own learning groups to help students.	Counselor:			
	☐ Homeroom teachers offer schoolwork counseling in their homeroom teachers hours.	Applying for subsidized expense: ☐ Yes ☐ No			
	☐ Transfer these students to Division of Student Affairs to conduct the relevant assessments so as to help them to understand their own learning conditions.				
☐ Others					
A brief description before the counseling					
The list of students attending the counseling					
Dates	Classes	The number of present students	Dates	Classes	The number of present students
Execution and effect assessment	(Briefly describe the execution of the counseling implementation and the learning condition after the counseling, no more than 300 words.)				

Signature of the counselor: Signature of the department chairperson:

[illegible]

Signature of the department chairperson:

Attachment 5

Division of Student Affairs Attention Tracing Form for Students Who Failed Half of Their Courses Taken

(available for making copies)

Name of the staff at Division of Students Affairs:

Extension:

Date:

Name of the students:

Department /grade (year):

Causes of students' failing half of their courses taken, judged by homeroom teachers (multiply-chosen):

- ☐ Interest and aptitude conflict
- ☐ Problem of learning effectiveness
- ☐ Love affair disturbance
- ☐ Pressure adaptation
- ☐ Not studying hard--☐1.Computer games addition
 - ☐2.Involving in too many activities or extra affairs
 - ☐3.Time management and others

1. In addition to the opportunity of having attention tracing, the staffs at Division of Student Affairs can☐/can't☐ transfer the students to Student Counseling Section to take the studying strategy assessment by consultants.
2. Students are willing ☐/not willing ☐ to go to Student Counseling Section.
3. The staffs at Division of Student Affairs can☐/can't☐ exert their influence to lead the students to talk with consultants.
4. The schedules for students to have appointments to take the studying strategy assessments at Student Counseling Section:

The first priority period: the _____ period on _____

The first priority period: the _____ period on _____

(In addition to filing the form in the department/institute for achievement reports, please send the written form in an envelope or the file by email to Student Counseling Section)

National University of Kaohsiung Students Schoolwork Counseling Implementation

Flowchart

