教師課程綱要編輯指引

Guidelines for Instructors Editing Course Syllabus

課務組製 **111.4.26**

NTNU Curriculum Office

April 26, 2022

目錄

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說明：

Description

一、 課程綱要建置之目的，係為提供學生選課參考資訊。

The purpose of having course syllabus is providing students course information for course selection.

二、 本校自 111 學年度起正式調整上課週數為 16 週，請教師依 16 週週數規劃教學進度，並填寫或更新課綱。

Since Fall semester, 2022, the school week has officially adjusted to 16-week. Please plan your course content and 16-week schedule, and update or upload your syllabus.

三、 課程綱要編輯包括「**教學進度與主題**」、「**教學方法**」、「**評量方法**」及「**參考書目**」等四個部分，全英語（EMI）課程均應以英語輸入。另請提供**英文版課程目標**給開課助教，由助教至教務資訊系統輸入。

There are four parts of the course syllabus: **Course Schedule and Topic**, **Teaching Approach**, **Evaluation Criteria**, and **Course Material and Reference**. All English as a Medium of Instruction (EMI) courses should be editing in English. Instructors should provide the **English Curriculum Goals** to the administrators of their departments who should edit the Curriculum Goals on the system for them.

四、 課程綱要上網率係「教師表現及系所績效管理系統」之教師教學表現及「年度系所材料費 15%預算額度分配」評估指標之一，請務必於**課程公告日前**完成上傳；如因教師未定而無法準時上傳課綱，或為開學日後始加開之課程，其課程綱要上網情形得免計入前開評估指標。

The course syllabus online rate is included in the assessment of instructors' teaching performance on "Teacher Performance and Department Achievement Management System" and "The 15% Budget Allocation for Annual Material Fee of Departments." Please upload the syllabus **before the date of announcement of course schedule**. However, the course syllabus online rate could be exempt from the assessment under two circumstances: unable to upload the syllabus on time due to the undecided instructors, or new add-in courses after the first day of class.

一、 課程綱要 Course Syllabus

(1) 師大首頁→教職

Enter NTNU front page and click "NTNU Portal".

(2) 輸入帳號、密碼登入【校務行政資訊入口網】。

Login to NTNU Portal with your ID and password.

(3) 點選【教務相關系統】→【教務資訊系統（教師版）】

Unfold "Educational Administration Related System" and click "Academic Information System for Faculty".

中文版

English
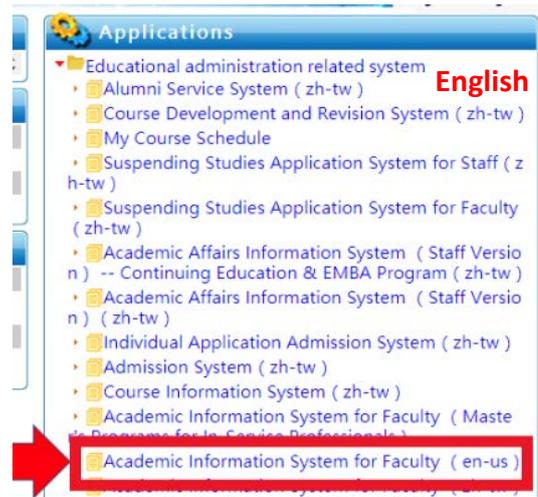
(4) 進入【教務資訊系統（教師版）】後→開課相關→課程綱要輸入

After entering the system, unfold "Course Information" and click the button "Managing Your Course Syllabus".

中文版

English
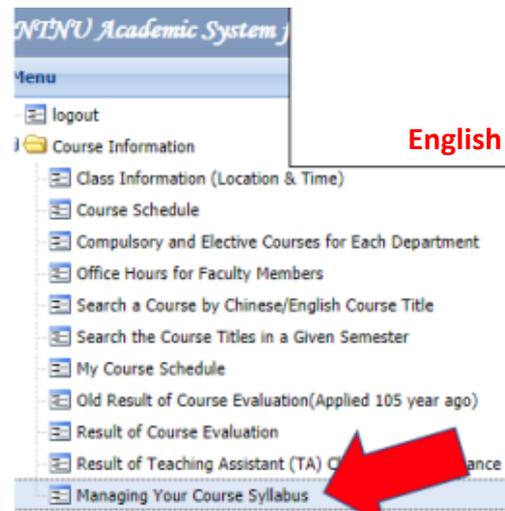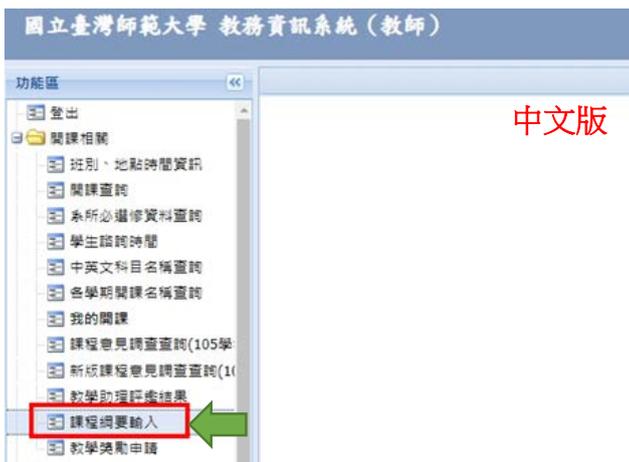
(5) 勾選課程，點選上方【課程綱要】頁籤進行課綱編輯。

