**行政單位網站中翻英格式範例**

|  |  |  |
| --- | --- | --- |
| **項目** | **中文** | **英語** |
| 單位名稱 | 教學發展中心 | Center for Development Of Teaching and Learning |
| 單位簡介 | 本校為促進教師教學發展及提昇學生學習品質，特成立「教學發展中心」，藉由規劃教學評鑑、舉辦教師專業成長研習、協助教師教材上網、提供數位化教學設備、舉辦教學助理訓練、建立引進教學技巧管道、及整合學校與區域教學資源等，以成為教學卓越之學校。 | The objectives of this center are to enhance the teaching and learning quality in our campus. On teaching skill development, we organize regular workshops and invite teachers honored with Excellent Teaching Awards to share such experience. On helping student learning, we provide teaching assistants to needed courses, and also we invite teachers to record their course contents and post them at campus website so that students could have additional learning channel. The latter are also become the Open Course Ware shared by our university to other universities and to public. |
| 其他介紹 | 激發學生學習熱情，推動「築夢逐夢」計畫，由學生自主自律學習，達成自訂學習目標Q&AQ：在學習上遇到問題，我應該怎麼辦？A：如果在學習上遇到問題，可至TAC尋求協助，TAC的位置在E棟6樓(601,603)，開放時間為星期一至五早上10:00~12:00，下午1:30~9:30。Q：TAC提供什麼類型的課業輔導？A：TAC提供不同的教師和學習服務，服務課表公告在<http://joinnet.stust.edu.tw/enus.php> ，您可至TAC尋求TA協助解決課業上的問題。Q：如何才能擔任TA？A：擔任TA必需為本校三年級以上的學生，成績良好，具有服務熱誠，經由教師推薦後提出申請。Q：想要借用單槍時應怎麼處理？A：* 借用筆電或單槍，請攜帶學生證至教發中心(L211)，填寫借用表格及時間。
* 借用數位DV，請至教發中心網頁，點選教學資源組，下載並列印申請表格(<http://cdtl.stust.edu.tw/tc/node/form-re>)，帶至教學發展中心辦公室；如果您是第一次借用數位DV，我們很樂意教導您如何操作。

Q：教室裡的投影機無法正常運作，應如何處理？A：e化教室裡的固定式單槍無法正常運作時，請您撥打校內分機1802或1806向我們反應，或攜帶學生證至教發中心(L211)借用一台臨時單槍。 | The program named 「My dream I can make it real!」is designed to motivate the desire of studying for students in order to let them study automatically and assist them to set their own goal for studying. Q&AQ：what should I do If I have problem about studying？A：If you have any problems about studying, you can ask help at TAC, which is located in building E, 6th FL., room number E601 & E603. The opening time is 10am~12am and 1:30pm~9:30pm from Monday to Friday.Q：What kinds of help does student learning tutor provide in T.A.C？A：TAC provides a wide range of teachers and tutors for studying. About their schedule, please check the following website <http://joinnet.stust.edu.tw/enus.php>. Or either can you go to TAC or go online for consulting to solve the problems of studying.Q：What kinds of qualifications to be need to act as TA？A：A qualified TA needs to have good performance at studying, dedicate to service, and the third grade at least or above at STUST University. Besides, a qualified TA also need the teacher recommendation when apply for a TA.Q：what should I do If I want to borrow equipment?A：* For borrowing a notebook or a projector, please go to CDTL office (building L, 2nd FL., room number L211) with your student ID, and fill out the form with date and time you want to borrow.
* For borrowing the Digital DV, please get into CDTL homepage，click "Teaching Resource Group" to download the "Application form "(<http://cdtl.stust.edu.tw/tc/node/form-re>), print it and fill it out. Then, bring it to CDTL office. If you still don’t have any idea about the procedure, just go to CDTL directly. We all love to help you.

