

# CYCU Implementation and Subsidy Project for Freshman Introduction Courses

Approved on March 30, 2022, during the Office of Academic Affairs Meeting (110-2-5)

Revised on March 27, 2024, during the Office of Academic Affairs Meeting (112-2-3)

- I. Project Purpose:** To help first-year students understand the purpose of university education, explore future development opportunities, and utilize internal and external resources to plan their course roadmap early. This project encourages departments to offer introductory courses to assist freshmen in adapting to university life.
- II. Guidelines for Course Implementation:**
  1. **Credits:** Each course is worth 2 credits and counts as an elective under the General Education (Category I) curriculum.
  2. **Course Schedule:** Courses are offered during the first semester of each academic year, aligned with the scheduling timeline for the semester.
  3. **Target Audience:** Priority is given to first-year students.
  4. **Instructors:** Priority is given to full-time faculty members at the associate professor level or higher.
  5. **Course Design:** Departments may independently design introduction courses that align with their professional fields. These may include topics such as time and stress management, professional ethics, alumni sharing, company visits, career planning, and introductions to internal and external resources.
- III. Teaching Hours:** The Office of Academic Affairs provides a subsidy for two teaching hours per course. Each department may receive subsidies for up to one course. Teaching hours are allocated to the Center for General Education for distribution.
- IV. Subsidy Amount:** Each course may receive a subsidy of up to NT\$8,000. A maximum of one course subsidy per department is allowed.
- V. Subsidized Items:** The number and amount of approved subsidies are adjusted according to the university's annual budget. Eligible expenses include lecturer fees, transportation for lecturers, company visit expenses, and miscellaneous costs.
- VI. Application Process:** Each department must submit the application form (Attachment 1) and the "Course Outline" to the Student Learning and Development Center of the Office of Academic Affairs by the deadline for the announced semester.
- VII. Obligations for Subsidy Recipients:** Courses receiving subsidies must participate in post-course sharing and exchange sessions to facilitate course improvement.

## Application Form for the Implementation and Subsidy Project for Freshman Introduction Courses

Basic Information		Date of Completion: ___ Year ___ Month ___ Day		
College:		Offering Department:		
Name:		Staff ID:		
Course Title:		Course Code:		
Expected Number of Students:				
Contact Information:	Internal Extension: _____ Mobile Phone: _____			
Email:				
Course Planning				
1. Teaching Objectives:				
2. Teaching Methods (e.g., group activities, guest lecturers):				
Proposed Budget				
Item	Unit Price	Quantity	Subtotal	Explanation
Lecturer Fees	NT\$2,000/hour			1. External lecturers: max NT\$2,000/hour. 2. Internal part-time instructors: max NT\$1,500/hour (schedule required for non-teaching days).
	NT\$1,500/hour			
Transportation				Actual reimbursement with receipts (e.g., tickets). Part-time instructors cannot claim both fees simultaneously.
Company Visits				Includes transport, insurance, etc. Provide detailed breakdown: 1. _____ 2. _____ 3. _____
Miscellaneous				Includes stationery, meal expenses (max NT\$100/person).
Total Requested Amount:	NT\$ _____ (Maximum NT\$8,000).			
Approved Amount	NT\$ _____			
Instructor's Signature:	Department Chair's Signature:	Center for Learning Enhancement		
		Project Officer	Director	

Note: Completed application forms must be submitted along with the "Course Outline" to the Student Learning and Development Center, Office of Academic Affairs. Thank you!