Tick the checkbox of the course you plan to edit and click "Course Syllabus" tab to start editing.

Course Syllabus tab

Tick the checkbox of the course you plan to edit.

(6) 於【編輯教師】選擇教師姓名，可直接輸入【教學進度與主題】或以 PDF 檔上傳。
Choose your name in "Editing Instructor" section, and you can start editing content or upload a PDF file instead in the "Teaching Schedule and Objectives" section.
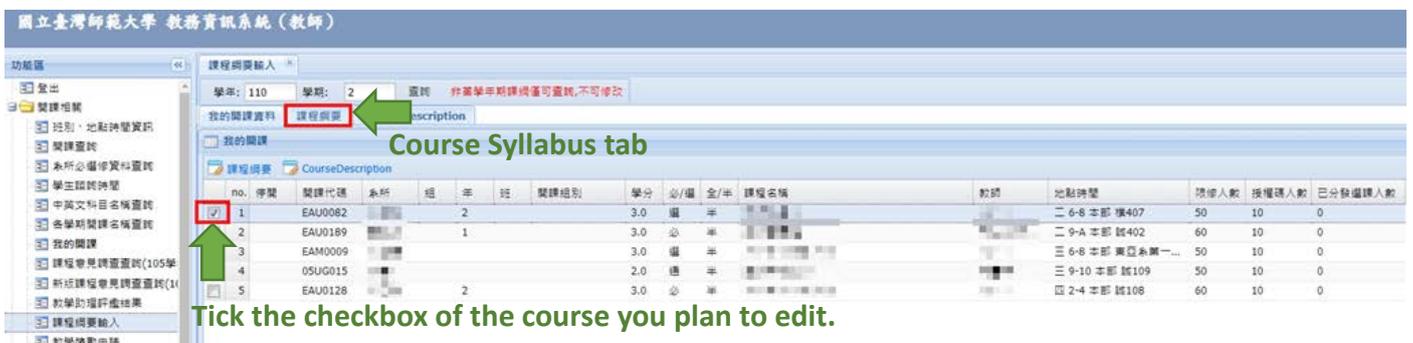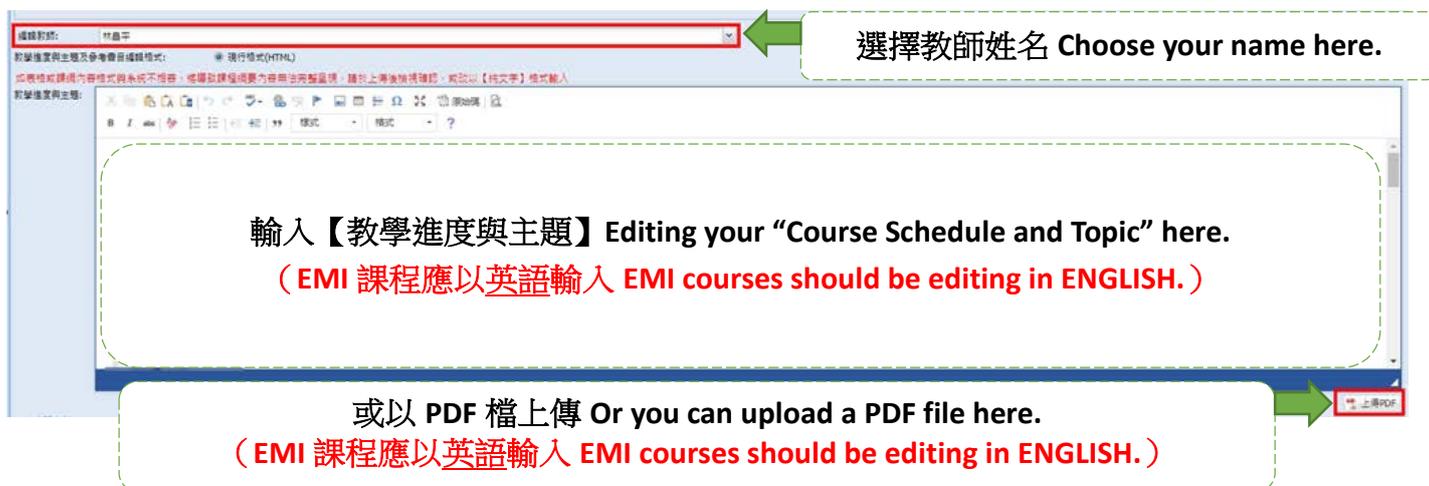

選擇教師姓名 Choose your name here.

