



Ming Chuan University

English Language Center

Teacher's Manual

MCU PRINCIPLES

- **Honesty**
- **Sincerity**
- **Humility**
- **Determination**

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School Information

MCU University Calendar

MCU's Chinese/English Website →Calendar

(<http://gsecy.mcu.edu.tw/en/content/calendar>) → Click "Calendar Download"

Bus Schedules

MCU's Chinese/English Website →Transportation Information→School Bus Schedule (Teacher.Staff)

<https://web.mcu.edu.tw/en/content/transport-map-information-all>

<https://web.mcu.edu.tw/zh-hant/content/交通資訊整合頁面>

Campus Map

MCU's Chinese/English Website →Transportation Information→Transport and Map→Campus Map

(<https://web.mcu.edu.tw/en/content/transport-map-information>)

Parking Permit Application

Make a payment for parking permit at the automated payment machine and take the receipts to the General Affairs Division on either campus for the parking permit. The locations for the automated payment machines are: in E101 on Taipei campus and on the first floor of Q Building on Taoyuan campus. For more information, please call Ms. Yu at extension 2230 on Taipei Campus or Linda at extension 5111 on Taoyuan Campus.

Parking Permit Fees (each academic year):

- 1) NT\$2000 for full-time faculty and higher-level administrators.
- 2) NT\$500 for part-time faculty and student organization advisors.
- 3) NT\$200 for motorcycle parking (Taoyuan campus: Indoor motorcycle parking NT\$400. Outdoor motorcycle parking NT\$200).

Personal Information

MCU Faculty Network System Password Changes

The Human Resources Division will be issuing the newly-hired teachers their faculty ID numbers and passwords (the password is preset as your birthday: yymmdd). Please change your password after the first login. The year is in Taiwan Years, so please deduct 11 from your actual birthday year. For example: 590102 (the birthday would be January 2nd, 1970). For more questions regarding the password, please call Ms. Hsu from the Curriculum Section at extension 2583.

MCU Email Account Application

To apply for an MCU email account, please fill in an online application at <http://www.mcu.edu.tw>. And follow the following procedures:

Change the website into the English version → E-Request and E-Form → Log in with your faculty ID number and password → Click on “Work” → Click on “e-Form” → Click on the bar “Submit Form” under “My Requests” → Go on to page 2 and find **Form No. 1802** and click on the “Academic Network E-mail Account Application Form” → Fill in the e-form and click on “Submit”.

You may check the process of your email application by clicking on the bar “Request History”.

The screenshot displays the 'e-Form' system interface. At the top, there is a navigation bar with a home icon, a 'Logout' button, and the 'e-Form' title. Below this is a welcome message: 'Welcome to e-Form. User can manage forms, assign processor, submit forms, process forms, manage function's security, view form's reports and all form requests' history, establish user phrase and appoint delegatee based on your application's security.'

The main content area is divided into three sections:

- Requests to Process:** A table with columns: Submitted ID, Form Name, Processed By, Process Flow, Submitted By, Submitted On, Life Span. The table is currently empty, showing '-- No Data --'. A 'Process History' button is located to the right.
- My Requests:** A table with columns: Form Name, Submitted On. The table is currently empty, showing '-- No Data --'. A 'Request History' button and a 'Submit Form' button are located below this section.
- Requests Awaiting Assignment:** A table with columns: Form Name, Creator, Processed By, Request Assignment On. The table is currently empty, showing '-- No Data --'. An 'Assignment History' button is located to the right.

A red arrow points from the text above to the 'Request History' button in the 'My Requests' section.

If you do not wish to use MCU's email account, please provide **Alison** your current email address. However, in order not to miss out any critical information issued by the university, it is highly recommended that you apply an MCU's email account.

Email account application usually takes 3 working days. For more information regarding MCU email account application, please call Ms. Kung, Rei-Ping at extension 2555.

Teaching Contract and Labor Insurance

The Human Resources Division will mail out renewed teaching contract and paperwork for the labor insurance to part-time teachers every August. Teachers should sign and submit the return slip of the contract and the paperwork for the labor insurance back to the Human Resources Division.

Salary Information

You may use the **“Query Salary Breakdown Record”** to inquire about your salary information.

