

國立高雄餐旅大學勞作教育課程實施要點

Guidelines for the Implementation of the Labor Education Course

National Kaohsiung University of Hospitality and Tourism

中華民國 89 年 6 月 8 日勞作教育委員會通過

Approved by the Labor Education Committee on June 8, 2000

中華民國 89 年 8 月 9 日行政會議通過

Approved at the Administrative Meeting on August 9, 2000

中華民國 91 年 3 月 14 日行政會議修正通過

中華民國 93 年 7 月 21 日行政會議修正通過

中華民國 94 年 8 月 17 日行政會議修正通過

中華民國 95 年 7 月 12 日行政會議修正通過

中華民國 99 年 9 月 16 日行政會議修正通過

中華民國 101 年 7 月 18 日行政會議修正通過

中華民國 106 年 3 月 09 日行政會議修正通過

中華民國 106 年 6 月 22 日教務會議修正通過

Amended and approved at the Administrative Meetings on March 14, 2002; July 21, 2004; August 17, 2005;

July 12, 2006; September 16, 2010; July 18, 2012; March 9, 2017

Amended and approved at the Academic Affairs Meeting on June 22, 2017

- 一、依據國立高雄餐旅大學（以下簡稱本校）校訂必修勞作教育課程實施需求及本校實際情形訂定「國立高雄餐旅大學勞作教育課程實施要點」。These Guidelines are established in accordance with the implementation requirements of the University's required Labor Education course and the actual conditions of National Kaohsiung University of Hospitality and Tourism.
- 二、勞作教育課程為本校產攜二專、大學部二技、四技與專科部(不含進修學制)規定必修零學分之課程，課程實施時程規定如下：The Labor Education course is a required, zero-credit course for students in junior college programs (industry-academia collaboration), two-year undergraduate programs, four-year undergraduate programs, and junior college divisions (excluding continuing education programs). The course duration is as follows:
 - (一) 產攜二專一年級每學期18週每週必修3小時，共修二學期。Industry-academia junior college (Year 1): 3 hours per week for 18 weeks per semester, for 2 semesters.
 - (二) 大學部二技一年級每學期18週每週必修3小時，共修二學期。Two-year undergraduate program (Year 1): 3 hours per week for 18 weeks per semester, for 2 semesters.
 - (三) 大學部四技一年級(含產攜四技)每學期18週每週必修3小時、二年級每學期18週每週必修2小時，共修四學期。Four-year undergraduate program (Year 1-2). Year 1: 3 hours/week for 18 weeks per semester. Year 2: 2 hours/week for 18 weeks per semester. Total: 4 semesters.
 - (四) 專科部一年級每學期18週每週必修3小時、二年級每學期18週每週必修2小時，共修四學期。Junior college division (Year 1-2): Year 1: 3 hours/week. Year 2: 2 hours/week. Total: 4 semesters.
- 三、勞作教育課程由體育與健康中心體育競賽活動暨勞作教育組(以下簡稱競賽勞作組)及各系科負責規劃，其負責規劃內容包含：The Labor Education course shall be planned jointly by the Division of Sports Competition Activities and Labor Education under the Center for Physical Education and Health (hereinafter "the Division") and each academic department:
 - (一) 競賽勞作組負責各學制一年級：室內外校園環境區域之清潔工作，共計每學期18週。The Division is responsible for first-year students: campus indoor and outdoor environmental cleaning (18 weeks per semester).
 - (二) 系科負責各學制二年級：室內大樓內部區域(含各系科教學空間)之清潔工作，共計每學期18週。Departments are responsible for second-year students: cleaning of indoor building areas, including teaching spaces (18 weeks per semester).
- 四、勞作教育課程實施時間為Implementation Schedule
 - (一)競賽勞作組負責課程時段：Division-managed sessions:
 1. 清晨時段：06：30~07：10—室內外環境區。Early morning: 06:30-07:10 (indoor/outdoor campus areas)
 2. 空堂時段：不定時—以補作為主。Free periods: irregular (mainly for make-up work)
 - (二) 系科負責課程時段：依各系科安排之課程內容實施。各系科得依系科課程會議決議自行規劃執行或委由競賽勞作組負責執行。Arranged according to departmental course planning.

