

# **Service-Learning Reflection Facilitator Learning Incentive Program**

Approved at the National Taiwan Normal University Service-Learning Curriculum  
Committee in 2014-2015 academic year on September 14, 2015  
Amended and approved at the National Taiwan Normal University Service-Learning  
Curriculum Committee in 2015-2016 academic year on June 27, 2016

## **1. Purpose**

National Taiwan Normal University (the “University”) has established this Learning Incentive Program (the “Program”) aimed at deepening students’ knowledge of service learning and reflection facilitation skills through their participation in service-learning courses and serving as course reflection facilitators. It is also intended to improve their learning effectiveness under instructor guidance and the training at their service-learning unit.

## **2. Implementation**

The application for learning incentive shall be submitted after discussion between the student and instructor. The application shall clearly state the students’ learning objectives and the instructor’s guidance method. Each service-learning course is limited to 1 reflection facilitator; however, if the number of students in the course is 50 or more, an additional reflection facilitator may be in place.

## **3. Learning Contents of a Reflection Facilitator**

- (1) After the discussion between the reflection facilitator and the instructor, an application shall be jointly written, which should include the learning process plan (including preparation, service, reflection, and celebration), instructor information, and learning objectives. It should also include the expected results in the learning objectives and expectations for the course.
- (2) A reflection facilitator shall discuss with the instructor about the learning contents, implementation method of reflection and guidance, and service activities.
- (3) A reflection facilitator shall implement the learning content and activities of reflection facilitation and strive to achieve their target learning objectives. They may ask for assistance from the instructor when they encounter difficulties.
- (4) A reflection facilitator shall submit the Reflection Facilitation Learning Record Form at the mid-term and end of the semester to the instructor for review, as well as a copy to the Holistic Education Center for recordkeeping as a basis for learning assessment and incentive reward.

## **4. Instructor Responsibilities**

- (1) To guide the reflection facilitator in preparing the incentive application form, propose the guidance method and the expected goals to be achieved according to the learning objectives proposed by the reflection facilitator.
- (2) To review the learning records or other related assignments according to the actual learning situation of the reflection facilitator.
- (3) To provide reflection facilitators with the opportunity for reflection facilitation and evaluate their learning performance before, during and after the service.
- (4) The instructor is responsible for guiding and assisting the reflection facilitators to complete their learning contents and shall avoid administrative tasks that are not relevant to deepening their service-learning competency and reflection facilitation practice.

#### 5. Target Recipients and Application Method

- (1) Target recipients: Reflection facilitators must be full-time students who are sophomores (or higher) or graduate students with basic service-learning competence and an interest in reflection facilitation skills.
- (2) Time periods: For the first semester, it starts in October and ends in January of the following year. For the second semester, it starts in March and ends in June. Each semester is divided into two phases: the first is the learning phase at the beginning two months of a semester and the second is the assessment phase in the last two months of a semester. Service-learning courses during summer and winter semesters are subject to the actual course enrollment.
- (3) Application: Submit a copy of the Application for Service-Learning Reflection Facilitator Learning Incentive Program.
- (4) Application time: The Program's application for the first semester of each academic year will be accepted from the announcement date until one week after the start of the semester. The application for the second semester of each academic year will be accepted from the announcement date until one week after the start of the semester. The application for the summer semester will be accepted from the announcement date until one week before the summer break. The application for the winter semester will be accepted from the announcement date until one week before the winter break. The exact time for the above applications shall be subject to the announcement date of that semester.

#### (5) Review Method

##### 1. Review criteria

- (1) The relevance between the reflection facilitator's learning objectives and the instructor's guidance method: 20%
- (2) Reflection facilitation planning (including pre-, during and post-service reflection) and implementation: 30%

- (3) The effectiveness of reflection facilitation learning: 30%
- (4) Participation in Reflection Facilitator Competency Training: 10%
- (5) Completeness and integrity of the application form: 10%

## 2. Review process

(1) Round 1: Reflection facilitators shall participate in the Reflection Facilitator Competency Training held by the Holistic Education Center during the course implementation period and submit the Mid-term Reflection Facilitation Learning Record Form before the specified deadline.

(2) Round 2: The reflection facilitator and the instructor shall respectively submit the End-of-Term Reflection Facilitation Learning Record Form and the Instructor Assessment Form before the specified deadline prior to the end of the course. Incentives will be awarded by the review committee according to the evaluated tier.

## 3. Members of the Review Committee

The committee shall be composed of the Vice President for Student Affairs, executives at the Holistic Education Center, and 3 to 5 experts.

## 6. Reward Method and Schedule

Incentives are based on the learning records and instructor assessment form submitted in the first and second rounds. The incentives will be awarded according to the student's evaluated tier after review and approval. The three tiers are A++, A+ and A, where A++ students will be awarded NT\$8,000, A+ students NT\$6,000 and A students NT\$4,000. The incentive reward will be granted in the following month.

## 7. Source of Funding

Funding for the incentives shall be allocated as a designated fund according to the University's financial situation, and the quota shall be limited to the amount approved each year.

8. Matters not detailed herein shall be handled in accordance with the announcement of the Holistic Education Center, Office of Student Affairs.

9. This Program and any amendments thereto shall become effective after approval by the Service-Learning Curriculum Committee and ratification by the University President.