輸入【教學進度與主題】Editing your "Course Schedule and Topic" here.
（EMI 課程應以英語輸入 EMI courses should be editing in ENGLISH.）

或以 PDF 檔上傳 Or you can upload a PDF file here.
（EMI 課程應以英語輸入 EMI courses should be editing in ENGLISH.）

(7) 編輯【教學方法】及【評量方法】。
Next, edit "Teaching Approach" and "Evaluation Criteria".

輸入【教學方法】說明 Editing your "Teaching Approach" here.
（EMI 課程應以英語輸入 EMI courses should be editing in ENGLISH.）

輸入【評量方法】說明 Editing your "Evaluation Criteria" here.
（EMI 課程應以英語輸入 EMI courses should be editing in ENGLISH.）

(8) 編輯【參考書目】。
At last, edit "Course Material and Reference".

輸入【參考書目】Editing your "Course Material and Reference" here.
（EMI 課程應以英語輸入 EMI courses should be editing in ENGLISH.）

或以 PDF 檔上傳 Or you can upload a PDF file here.
（EMI 課程應以英語輸入 EMI courses should be editing in ENGLISH.）

(9) 【暫存為基本設定預設內容】：如無法一次完成課綱編輯，可利用此暫存功能（**僅暫存**，須點選【上傳至本學期課綱】後，學生及助教方能看見教師編輯的內容）；該學期已上傳過課綱之課程，將不再顯示暫存鈕，如需調整課綱請於完成編輯後直接點選【上傳至本學期課綱】。

"Saved as default content" button: you could use this button if you are unable to complete your editing at once (**this is for temporary saved only**; after you click the "Upload this semester's syllabus" button, students and administrators will see the content). For the course that have already uploaded syllabus this semester, the temporary saved button will no longer be displayed. If you need to edit the content of your uploaded syllabus, please click the "Upload this semester's syllabus" button after finishing your editing.

點選【暫存為基本設定預設內容】暫存課綱
Click "Saved as default content" button here to temporary saved your syllabus.

"Saved as default content" button

"Upload this semester's syllabus" button

該學期已上傳過課綱之課程，將不再顯示暫存鈕，
如需調整課綱請於完成編輯後直接點選【上傳至本學期課綱】
For the course that have already uploaded syllabus this semester, the temporary saved button will no longer be displayed. If you need to edit the content of your uploaded syllabus, please click the "Upload this semester's syllabus" button after finishing your editing.

點選【暫存為基本設定預設內容】，系統會跳出提醒視窗：【本功能將更新本課程同一老師所有班、組「尚未上傳」之基本設定預設內容，是否確定暫存？】確認後請按「是」，系統會再度跳出提醒視窗：【儲存完畢！**此按鈕為暫存**，請教師確認教學大綱資料皆為完整後，務必按「上傳至本學期課綱」，以更新本學期課綱】。