Departments may conduct independently or entrust the Division.

課程實施時段原則上以上述時段為準，若情況特殊需要，得由授課教師及勞作小組長協調變更之。

In principle, the above time slots shall be followed. Adjustments may be made by instructors and student team leaders in special circumstances.

五、勞作教育課程說明：Course Description

- (一) 勞作教育於開學第一週由授課老師說明課程內容實施方式與評分標準。Course content, implementation methods, and grading criteria shall be explained by the instructor during the first week of the semester.
- (二) 學生於勞作教育時間到課後，應至課程實施地點集合並遵守課程內容規定。Students must assemble at the designated location during course time and comply with all course requirements.

六、勞作教育課程抵免規範如下：Credit Waiver (Substitution) Regulations

- (一) 擔任本校交通服務隊、宿舍幹部、運動代表隊及各類型競賽培訓選手之學生，因於課後時間進行義務性之校園服務或參與培訓計畫，其服務或培訓時數得抵免勞作教育之課程時數。Students serving in roles such as campus traffic service teams, dormitory staff, sports teams, or participants in competition training programs may offset their Labor Education hours with service or training hours.
- (二) 上述校園服務或各類型競賽培訓計畫之承辦單位，應於新學期開學前兩週提出當學期之服務或培訓計畫書及參與學生名冊(格式如附件)，並經該屬一級行政或學術單位審核同意後送交競賽勞作組備查，始得進行各項計畫；並於學期結束前繳交點名簽到服務與競賽相關紀錄存查。Organizing units must submit a service or training proposal and participant list two weeks before the semester begins, approved by the relevant administrative or academic unit, and filed with the Division.
- (三) 學生參與上述校園服務或各類型競賽培訓過程中，若因表現不佳或因故退出，承辦單位應立即回報競賽勞作組，該學生將返回原班級參與勞作教育課程。If a student performs poorly or withdraws, the organizing unit must report immediately; the student must return to regular Labor Education classes.

七、勞作教育課程請假規則依據本校學生請假規則辦理。假單交至體育與健康中心由競賽勞作組辦理請假審核手續。Leave shall be processed in accordance with the University's student leave regulations and reviewed by the Division.

八、每學期結束如勞作教育成績低於60分者為不及格論，勞作成績不及格者，在校生准予在次學期隨班補修，補修至及格方得畢業。延修生需至競賽勞作組補修時數，補修方式由競賽勞作組安排，補修至及格方得畢業。A score below 60 is considered a failure. Students must retake the course in the following semester until passing. Extended students must complete make-up hours arranged by the Division before graduation.

九、申請延修、重(補)修之學生，需於每學期依教務處規定之選課期間內完成勞作教育選課登記。由競賽勞作組確認當學期延修、重(補)修之隨班班級。Students applying for extension or retaking must register during the official course selection period.重(補)修生應與隨班班級上課時間相同；延修生之課程時段可不限本要點第四點之規定。Retake students must attend classes with assigned groups; extended students may have flexible schedules not limited by Article 4.

十、本要點經體育與健康中心會議、通識教育中心會議、教務會議審議通過，陳請校長核定後實施，修正時亦同。These Guidelines shall be implemented upon approval by the Center for Physical Education and Health, the General Education Center, and the Academic Affairs Meeting, and authorization by the University President. The same procedure shall apply to amendments.

國立高雄餐旅大學
學年度第_____學期勞作教育課程抵免計畫書

Labor Education Course Substitution Proposal Template

計畫名稱： Proposal Title: _____

一、計畫目標與能力培養Objectives and competency development

二、執行策略及具體作法Implementation strategies and specific measures

三、計畫執行進度規劃Implementation schedule

[illegible]

四、參與名單(以下自行增列) Participants (expand as needed)

科系/年級 Department/Year	學號 Student ID	姓名 Name	聯絡電話 Contact Number

簽辦程序Approval Process: : [填寫申請計畫書](#) → [一級單位主管](#) → [體育與健康中心備查](#)Application Proposal → Unit Supervisor Approval → Filed with the Center for Physical Education and Health.

申請人 Applicant Name	單位主管核章(學術/行政) Approval and Signature of Unit Supervisor (Academic/Administrative)	體育與健康中心 Center for Physical Education and Health