The screenshot shows the Faculty Information Network website. A red arrow points to the 'Query Salary Breakdown Record' link in the 'Faculty Personal Information' section. The website header includes 'Ming Chuan University' and 'Faculty Information Network'. The left sidebar shows a 'Welcome 馬家慧 login' section with 'My Email' and 'Logout' buttons. Below that is a table for the '2017 - 2018 First semester' with columns for 'Class' and 'Course no./ Course name'. The main content area is titled 'Faculty Personal Information' and contains a grid of links for various services like 'Make-up Exam Absence Query', 'Grade Percentage and Grade Query', 'Record of Teacher's Leave and punctuality', 'Grade key-in via Network', 'e-Portfolio', 'Attendance System', 'Grade Calculation System', 'Teaching Hours Certification', 'MCU Calendar', 'Course Schedule', 'Make up/Canceled Class Applications', 'School Property Record', 'Key in make-up grade', 'Query Salary Breakdown Record', 'Summer School I Attendance System', 'Inputting Grade Percentage Procedures', 'Application for Taoyuan Parking Permits for Cars and Motorcycles', 'Office hour', 'Course Plan and Syllabi', 'Exam Schedule', 'Password Change', 'Practical English Daily Grade System', 'Examination Paper Print Out and Upload Exam question', 'Summer School II Attendance System', 'Teaching Evaluation Score Form', and 'Course Learning Outcome Assessment'.

You will also need to key in the last 6 digits of your bank account number and a pin number provided by the Accounting Division in order to access to your salary information.

ID(ARC) number Please input last six digits of bank account number Please input password

Part-time Teachers,

Payroll Transfer Date for Part-time Teachers

Fall Semester

1. The salary for September will be transferred to your account in October because some of the classes has been closed after the students add and drop online course selection for Fall Semester. The salary for other months will be transferred to your account regularly on 22nd, every month.

2. You will receive your salary on October 22nd, 20XX for September and October.

Spring Semester

1. The salary for February will be transferred to your account in March because some of the classes has been closed after the students add and drop online course selection for Spring Semester. The salary for other months will be transferred to your account regularly on 22nd, every month.

2. You will receive your salary on March 22nd, 20XX or the beginning of April, 20XX for February and March.

Set Up Your E-Portfolio

Please complete **both the Chinese and English versions of your e-portfolio**. Note that the Chinese e-portfolio could only be accessed and revised through the Chinese version of the Staff and Faculty system on the MCU website. Follow the steps below.

1. Surf to the Chinese version of the MCU website.

https://www1.mcu.edu.tw/Apps/SB/SB_Site.aspx?PageID=164

2. Key in your MCU faculty number and password.



The screenshot shows the MCU website's login page. A callout box on the left points to the login fields with the text: "2. Key in your MCU faculty number & password." Another callout box on the right points to the language selection dropdown menu with the text: "Choose the Chinese version." The website header includes the MCU logo and navigation tabs for various departments.

3. Choose “整合資訊系統”.



The screenshot shows the MCU website's main page. A callout box on the left points to the "整合資訊系統" (Integrated Information System) link in the left sidebar with the text: "3. 整合資訊系統". The main content area displays various news items and university information.

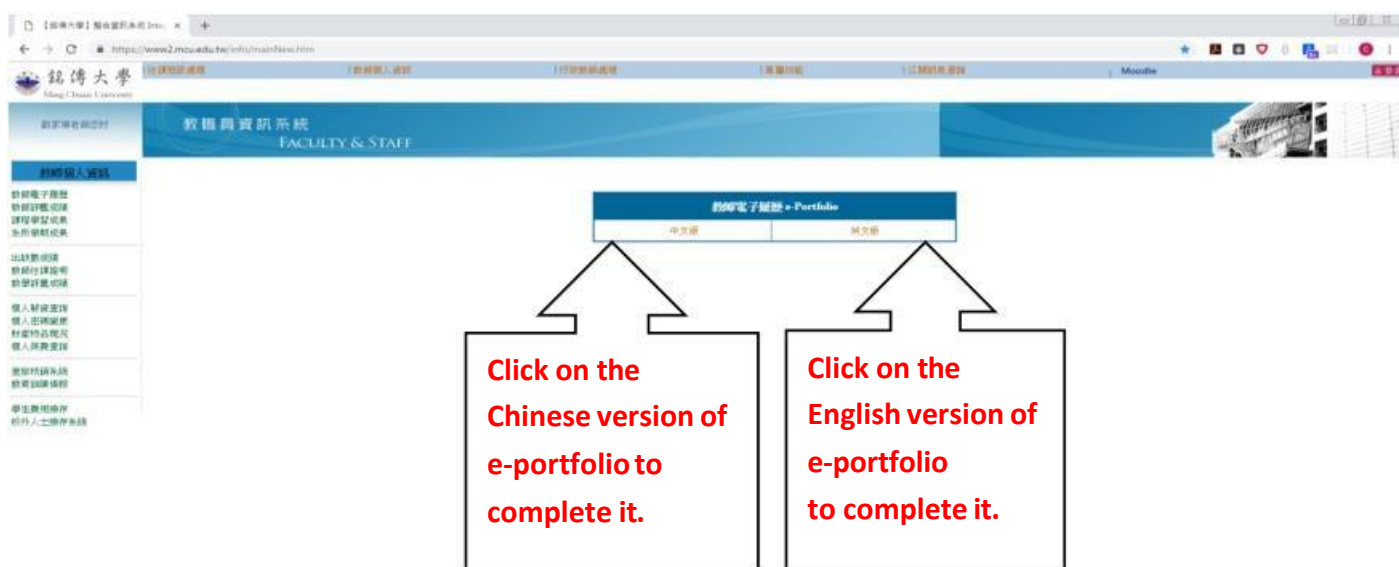
4. Then, choose “教師個人資訊”.

