

National Taiwan Normal University

Incentive Program Guidelines for E-Learning Tutor Project

Approved at the 2nd Meeting of Student Affairs Officers in 2018-2019 academic year on September 26, 2018
Amended and approved at the Student Affairs Office Meeting in the 1st semester of 2019-2020 academic year on August 28, 2019

1. Purpose

National Taiwan Normal University (“the University”) has established the National Taiwan Normal University Incentive Program Guidelines for E-Learning tutor project (the “Guidelines”) to encourage students to participate in E-Learning Tutor Project and help enhance the learning motivation and effectiveness of school children in remote areas through real-time online learning and companionship.

2. Target Recipients

Undergraduates/Graduates at the University who are passionate about rural education and distance learning and engaged in the E-Learning Tutor Project.

3. Responsibilities and Obligations

- (1) To participate in education training, competency development, meet-and-greets, etc.
- (2) To design teaching materials and keep teaching diaries.
- (3) To be punctual for real-time online learning and company.
- (4) To submit required assignments and forms on time.
- (5) To apply for leave based on regulations if there is an unavoidable reason.

4. Review Methods

(1) Review periods: January and June each year.

(2) Grading policy:

1. Attendance of real-time online learning and company: 40%
2. Uploading of teaching materials and teaching diaries: 30%
3. Quality of teaching materials, teaching journals, and required assignments: 20%
4. Activities Participation (e.g., competence training, meet and greets) and other special achievements: 10%

(3) Review procedure:

The CEO of the Holistic Education Center shall assemble a panel of teachers in charge, experts, and scholars to participate in the meeting and review incentive-related documents.

(4) Incentives:

The result based on the grading policy shall be classified into two tiers: A+ and A. The principle of incentive allocation is shown in the table below.

Tier and Incentive	A+	A
10 sessions per semester	NT\$4,000	NT\$3,000
20 sessions per semester	NT\$8,000	NT\$6,000

If the number of sessions per semester is fewer than 10, between 10 and 20, or more than 20, the incentive shall be evaluated based on the actual number and service performance.

5. Source of Funding

The incentive is supported by the Ministry of Education’s “E-Learning Tutor Universities Implementation Project”

6. The Guidelines shall become effective after approved by Student Affairs Office Meeting. The same applies to all subsequent amendments.