

# Regulations for Implementing Remedial Teaching in the Department of Mechanical and Electro-Mechanical Engineering

## 國立中山大學機械與機電工程學系大學部補救教學實施辦法

Passed at the Department Academic Affairs Committee meeting on October 23, 2006

95.10.23 教學委員會通過

1. The Regulations for Implementing Remedial Teaching in the Department of Mechanical and Electro-Mechanical Engineering (hereinafter “the Regulations”) aim to improve the teaching effectiveness of required courses in the undergraduate program of the Department of Mechanical and Electro-Mechanical Engineering (hereinafter “the Department”); the Regulations achieve this by facilitating the scheduling of remedial teaching activities in instructors’ spare time to help students with questions about their learning or those who are falling behind in their learning. These activities shall reinforce the fundamental subject-specific knowledge of students, and a feedback mechanism shall be implemented to evaluate the effectiveness of the activities.

Remedial teaching may be implemented for the following required courses:

First semester: Calculus, Graphics, Engineering Mathematics (I), Applied Mechanics (II), Thermodynamics, Circuit Theory, Principles of Machine Design (I), Fluid Mechanics, and Automatic Control.

Second semester: General Physics, Applied Mechanics (I), Electro-Mechanical Materials, Engineering Mathematics (II), Mechanics of Materials, Applied Electronics, Mechanism, Principles of Machine Design (II), and Heat Transfer.

一· 本辦法之目的：為了提升大學部必修科目之教學成效，利用課餘時間為進度落後或課業上有所疑惑之學生實施課程補強，以強化學生基礎學科知識，並藉由回饋機制來評估補救教學成效。

「強化學習」的必修科目：

上學期課程：微積分、圖學、工程數學（上）、應用力學（二）、熱力學、電路學、機械設計原理（上）、流體力學、自動控制

下學期課程：普通物理、應用力學（一）、機電材料、工程數學（下）、材料力學、應用電子學、機動學、機械設計原理（下）、熱傳學

2. Remedial teaching shall be implemented through the two methods as follows:

二· 實施方法有兩種：

(1) Remedial teaching proposed by a course instructor: (a) On the basis of the learning progress of each student, a course instructor compiles a list of students who are falling behind and then submits the Remedial Teaching Application Form (Appendix I) to the administration office of the Department (hereinafter "Department Office"). (b) The course instructor determines the duration and content of remedial teaching. (c) Teaching assistants are selected by the Chairman of Department Academic Affairs Committee on the basis of the course instructor's needs or recommendations. (d) The teaching assistants shall regularly report the attendance of participating students to the course instructor. (e) After the participating students complete their remedial teaching session, they shall complete the Learning Effectiveness Survey (Appendix III) to enable the Department to collect feedback for future reference.

1.由任課教師提出，其實施步驟為：(1)由任課教師根據學生學習進度，確定學習落後的學生名單，向系辦提出補救教學需求申請表(如附件一)。(2)由任課教師決定補救教學的時間長短與內容。(3)由教學委員會召集人根據教師之需求遴選助教，或由任課老師推薦適任助教。(4)助教應將學生參與補救教學的出席狀況，定期告知任課老師。(5)補救教學結束，學生填寫學習成效問卷調查表(如附件三)，供系上參考。

(2) Remedial teaching proposed by students: (a) A student may submit the Remedial Teaching Request Form (Appendix II) to the Department Office. (b) The Department Office sends the request to the Chairman of Department Academic Affairs Committee, who then determines the necessity and duration of remedial teaching on the basis of the student's needs. (c) If the request is approved, the Teaching Committee selects suitable teaching assistants for remedial teaching. (d) After the participating student completes their remedial teaching, they shall complete the Learning Effectiveness Survey (Appendix III) to enable the Department to collect feedback for future reference.

2.由學生提出，其實施步驟為：(1)學生向系辦提出協助補救教學需求申請表(如附件二)。(2)系辦將需求申請資料交教學委員會召集人，根據學生提出之需求，評估是否受理補救教學課程及決定時數。(3)如通過，教學委員會召集人挑選合適助教進行補救教學。(4)學生學習結束後，繳交學習成效問卷調查表(如附件三)，供系上參考。

Department of Mechanical and Electro-Mechanical Engineering

Course Instructor Remedial Teaching Application Form

機械與機電系--任課教師提出補救教學需求申請表

Description: To improve overall teaching effectiveness, a course instructor may apply to the Department Office for remedial teaching after identifying students with poor learning performance and confirming their areas of struggle.

說明：由任課教師針對學期中學習狀況不佳之同學，確定學習落後單元，向系辦提出補救教學需求，以提昇教學成效。

Course title:

科目名稱：\_\_\_\_\_

Remedial teaching content:

補教內容：\_\_\_\_\_

Teaching duration: \_\_\_\_\_ hour(s)

授課時數：\_\_\_\_\_ 小時

Recommended teaching assistant:

建議助教人選：\_\_\_\_\_

Students requiring remedial teaching:

需接受輔導學生：

Student ID:

學號：

Name:

姓名：

~The following section will be completed by the Chairman of Department Academic Affairs Committee.

~以下由本系教學委員會召集人填寫~

Teaching assistant:

助教人選：\_\_\_\_\_

Starting date:

開始輔導日期：\_\_\_\_\_

※After participating students complete their remedial teaching session, they shall complete the Learning Effectiveness Survey for the Department to evaluate the effectiveness of remedial teaching.

※ 學生學習結束後，繳交學習問卷調查，以評估補救教學成效。

Department of Mechanical and Electro-Mechanical Engineering  
Student Remedial Teaching Request Form  
機械與機電系--學生提出協助補救教學需求申請表

Description: Students who require additional instruction for specific units of required courses may submit a request for remedial teaching to the Department Office. Remedial teaching shall commence when at least three students submit requests; students may invite their peers to submit requests.

說明：針對以往學習的必修課程，若有某些單元學習不足或未完整之內容，可向系辦提出協助需求，有相同需求者 3 人以上（學生可自行召集），即可開始進行輔導。

Course title:

輔導科目：\_\_\_\_\_

Brief description of learning needs:

簡述需求內容：

Signature of applying student:

申請學生簽名：

~The following section is completed by the Chairman of Department Academic

Affairs Committee

~以下由本系教學委員會召集人填寫~

Estimated learning duration: \_\_\_\_\_ hour(s)

預估學習時數： \_\_\_\_\_小時

Teaching assistant:

助教人選： \_\_\_\_\_

Starting date:

開始輔導日期： \_\_\_\_\_

※After participating students complete their remedial teaching session, they shall complete the Learning Effectiveness Survey for the Department to evaluate its teaching effectiveness.

※ 學生學習結束後，繳交學習問卷調查，以評估補救教學成效。

Department of Mechanical and Electro-Mechanical Engineering

Learning Effectiveness Survey

機械與機電系--「補救教學」學習成效問卷調查

Appendix  
III  
附件三

補救科目 Subject :

助教人選 Selection of teaching assistant:

很好 Highly Suitable 適當 Suitable 不佳 Unsuitable

學習時數 Duration of remedial teaching :

太多 Overly 適中 Adequate Overly short 太少

學習成效 Learning effectiveness :

良好 Effective 尚可 Acceptable 不佳 Ineffective

補救教學之必要性 Necessity of remedial teaching :

值得長期推廣 Necessary 尚有改善空間 Room for improvement exists 沒必要  
Unnecessary

※ Please submit the survey form directly to the Department Office.

※本問卷調查請直接繳回系辦