5. Select “教師電子履歷”.

4. 教師個人資訊



5. 教師電子履歷



6. Modify your e-portfolio.

7. Key in your information, including:

(a) Telephone number: If you don't wish to disclose your personal phone number, you may key in the school phone number, Taoyuan campus: (03) 350-7001 ext. 5103 or Taipei campus: (02) 2882-4564 ext. 2311.

(b) Upload your photo.

(c) Key in the other information.

8. Click on the “Save” button. Please make sure that you complete both the Chinese and English versions of your e-portfolio.

Academic Information

Inputting Grade Percentage Procedures 百分比及會考 Grade Ratio

Select pick up Final Exam Papers Location

- I. Only in-class teachers have to complete the aforementioned tasks. You do not need to key-in/revise any information for the responsible lab sessions.
- II. The staff at the Registration Section will open the "Inputting Grade Percentage Procedures" system from week 1 to week 2 on MCU calendar every semester.
- III. The deadline is the second week of MCU calendar for each semester, (20XX-20XX).
- IV. Complete Filling in/revising the correct Grade Percentage online.
- V. Please confirm your fill-in online information before you click on Submit. The students will access to the website and read the online information.

Reminder:

1. Incorrect Grade Percentage Screen

You will see the incorrect Grade Percentage Screen when you click on the "Inputting the Grade Percentage online" because the school system has already downloaded it.

2. Key in the Correct Grade Percentage online before week 2 on MCU calendar

Please key-in the Correct Grade Percentage online for all of your classes.

(a) PE Courses : 應用英文 PE3/4、商務溝通英文二 EBC1/2、職場應用英文二 PEP1/2

Daily Grade 50% (key-in 50) , Midterm Exam 20%, Final Exam 30% for the above 3 courses.

(b) Non-PE courses: You have to key-in the grade percentage online according to your grade percentage.

3. Pick up the Writing Answer Sheet

3a. **Full-time or Special Program Teachers**: You can select where (how) to pick up your Final Writing Answer Sheet.

3b. **Part-time Teachers**: The staff at the Curriculum Section will send the Final Writing Answer Sheet by prompt registered mail to you. You don't have to select the pickup location in the system. The system has already shown 郵寄.

If you would like to change it (after your selection), please contact Alison at Taipei Campus or Tina at Taoyuan Campus.

- VI. Click on the "Submit" button.

The screenshot shows the Ming Chuan University Faculty Information Network interface. On the left, there is a 'Welcome 馬家慧 Login' section with a 'My Email' link and a 'Logout' button. Below this is a table for the '2017 - 2018 First semester' with columns for 'Class', 'Course no.', and 'Course name'. The main content area is divided into several sections: 'Faculty Personal Information', 'University-wide Faculty Information', 'Class Section Information', and 'University-wide Student Information'. A red arrow points to the 'Inputting Grade Percentage Procedures' link in the 'Faculty Personal Information' section.

Inputting grade percentage procedures:

Make sure you key in the grade percentage within the first two weeks after the semester begins. The deadline for this task will be announced by email. Those who miss the deadline will be reported to the Registrar Section.

Please follow the steps below in order to key in your grade percentage:

MCU Homepage → Staff and Faculty System → Faculty Personal Information → **Inputting Grade**

Percentage Procedures → Input Grade Percentages for First Semester 20XX-20XX/ Second

Semester 20XX-XX → class

課程 Courses	平時成績 Daily Grade	期中考 Midterm	期末考 Final	考試時間 Time for Exams
一年級 (應用英文一/ 二) Freshman (PE 1/2)	50%	25% (online test)	25% (online test)	期中考及期末考 不參加會考
二年級 (應用英文三/四) Sophomore (PE 3/4)	50%	20%	30%	100 分鐘 100 minutes
三年級 (商務溝通英文一/二) Junior (EBC1/2)	50%	20%	30%	100 分鐘 100 minutes
四年級 (職場應用英文一/二) Senior (PEP 1/2)	50%	20%	30%	100 分鐘 100 minutes
海青班 Overseas Youth Vocational Training Program	100%	0	0	
研究所 Graduate School English	100%	0	0	

Information of Course Plans, Syllabi and Instructional Activity

- I. Only in-class teachers have to complete the aforementioned tasks. You do not need to key-in/revise any information for the responsible lab sessions.
- II. The deadline is the weekend before school starts each semester.
- III. Complete Filling in/Revising the Course Plan (Chinese & English), Syllabus(Chinese & English) and Instructional Activity online for each class. (Note: Submitted with a blank space will be noted as incomplete filled in online and the staff at the Curriculum Section will request you to complete it again.)
- IV. Please confirm your fill-in online information before you click on Submit. The students will access to the website and read these online information.