When you click "Saved as default content" button, a window will pop up and ask you "This change will replace all the default content of the classes in the same course you have not uploaded yet. Are you sure you want to save this change?" After clicking "Yes", another window will pop up and remind you "Successfully saved! **This is a temporary saved button**, please click the "Upload this semester's syllabus" button after you confirm that the syllabus is completed."
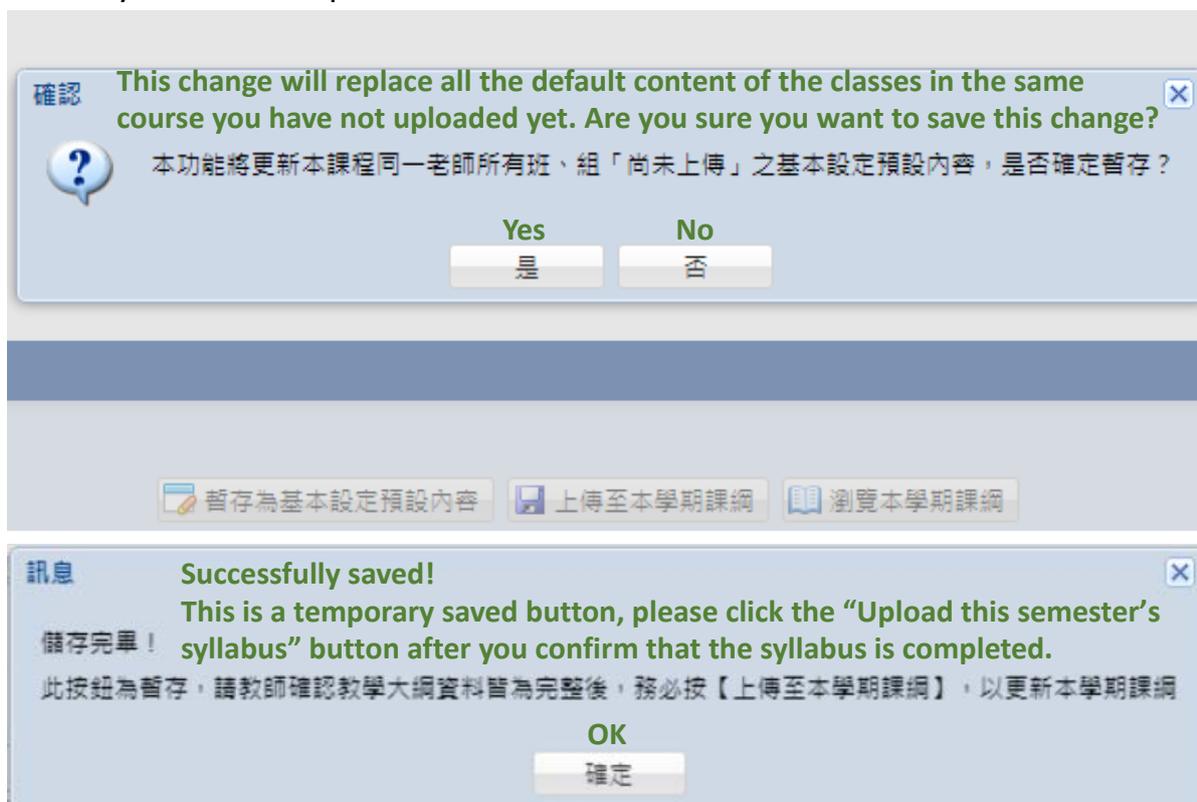
(10) 教師完成課綱編輯並確認資料皆完整後，請按【上傳至本學期課綱】（**課綱四個項目：教學進度與主題、教學方法、評量方法、參考書目，皆須完成編輯方能進行上傳作業**），系統會跳出提醒視窗：【是否以此版本作為基本設定之預設內容？】，欲更新為預設內容請選【是】，不更新請選【否】。

After finishing the editing and reviewing the syllabus are completed, please click the "Upload this semester's syllabus" button **(you have to complete editing four sections on the system: Course Schedule and Topic, Lecturing Methodologies, Evaluation Criteria, and Course Material and Reference)**. A window will pop up and ask you "Do you want to save this change as your default content?" Please click "Yes" if you would like to make this change, click "No" for no changing.

選【是】會跳出提醒視窗：【本學期課綱上傳完成，課程綱要基本設定同步更新！】

A window will pop up and remind you "Your syllabus is successfully uploaded, and the default content is updated." after you click the "Yes" button.

二、 英文課程目標 English Curriculum Goals

請開授 EMI 課程之教師，提供英文版課程目標給開課助教，由助教至教務資訊系統輸入。

EMI course instructors should provide their English Curriculum Goals to the administrators of their departments who should edit the Curriculum Goals on the system for them.

110學年第2學期課程綱要

@尊重智慧財產權,請同學勿隨意影印教科書。
Please respect the intellectual property rights, and shall not copy the textbooks arbitrarily.

一、課程基本資料

開課序號		課程學制	大
科目代碼	EAU0082	課程名稱	
英文名稱			
全/半年	半	必/選修	選修
學分數	3.0	每週授課時數	正課時數: 3 小時
開課系級			
先修課程			
課程簡介			

課程目標
1.　分析東亞各國之總體經濟表現，以及政府之總體經濟政策效果。
2.　瞭解總體經濟理論的發展脈絡，並分析當前的總體經濟現象與問題。
3.　熟悉東亞國家之總體經濟議題，並運用相關資訊呈現分析結果。
4.　學習如何閱讀與總體經濟相關之學術研究論文，理解其中的相關理論與分析方法。

請提供英文版課程目標給開課助教，由助教至教務資訊系統輸入。
Please provide your English Curriculum Goals to the administrator of your departments who should edit the Curriculum Goals on the system for you.