

# National Taiwan Normal University

## Incentive Program Guidelines for E-Learning Tutor Project

Approved at the 2<sup>nd</sup> 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 1<sup>st</sup> 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, <u>between 10 and 20</u> , 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.