Reminder:

1. Incorrect Course Plan, Syllabus and Instructional Activity Online Screen

You will see the incorrect Course Plan, Syllabus and Instructional Activity Online Screen when you click on the one of the above item online because the school system has already downloaded it.

2. Key-in the correct Grade Percentage

3. Reference Number Users

** Please check the course name and information before you delete it.

- 3a. Delete the Incorrect item

For example: Delete the Course Plan

- 3b. Add the correct Reference No. (key-in the correct Reference No. and correct information)

- 3c. Click on the submit button.

Information of Course Plans, Syllabi and Instructional Activity

Directions :

1. Log in MCU System → Staff & Faculty System →



課程大綱及教學進度 Course Plan/Proposal and Syllabus Operation

資料作業 Data Operation | 歷年資料查詢 Past Courses Query | 歷年資料修正 Past Courses Modify |

- 1) 資料作業 Data Operation : Find the current teaching schedule and fill in the information of Course Plans & Syllabi for all of those classes.
- 2) 歷年資料查詢 Past Courses Query : Refer to the information/reference number → (Academic Year: First Semester /Term:1 ~Fall Semester /Academic Year: Second Semester /Term:2 ~Spring Semester) → Department Code: 01 (represent ELC) → check other teachers' materials.
- 3) 歷年資料修正 Past Courses Modify : Revise the information for the courses you've taught in pre-semester.

2. Two sets of information on four web pages are to be filled in. They are the **Course Plan/Proposal** and the **Course Syllabus**. Each must be entered into **both the Chinese and the English** webpages and could be written in English.

A. Course Plan/Proposal : Six columns should be filled in. They are: "Prerequisite Course 先修科目", "Suggestions for Learning Guidance 學習建議", "Textbook 教科書", "Text & Reference Material 參考書籍", "Teaching Methods 教學方法" and "Grading Policy 成績考核". Direction on pages 10-11 and Grade Percentage on page 9 is for your reference.

B. Course Syllabus : Five columns should be filled in. They are: "Unit 單元", "Points to be covered 單元大綱", "Course Objective 教學目標", "Teaching Methods 教學方法" and "Assessment Methods 評量方法".

3. Any empty column will lead the system to show that you haven't completed that page.

4. Tips for using reference numbers :

- (1) Click "Delete" : Firstly, delete **both** of the English and the Chinese webpages of Course Syllabi of the class you are working on. → You'll see two new options: "General/一般" and "Reference/參考"

班級代號 Class No.	科目代號 Course No. 科目名稱 Course Name	課程大綱	Course Plan/Proposal	教學進度	Course Syllabus
01462	01407 職場英文二 Practical English for Professional II	修正 刪除 查詢 下載	Modify Delete Query Download	修正 刪除 查詢 下載	Modify Delete Query Download

- (2) a. To work on the English items "Course Syllabus(教學進度 written in English)" :

Click "Reference" → give the reference number for English webpage → fill in "Weekly classroom hours" and check the box "Whether supply another person to quote" → click "YES" → click "Save to file"

- b. To work on the Chinese item "教學進度(Course Syllabus written in Chinese)" : Click "參考" → give the reference number for Chinese webpage → fill in "每週授課時數"(Weekly classroom hours) and check the box "是否供他人引用"(Whether supply another person to quote) → click "YES" → click "存檔"(Save to file)

班級代號 Class No.	科目代號 Course No. 科目名稱 Course Name	課程大綱	Course Plan/Proposal	教學進度	Course Syllabus
01462	01407 職場英文二 Practical English for Professional II	一般 參考	General Reference	一般 參考	General Reference

- (3) Weekly classroom hours :

First Semester	PE1(01106/01108)	PE3(01206/01208)	EBC1/PE5(01306)	PEP1/PE7(01406)
Weekly classroom hours	2	2	3	3
Second Semester	PE2(01107/01109)	PE4(01207/01209)	EBC2/PE6(01307)	PEP2/PE8(01407)
Weekly classroom hours	2	2	3	3

