中原大學高教深耕計畫境外生學習關懷活動

【 年 月】學生執行簽到表

CYCU Foreign Student Academic and Life Support Activities - Monthly Attendance Record (Sponsored by Higher Education Sprout Project, MOE)

112.10.1起適用

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| **基本資料表(Student Assistant Profile)** |
| 姓名(Name) |  | 學號(Student ID Number) |  |
| 系級(Department/ Degree) |  | 國籍(Nationality) |  |
| Email address |  | 連絡電話(Contact Number) |  |
| 日期(Date) | 起迄時間（24小時制） | 時數(Working Hours) | 工作地點(Working Place) | 工作內容(Working Content) | 簽章(需親簽)(Handwriting Signature) |
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| 承辦人簽章 | 全球化推動辦公室主任簽章 |
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| ※工作項目「代號」參考表，請依下列1,2,3…等代碼據實逐項填入，並於每次工作結束後請簽名：1.協助講解作業解答2.協助帶領分組討論3.協助分組教學4.輔導學習落後同學5.教導學生資料蒐集方法6.輔導報告撰寫技巧7.提供個別化學習諮詢8.協助討論與教導學習策略9.協助個別化教學10.帶領學生預習及複習課程11.其他（請具體填寫工作內容）※Reference Codes for Working Content: Please accurately fill in each code as follows, and sign after each job is completed: 1. Assist in explaining homework answers. 2. Assist in leading group discussions. 3. Assist in group teaching. 4. Tutor students falling behind in learning. 5. Teach students data collection methods. 6. Tutor report writing skills. 7. Provide individualized learning consultations. 8. Assist in discussing and teaching learning strategies. 9. Assist in individualized teaching. 10. Assist students with course preview and review sessions. 11. Other (please specify job content). |

 中原大學高教深耕計畫境外生學習與生活關懷活動【 年 月】學生執行紀錄表 112.10.1起適用

 CYCU Foreign Student Academic and Life Support Activities - Monthly Operating Record (Sponsored by Higher Education Sprout Project, MOE)

(表格欄位不敷使用，請自行新增)

| 基本資料**(Student Assistant Profile)** |
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| 姓名(Name)： | 學號(Student number)： | 系級(Department/ Degree)： | 國籍(Nationality)： | Email address： | 連絡電話(Contact Number)： |
| 編號 | 姓名(Name) | 學號(Student number) | 系級(Department/ Degree) | 境外生國籍/地區(Nationality) | 活動日期(Date) | 活動時間(起迄)(Actitvity Duration)(24-hour Clock System ) | 活動地點(Place) | 活動類型(Activity Type) | 執行內容(Activity Content) | 執行人簽章( Student Assistant Signature)  |
| 1 |  |  |  |  |  | 　:　~　:　 |  | A. |  |  |
| 2 |  |  |  |  |  | 　:　~　:　 |  |  |  |  |
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| **填表人：** |
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**※ 1.請領輔導、諮詢工資時，請將本紀錄單、簽到單、領據一併送出。 1. To apply for your wage, please handing the Monthly Operating Record、**

 **2.學生學習輔導原則每個月應達15小時，活動時間應記載至分鐘為止。 Attendance Record and the Receipt of Payment.**

 **3.活動類型： A.專業科目輔導 2. The tutorial time has to be over 15 hours per month, and the activity**

 **duration should be recorded down to the minute.**

 **3. Activity type：A. Academics Tutorial.**