Q：What should I do if the projector does not function well in the classroom？A：If the projector does not function well in the classroom, please dial EXT#1802 or 1806 and let us (CDTL) know the problems. Then go to CDTL office (building L, 2nd FL., room number L211) with your student ID to borrow another one. |
| 組織架構 | 本中心設主任一人，綜理中心業務，並依中心宗旨，成立「教學品質組」、「學生學習輔導組」、及「教學資源組」，各設組長一名及職員若干名，共同執行提升教學品質之各項業務與活動。 |  |
| 服務項目介紹 | 1. 教學品質組：負責規劃教師的教學發展策略，及教學評鑑等工作
2. 舉辦教學知能研習活動，推動經驗交流
3. 規劃及辦理教學評鑑工作
4. 規劃及辦理本校自我評鑑事宜
5. 規劃及辦理教學優良教師遴選事宜
6. 辦理其他有關提昇教學品質事宜

e-mail：quality@mail.stust.edu.tw,Ext：18031. 學生學習輔導組：規劃學生學習輔導之作業辦法
2. 規劃教學助理制度推動執行辦法
3. 舉辦教學助理培訓研習座談活動
4. 辦理優良教學助理遴選工作事宜
5. 協助成績落後學生改善學習技巧

e-mail：study911@mail.stust.edu.tw,Ext：18051. 教學資源組：負責整合本校數位教學資源，提供教師相關諮詢與服務
2. 協助教師數位及多媒體教材上網
3. 提供e化教室設備的管理與借用服務
4. 建立並管理e化教室
5. 提供教學設備借用

e-mail：excel@mail.stust.edu.tw,Ext：1802、1806 | 1. Division of Teaching Quality：
2. Hold teaching seminars and promote the sharing of teachers'experience.
3. Plan and perform teaching evaluations.
4. Plan and perform self-evaluations of the school.
5. Selct teachers with good teaching qualities.
6. Any other services that enhance teaching quality.

E-mail：quality@mail.stust.edu.tw,Ext：18031. Students'Learning Counseling Group：
2. Plan the ways to apply for teaching assistants.
3. Hold the training activities for teaching assistants.
4. Plan and carry out the matters of selecting excellent teaching assistants.
5. Offer the promotion and management of make-up courses for students who didn't do well.

E-mail：study911@mail.stust.edu.tw,Ext：18051. Teaching Resource Group：
2. Evaluate the need of various teaching equipment.
3. Promote multi-media teaching and enforce the digital and multi-media training programs.
4. Establish and manage E-classrooms.
5. Offer support services regarding teaching resources.

E-mail：excel@mail.stust.edu.tw,Ext：1802、1806 |
| 設備資源 |

|  |  |
| --- | --- |
| 設備名稱 | 提供借用數量 |
| 單槍 | 3台 |
| 筆電 | 4台 |
| 布幕 | 3座 |
| DV攝影機 | 2台 |

* 借用筆電或單槍，請攜帶學生證至教發中心(L211)，填寫借用表格及時間。
* 借用數位DV，請至教發中心網頁，點選教學資源組，下載並列印申請表格(<http://cdtl.stust.edu.tw/tc/node/form-re>)，攜帶至教學發展中心辦公室申請借用。
 | 單位內有提供服務的設備資源，可列表說明。

|  |  |
| --- | --- |
| Equipment | Provide borrow |
| Projector | 3 |
| Notebook | 4 |
| Screen for Projector | 3 |
| Digital DV | 2 |

* For borrowing a notebook or a projector, please go to CDTL office (building L, 2nd FL., room number L211) with your student ID, and fill out the form with date and time you want to borrow.
* For borrowing the Digital DV, please get into CDTL homepage，click "Teaching Resource Group" to download the "Application form "(<http://cdtl.stust.edu.tw/tc/node/form-re>), print it and fill it out. Then, bring it to CDTL office.
 |
| 表單下載&規章辦法 |  |  |
| 相關連結 |  |  |
| 單位聯絡資訊 | 教學發展中心位於L棟行政大樓 2樓及5樓2樓：教學發展中心辦公室(L211)上班時間：AM8:30-PM5:30e-mail：excel@mail.stust.edu.tw電話：06-2533131#1800-18035樓：學生學習輔導組(L501)上班時間：AM8:30-PM5:30e-mail：study911@mail.stust.edu.tw電話：06-2533131#1804-1806 | **The CDTL is located on 2nd and 5rd Floors of the Library and Administration**2nd FloorCDTL office (L211)Office hours: 8:30 AM to 05:30 PM5rd FloorStudents'Learning Counseling Group office (L501)Office hours:8:30 AM to 05:30 PM |
| 人員介紹 | 中心人員主任辦事員組長計畫專案助理計畫約聘助理 |  |