5.Course Plan : First Semester

First Semester Courses	PE1 01106/ 01108	PE1 01104 (海青班)	PE2 01105 (海青班)	PE3/4 01201/2 01204/5 (海青班)	PE3 01206/ 01208	EBC1 /PE5 01306	PEP1 /PE7 01406	Advanced I 01171	Advanced III 01173	Advanced V 01175	GE2 01601
Prerequisite Course 先修科目	Note										
Suggestions for Learning Guidance 學習建議	<p>1. Attend class: This is the simplest way to learn how to study effectively. If you do not go to class, you will not know which items are absolutely crucial to study. In addition, you will not be able to listen to the lectures or obtain handouts.</p> <p>2. Read ahead: Getting the main idea in reading is central to effective studying. Although this can seem hard to do when you are already so busy, try to read the material before you attend the class. If you accomplish this, then you will be exposed to the material a second time. It could begin to cement new concepts and terms. In addition, you can ask for clarification of anything you did not understand during your readings.</p> <p>3. Set a schedule: Before you even begin to think about the process of studying, you must develop a schedule. If you don't have a schedule or plan for studying, then you will not have any way of allocating your valuable time when the unexpected comes up. A good, well thought out schedule can be a lifesaver.</p> <p>4. Ask questions: It is important to make sure that you get the answers to your questions right away. Do not wait until you have studied the material several times and you still do not understand it. Get help right away. Check teacher's office hours. Please see me if you have any kind of problem. Make an appointment with me or drop by my office hours. Don't wait until the final term comes.</p> <p>5. Participate! Give your best effort. Speak English in class and do the class activities and assignments.</p> <p>6. No tardiness. Late work is not acceptable Homework should be word-processed. Homework hand in late will receive a penalty. Work that is one week or more late will NOT be accepted.</p> <p>7. Quizzes and assignments dates will be announced in class. There will be no make-up quizzes. You will receive zero grades for that quiz. If you are absent, get assignments from a classmate or me. There is no excuse for being unprepared.</p> <p>8. Extra points will be given if you are participating in the Student Tutoring Program. Give your best effort in class!</p>										
Textbook 教科書	Pathways in English Fundamentals 1				Pathways in English Skill Building1	East Meets West in English5	EAST meets WEST in English7				
Text & Reference Material 參考書籍	<p>1. Longman Dictionary of Contemporary English http://www.ldoceonline.com/</p> <p>2. Voice of America (VOA) http://www.voanews.com/</p> <p>3. Studio Classroom 空中英語教室 http://info.lib.mcu.edu.tw:8080/english/index.php</p> <p>4. 彭蒙惠英語 http://info.lib.mcu.edu.tw:8080/pong/index.php</p> <p>5. TOEIC Preparation Course/exercises http://dh.lib.mcu.edu.tw/Clarity/Toeic/</p> <p>6. TED: Ideas Worth Spreading http://www.ted.com/</p>										
Teaching Methods 教學方法	Hour Distrib. 學期總時數分配: -Lectures 講授:7 -Exams 測驗:8 -Discussion/Reports 討論/報告:0 -Experiments/Internship 實驗/實習:12 Online 遠距/網路教學:9 Sum 合計:36	Hour Distrib. 學期總時數分配: -Lectures 講授:27 -Exams 測驗:7 -Discussion/Reports 討論/報告:4 -Experiments/Internship 實驗/實習:16 Sum 合計:54	Hour Distrib. 學期總時數分配: -Lectures 講授:10 -Exams 測驗:6 -Discussion/Reports 討論/報告:4 -Experiments/Internship 實驗/實習:16 Sum 合計:36	Hour Distrib. 學期總時數分配: -Lectures 講授:10 -Exams 測驗:6 -Discussion/Reports 討論/報告:4 -Experiments/Internship 實驗/實習:16 Sum 合計:36	Hour Distrib. 學期總時數分配: -Lectures 講授:27 -Exams 測驗:7 -Discussion/Reports 討論/報告:4 -Experiments/Internship 實驗/實習:16 Sum 合計:54	Hour Distrib. 學期總時數分配: -Lectures 講授:27 -Exams 測驗:7 -Discussion/Reports 討論/報告:4 -Experiments/Internship 實驗/實習:16 Sum 合計:54	Hour Distrib. 學期總時數分配: -Lectures 講授:24 -Exams 測驗:2 -Discussion/Reports 討論/報告:10 Sum 合計:36				
Grading Policy 成績考核	Daily Grade:50% Midterm:25% (online test) Final Exam:25% (online test)	Daily Grade:100%		Daily Grade: 50% Midterm: Listening/Reading- 20% Final Exam: 30% Listening/Reading:20%; Writing-10%	70% classroom performance; 15% midterm; 15% final exam (final in-class test)	Daily Grade:100%					

