

# Summary Course Implementation Guidelines for Undergraduate Students

## Department of Teaching Chinese as a Second Language, Chung Yuan Christian University

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Article 1 According to Article 5 of the "Student Learning Outcomes Promotion Guidelines" of the university, each department (graduate program, degree program) should implement a summary evaluation in the student's final year to understand their overall learning outcomes. These guidelines are established for the department's summary course (hereinafter referred to as "these guidelines").

Article 2 The responsible unit for these guidelines is the Department's Learning Outcomes Evaluation Committee (hereinafter referred to as the "Evaluation Committee").

1. Main Responsibilities:

- (1) Based on the department's basic literacy and core competencies, plan and organize the department's summary courses for evaluating student learning outcomes.
- (2) Annually analyze the effectiveness of the summary courses and write a report on the results.
- (3) Use the analysis results to annually review and revise the evaluation mechanism of the summary courses. After revision, the evaluation mechanism must be approved by the department's faculty meeting before being implemented.

2. The Evaluation Committee is composed of five faculty members from the department, at least one professional from the industry, and two student representatives.

Article 3 Based on the department's educational goals and competency indicators, the learning outcome indicators for the summary courses are defined. For each competency indicator, the Evaluation Committee will jointly discuss and set 2 to 4 learning outcome indicators to facilitate the evaluation of the summary course's effectiveness.

Article 4 The planning of the department's summary course:

1. Summary Course Enrollment Requirements:

Students admitted in the 106th academic year (inclusive) and onwards must complete the core courses and take the required "Chinese Language Teaching Practice" course (2 credits) in the first semester of their final year as the department's summary course. This course will be guided and assessed by full-time faculty members, with the possibility of inviting relevant field experts or scholars from both inside and outside the university to participate in guidance and assessment if necessary.

2. Outcome Requirement:

Each student must produce a concrete result, presented in a public or display format. This final outcome should significantly reflect the cumulative learning throughout their studies and will constitute a substantial portion of the course grade.

Article 5 Scope and Methods of Evaluation for the Summary Course:

1. Evaluation Scope:

The summary course will evaluate students' learning outcomes according to the learning outcome indicators corresponding to the department's competency indicators.

2. Evaluation Methods and Suggested Percentage Allocation:

- (1) Internship (40%)
- (2) Practical Exercises (30%)
- (3) Discussion and Attendance (10%)
- (4) Assignments (20%)

3. To ensure objectivity and accuracy in evaluation, clear grading standards for the summary course should be established for each learning outcome indicator. These standards must be understood and accepted by the students and approved by the department's Learning Outcomes Evaluation Committee.

4. At least one professional from the industry must be involved in the final evaluation of the summary course.

Article 6 Pass/Fail Requirements, Counseling, and Remediation:

Students who fail the course will have a remediation plan jointly devised by the

Evaluation Committee and the course instructor.

Article 7 Review and Revision of Course Implementation:

The Evaluation Committee should analyze the effectiveness of the summary course every academic year and prepare a report on the course's implementation outcomes.

1. The Summary Course Implementation Outcomes Report must include:
  - (1) The learning outcome assessment results for the academic year.
  - (2) Records of counseling for students who did not pass.
  - (3) Review and proposed revisions based on the implementation status.
2. The report must be discussed in the department meeting, and any revisions must be approved before implementation.

Article 8 These guidelines will be implemented after approval by the department meeting and the faculty's curriculum committee. Any revisions will follow the same procedure.