

# 東海大學微課程申請辦法

110年04月22日教學發展委員會議通過  
112年04月18日教學發展委員會議修正通過  
112年12月29日教學發展委員會議修正通過  
113年12月24日教學發展委員會議修正通過

## 第一條 目的

為補足院、系整合式課程不足之知識，規劃特定主題之系列學習活動，協助學生達成修習院、系整合式課程必須具備的認知或技能。

## 第二條 課程規範

- 一、微課程以日間學士班為主，由院、系開設。
- 二、微課程須與院、系整合式課程開設於同一學期。
- 三、微課程須於開課前一學期配合院、系整合式課程提出申請，不得於當學期補開。
- 四、一門院、系整合式課程至多可配合開設2至4門微課程。
- 五、微課程進行方式以工作坊和(或)實作研習為主。
- 六、若此微課程採密集方式進行，需經系、院課程委員會通過後送教務處備查，原則上課程週次應安排至少9週。
- 七、若因微課程所需，可邀請校外講者至課堂演講，一學期以兩次為限，若演講安排於課外時間，則次數不限。
- 八、每系列學習活動負責教師規劃該系列學習活動之課程形式、師資專長、課程大綱、課程進度與內容，並使用本校愛學網(iLearn)數位平台即時融入教學互動模式，記錄學生出缺席、考核學習成效等相關事務。

## 第三條 實施方式

- 一、開課：
  - (一) 開課單位需檢附微課程申請表，並經系、院課程委員會及教學發展委員會審核通過，若教學發展委員會審核未通過，該課程將調整為一般課程。
  - (二) 如經教發會審核通過，依開課單位規劃及公告選課時程登記加選，註冊課務組將協助於該課程之開課資料備註寫明「本課程為微課程」。
- 二、選課：學生修習微課程時段不得與其他課程衝堂。
- 三、學分採計：
  - (一) 相同主題系列課程之每一單元以18小時為單位設計，依規定修習每一單元課程(18小時)，可獲1學分認證。
  - (二) 課程教師於期末登錄成績，成績納入學期、學年、畢業成績平均計算。
  - (三) 學生不得修習與正式課程名稱相同或課程內涵相似之微課程。
- 四、鐘點：課程教師授課鐘點數，以1小時授課時數計算。

第四條 審核原則

一、課程規劃：申請表清楚論述課程進行方式。

二、與院、系整合式課程之關聯：課程內容規劃與院、系整合式課程高度相關。

第五條 如經審核通過，將視該年度編列之專款或計畫經費酌予補助課程支出，並於當學期期末繳交一份課程成果報告，並配合參與教發中心舉辦之創新課程成果分享會。

第六條 此為教務處公告之創新課程，可認列於「東海大學教師評鑑共同基準評分標準表」中之教學項目。

第七條 本辦法經教學發展委員會議通過後公布實施。

# Tunghai University Regulations on Micro-Course Application

Approved by the Teaching Development Committee on April 22, 2021  
Amended and approved by the Teaching Development Committee on April 18, 2023  
Amended and approved by the Teaching Development Committee on December 29, 2023  
Amended and approved by the Teaching Development Committee on December 24, 2024

## Article 1 Purpose

To supplement knowledge gaps in college or department capstone courses by offering a series of learning activities on specific topics, and to help students acquire the cognitive skills or competencies required for such capstone courses.

## Article 2 Course Specifications

- I. Micro-courses are primarily intended for the undergraduate day program and are offered by colleges or departments.
- II. Micro-courses must be conducted in the same semester as the corresponding college or department capstone courses.
- III. Applications must be submitted in the semester prior to the course offering in conjunction with the related capstone course. Micro-courses may not be added mid-semester.
- IV. Each capstone course may be supported by 2 to 4 micro-courses at most.
- V. Micro-courses shall mainly be conducted as workshops and/or hands-on sessions.
- VI. If offered in an intensive format, micro-courses must be approved by the Department and College Courses Committees and filed with the Office of Academic Affairs. In principle, they should span at least 9 weeks.
- VII. If necessary, guest speakers from outside the university may be invited, limited to two class sessions per semester. If sessions are held outside regular class hours, the number of sessions is not limited.
- VIII. The instructor responsible for each series of learning activities shall plan the course format, teaching faculty, syllabus, schedule, and content. They must also utilize the university's iLearn platform to integrate interactive teaching, record attendance, and assess learning outcomes.

## Article 3 Implementation Method

- I. Course Offering:
  - A. The offering unit must submit a Micro-Course Application Form, which shall be reviewed and approved by the Department and College Courses Committees as well as the Teaching Development Committee. If not approved by the latter, the course will be offered as a regular course.

- B. Once approved by the Teaching Development Committee, students may register according to the course offering unit's schedule and announcements. The Registration and Curriculum Office will annotate the course as a "micro-course" in the registration system.
- II. Enrollment: Students must ensure that micro-course sessions do not conflict in schedule with other registered courses.
- III. Credit Calculation:
  - A. Each unit within a course series of the same theme shall be designed on an 18 - hour basis. One credit will be awarded for every completed 18-hour unit.
  - B. Instructors will submit grades at the end of the semester. These grades will be included in semester, academic year, and graduation GPA calculations.
  - C. Students may not take a micro-course with the same title or similar content as a regular course.
- IV. Teaching Hours: Instructor teaching hours are calculated at 1 hour per session.

Article 4 Review Criteria

- I. Course Planning: The application must clearly describe how the course will be conducted.
- II. Relevance to capstone courses: Course content must be closely aligned with the corresponding capstone course offered by the college or department.

Article 5 Upon approval, courses may receive financial support from designated budgets or project funds for the academic year. A course outcome report must be submitted by the end of the semester, and faculty must participate in the Innovative Course Result Sharing Session organized by the Center for Teaching and Learning.

Article 6 Micro-courses are included in the innovative courses announced by the Office of Academic Affairs and can be counted under the "Teaching" category in the Tunghai University Teacher Evaluation Common Criteria Scoring Table.

Article 7 The Regulations herein shall be announced and promulgated upon approval by the Teaching Development Committee.