6.Course Plan : Second Semester

Second Semester Courses	PE2 01107/ 01109	PE1 01104 (海青班)	PE2 01105 (海青班)	PE3/4 01201/2 01204/5 (海青班)	PE4 01207/ 01209	EBC2 /PE6 01307	PEP2 /PE8 01407	Advanced II 01172	Advanced IV 01174	Advanced VI 01176	GE2 01602
Prerequisite Course 先修科目	Note										
Suggestions for Learning Guidance 學習建議	<p>1. Attend class: This is the simplest way to learn how to study effectively. If you do not go to class, you will not know which items are absolutely crucial to study. In addition, you will not be able to listen to the lectures or obtain handouts.</p> <p>2. Read ahead: Getting the main idea in reading is central to effective studying. Although this can seem hard to do when you are already so busy, try to read the material before you attend the class. If you accomplish this, then you will be exposed to the material a second time. It could begin to cement new concepts and terms. In addition, you can ask for clarification of anything you did not understand during your readings.</p> <p>3. Set a schedule: Before you even begin to think about the process of studying, you must develop a schedule. If you don't have a schedule or plan for studying, then you will not have any way of allocating your valuable time when the unexpected comes up. A good, well thought out schedule can be a lifesaver.</p> <p>4. Ask questions: It is important to make sure that you get the answers to your questions right away. Do not wait until you have studied the material several times and you still do not understand it. Get help right away. Check teacher's office hours. Please see me if you have any kind of problem. Make an appointment with me or drop by my office hours. Don't wait until the final term comes.</p> <p>5. Participate! Give your best effort. Speak English in class and do the class activities and assignments.</p> <p>6. No tardiness. Late work is not acceptable Homework should be word-processed. Homework hand in late will receive a penalty. Work that is one week or more late will NOT be accepted.</p> <p>7. Quizzes and assignments dates will be announced in class. There will be no make-up quizzes. You will receive zero grades for that quiz. If you are absent, get assignments from a classmate or me. There is no excuse for being unprepared.</p> <p>8. Extra points will be given if you are participating in the Student Tutoring Program. Give your best effort in class!</p>										
Textbook 教科書	Pathways in English Fundamentals 2				Pathways in English Skill Building 2	East Meets West in English 6	EAST meets WEST in English 8				
Text & Reference Material 參考書籍	<p>1. Longman Dictionary of Contemporary English http://www.ldoceonline.com/</p> <p>2. Voice of America (VOA) http://www.voanews.com/</p> <p>3. Studio Classroom 空中英語教室 http://info.lib.mcu.edu.tw:8080/english/index.php</p> <p>4. 彭蒙惠英語 http://info.lib.mcu.edu.tw:8080/pong/index.php</p> <p>5. TOEIC Preparation Course/exercises http://dh.lib.mcu.edu.tw/Clarity/Toeic/</p> <p>6. TED: Ideas Worth Spreading http://www.ted.com/</p>										
Teaching Methods 教學方法	<p>Hour Distrib. 學期總時數分配: -Lectures 講授:7 -Exams 測驗:8 -Discussion/Reports 討論/報告:0 -Experiments/Internship 實驗/實習:12 Online 遠距/網路教學:9 Sum 合計:36</p>	<p>Hour Distrib. 學期總時數分配: -Lectures 講授:27 -Exams 測驗:7 -Discussion/Reports 討論/報告:4 -Experiments/Internship 實驗/實習:16 Sum 合計:54</p>	<p>Hour Distrib. 學期總時數分配: -Lectures 講授:10 -Exams 測驗:6 -Discussion/Reports 討論/報告:4 -Experiments/Internship 實驗/實習:16 Sum 合計:36</p>	<p>Hour Distrib. 學期總時數分配: -Lectures 講授:10 -Exams 測驗:6 -Discussion/Reports 討論/報告:4 -Experiments/Internship 實驗/實習:16 Sum 合計:36</p>	<p>Hour Distrib. 學期總時數分配: -Lectures 講授:27 -Exams 測驗:7 -Discussion/Reports 討論/報告:4 -Experiments/Internship 實驗/實習:16 Sum 合計:54</p>	<p>Hour Distrib. 學期總時數分配: -Lectures 講授:27 -Exams 測驗:7 -Discussion/Reports 討論/報告:4 -Experiments/Internship 實驗/實習:16 Sum 合計:54</p>	<p>Hour Distrib. 學期總時數分配: -Lectures 講授:24 -Exams 測驗:2 -Discussion/Reports 討論/報告:10 Sum 合計:36</p>				
Grading Policy 成績考核	<p>Daily Grade: 50%</p> <p>Midterm: 25% (online test)</p> <p>Final Exam: 25% (online test)</p>	Daily Grade: 100%			<p>Daily Grade: 50%</p> <p>Midterm: Listening/Reading- 20%</p> <p>Final Exam: 30% Listening/Reading: 20%; Writing-10%</p>	<p>70% classroom performance; 15% midterm; 15% final exam (final in-class test)</p>		Daily Grade: 100%			

