

# 弘光科技大學

## Hung Kuang University

### Academic Year 學年度

### 院 College

## 績優導師推薦表

## Distinguished Mentor Recommendation Form

學系 Department			職稱 Job Title			姓名 Name		
擔任導師(含主任導師) 累計年資 Accumulated Years of Service as a Mentor (including Lead Mentor)	年 Year(s)	輔導班級 Mentored Class	<input type="checkbox"/> 日間部 Day Division	<input type="checkbox"/> 五專 5-year Junior College <input type="checkbox"/> 四技 4-year Technical Program <input type="checkbox"/> 研究所 Graduate School	年 班		輔導人數 Number of Students Mentored	
			<input type="checkbox"/> 進修部 Continuing Education Division					
遴選標準 Selection Criteria				具體績效 Specific Performance				
一、當學年度班級導師服務滿意度評量達八十五分以上。 mentor service satisfaction evaluation for the current academic year reached 85 points or above.								
二、當學年度班級學生留校率： 大一新生班導師，留校率達92%以上；大二、大三及大四班導師，留校率達95%以上。 rate for the current academic year: For freshmen mentors, retention rate ≥ 92%; for sophomore, junior, and senior mentors, retention rate ≥ 95%.								
執行導師時間及召開班級會議每學期至少4次，並予以指導協助。 Conducted mentor hours and held class meetings at least 4 times per semester, providing guidance and assistance.								
四、當學年度輔導班級「住宿更新率」填答率達90%以上。 response rate for "Housing Information Update" of the mentored class reached 90% or above in the current academic year.								
五、按時參加導師會議、系導師會議。 Attended mentor meetings and department mentor meetings on time.								

其他相關優良品蹟 Other Relevant Meritorious Deeds	
<p>一、推動並協助該班學生參加校內、外各項競賽爭取團體榮譽，有具體事實及績效者。</p> <p>Promoted and assisted students in participating in various internal or external competitions to win group honors, with concrete facts and performance.</p>	
<p>二、積極關懷與輔導學生且具有績效，並將輔導要點記入「學生約談輔導紀錄」。</p> <p>Actively cared for and counseled students with proven effectiveness, and recorded key counseling points in the "Student Interview and Counseling Records."</p>	
<p>三、積極主動參加校內、外相關之輔導知能研習會或課程。</p> <p>Actively participated in internal or external counseling-related professional development workshops or courses.</p>	
<p>四、其他班級輔導有具體事實者（生活輔導、住宿輔導、參與班上校內外團體活動情形、重要集會輔導狀況、班級經營創新作法、全班完成UCAN、CPR測驗等）。</p> <p>Other concrete facts related to class counseling (e.g., life guidance, housing guidance, participation in group activities, guidance during important assemblies, innovative class management, completion of UCAN or CPR tests by the whole class, etc.).</p>	

推薦單位：

Recommending Unit

系主任：

Department Chair

院長：

Dean

備註：

一、推薦資料（具體績效每欄請簡述事實）

Recommendation data (Please briefly describe the facts in each "Specific Performance" column).

二、請附系務（導師）會議推薦之決議記錄。

Please attach the minutes of the resolution from the Department (Mentor) Meeting recommending the candidate.