7. Instructional Activity : According to MCU policy, one credit hour should have, or exceed 3 hours of Instructional Activities over the 18-week semester. Please refer to the following table for the total number of "Learning Hours." To be more specific, Learning Hours means "students' learning hours," including the hours they spend preview and reviewing outside the classroom. Take "Reading" for example, if you spend 5 hours on reading activities in your class, students will need 15 hours previewing and reviewing the readings (5*3=15). Therefore, the easiest way to figure out the Learning hours is : The actual time in your class*3. **Lab hours are not included. Please put "0" for Laboratory section.**

Instructional Activity	Learning Hours	Explanation
Reading (in advance of lecture coverage of content)		
Reviewing key terms		
Preparation for in-class participation		
Face-to-Face Classroom (lecture) hrs		
Review of (in-class lecture) notes		
Completion of take-home problem sets, worksheets, writing assignments and/or homework questions		
Completion of Presentation/Report (preparation, research, drafting, delivery)		
Laboratory (preparation, practice, reports)	0	Enter "0" for lab hours.
Practicum/Simulation Activities (preparation, actual practice or interning time, report or review)		
Field Trips		
Review of Critiqued Homework, Reports and/or Presentations		
Mid-term Exam (preparation, taking the exam)		
Review of Critiqued Midterm		
Final Exam (preparation, taking the exam)		

The standard hours of Instructional Activity for our courses are listed below. Please note that they are the "minimum" hours required by MCU. Teachers have the liberty to allocate **MORE Learning Hours** exceeding the minimums.

Course	PE1/2 01104 01105 (海青班)	PE3/4 01201 01202 01204 01205 (海青班)	PE1/2 01106 01107 01108 01109	PE3/4 01206 01207 01208 01209	EBC1/2 01306 01307	PEP1/2 01406 01407	Advanced Program VII 01171 01172	Advanced Program III/IV 01173 01174	Advanced Program V/VI 01175 01176	Advanced Program VII/III 01187 01188	Graduate School English 01601/01602 02091/02092 84105/84106	Non-PE Course
Formula	Weekly teaching hours*18(weeks)*3											
Standard hours	108	108	54	54	108	108	162	162	162	108	108	

Instructional Activities 英文教學活動

How to count the Total Student Learning Hours for Instructional Activities:

- Zero credit or 2 credit course =Minimum Total Student Learning Hours 108 hrs.
- 3 Credit course X 18 Week X 3 = Minimum Total Student Learning Hours 162 hrs.

Reminder:

Teachers have to fill in equal or more than the numbers of the Total Student Learning Hours according to the above counting method.

Please check if you have completed all the required entries on the system "checklist":

請檢視資料鍵入的完整度 Please check the completeness of data entries.

大綱及進度填報完整檢核 Check Inputted Course Plan and Progress

Course Plan/Proposal Progress Checklist

Chinese Course Plan/Proposal

Completed

English Course Plan/Proposal

Completed

Chinese Course Syllabus

Completed

English Course Syllabus

Completed

English Instructional Activities

Completed

Moodle

Use your faculty ID number and password to log in (the same ones you use for the MCU Faculty Network System).

Midterm and Final Exams

1) Exam proctoring periods are calculated as follows:

Teaching periods X 40% X 2 = Proctoring periods for the exams per semester

Please note that up to 4 or 5 different subjects are being tested in each exam room. Please report to the Exam Distribution location **at least 20 minutes before the exam time** to collect the exam papers, arrange them according to student seat assignments, check the number of answer sheets and make sure these forms are the correct ones for the exam assigned. In addition, proctors must arrive in the classroom **five minutes** before the exam time.

You will receive a proctoring schedule one week ahead of the midterm and final exam.

Proctoring venue and schedule survey for part-time teachers:

Starting from the academic year of Fall 2020, part-time teachers' proctoring schedule will be arranged based on the time, day, and the campus of the teaching schedule. Under special circumstances, if you need to adjust your proctoring schedule, please contact Ms. Wang Shu Wen at (02)2882-4564 extension 2252 of the Curriculum Section at least 3 weeks before the exam week.

2) Exam papers

-Midterm Exam (for Non-PE courses only)

Exam papers will not be mailed. Please collect your exam papers for grading at the Taipei Campus Examination Center (E101) or Taoyuan Campus Academic Affairs Section Monday to Thursday 8:30 am. to 9:50 pm. Friday and the following week, 8:30 am. to 4:30 pm.

-Final Exam · Graduation Exam

Exam papers will be mailed by prompt registered mail to part-time teachers for grading. Full-time teachers should collect exam papers in person, the same as for Midterm Exams.

-Make-Up Final Exam

Exam papers are mailed to all teachers by prompt registered mail. If you wish to pick up the papers on campus, please notify the ELC in advance before the make-up exam date.

	Midterm Exam (Non-PE courses only)	Final Exam	Make-up Final Exams
Full-time teachers	self-pickup	self-pickup	mailing
Part-time teachers	self-pickup	Taipei (or) Taoyuan (or) mailing	mailing

Contact Persons:

	Taipei ELC Office	Taoyuan ELC Office
Mailing address change/Contact Information change	Alison (ext. 2642)	Tina (ext.3178) / Alison (ext.2642)
Proctoring arrangement by Curriculum Section	Alison (ext. 2642)	Nancy (ext. 3177)
Exam papers	Angel (ext. 2643)	Tina (ext. 3178)
Online Grade	Angel (ext. 2643)	

Teaching Materials

※Fall Semester

Course Name	Textbook
Practical English 1 (PE1)	Online Learning (Moodle)
Practical English 3 (PE3)	Handbook of Pathways in English: Skill Building 1 (E-Textbook on Moodle)
English for Business Communication 1 (EBC1)	East meets West in English 5
Practical English for Professionals 1 (PEP1)	East meets West in English 7

※Spring Semester

Course Name	Textbook
Practical English 2 (PE2)	Online Learning (Moodle)
Practical English 4 (PE4)	Handbook of Pathways in English: Skill Building 2 (E-Textbook on Moodle)
English for Business Communication 2 (EBC2)	East meets West in English 6
Practical English for Professionals 2 (PEP2)	East meets West in English 8

Fall 2022 (111 學年度第1 學期)

Weeks	PE1	PE3	EBCI (‘PE 5’)	PEP1 (‘PE 7’)
Week 1	Lessons 1 - 2	Lessons 1 - 2	Lessons 1, 2, 4	Lessons 2 - 4
Week 2				
Week 3				
Week 4				
Week 5				
Week 6				
Week 7				
Week 8	M I D T E R M S			
Week 9	M I D T E R M S: Listening & Reading			
Week 10	Lessons 3 - 5	Lessons* 3 - 4	Lessons* 5 - 6	Lessons* 5 - 6
Week 11				
Week 12				
Week 13				
Week 14				
Week 15				
Week 16				
Week 17	F I N A L S			
Week 18	F I N A L S: Listening, Reading, Writing PE3 Writing: Make sentences with given conjunction EBC 1 Writing: Narrative Paragraph Writing PEP 1 Writing: Email Reply			

*P.S. Final exams cover all the lessons taught in Fall 2022.
We will send you the latest information every new semester.

Spring 2023 (111 學年度第2學期)

Weeks	PE2	PE4	EBC II (‘PE 6’)	PEP II (‘PE 8’)
Week 1	Lessons 1 - 2	Lessons 1 - 2	Lessons 3 - 4	Lessons 1 & 3
Week 2				
Week 3				
Week 4				
Week 5				
Week 6				
Week 7				
Week 8				
Week 9	M I D T E R M S: Listening & Reading EBC II & PEP II(PE 6&8): Midterm is the annual EPT with 80 questions from all covered materials in Fall 2022 and Spring 2023 as well as 20 EPT questions			
Week 10	Lessons 3 - 5	Lessons* 3 - 4	Lessons* 5 - 7	Lessons* 4 - 5
Week 11				
Week 12				
Week 13				
Week 14				Seniors’ Finals Listening, Reading, Writing (Write an email requesting information)
Week 15				
Week 16				
Week 17				
Week 18	F I N A L S: Listening, Reading, Writing PE4 Writing: Identify errors and correct the mistakes (TBA) EBCII(PE6) Writing: Write an argumentative paragraph about one of the three topics given			

*P.S. Final exams cover all the lessons taught in Spring 2023.
We will send you the latest information every new semester.

Midterm and Final Exam Format

MCU holds a uniform exam for undergraduate General Education English courses (PE courses) during the midterm and final weeks.

Exam Format:

- Midterm: Listening and Reading

- Final: Listening, Reading and Writing

Question Types:

Year	Freshmen (PE1/2)	Sophomore (PE3/4)	Junior (EBC1/2)	Senior (PEP1/2)
Question Types	<p>*Midterm Exam(online test) *Final Exam(online test):</p> <p>A) Listening: * Responses * Short Conversation * Short Talk</p> <p>B) Reading: * Fill in the Blank * Reading with Questions</p>	<p>A) Listening:</p> <ul style="list-style-type: none"> ● Responses ● Long Dialogues ● Extended Listening <p>B) Reading:</p> <ul style="list-style-type: none"> ● Fill in the Blank ● Cloze Reading ● Reading with Questions 		
Final Writing	/	<p><i>Make sentences with given conjunction</i> <i>Identify errors and correct the mistakes (TBA)</i></p>	<p><i>Narrative Paragraph</i> <i>Argumentative Paragraph</i></p>	<p><i>Email reply</i> <i>Inquiry Email</i></p>

Reminders:

- Students are to mark their answers for the listening and reading sections on a given computer card with a pencil.
- **Incorrectly marked class number, student ID number and version will result a deduction of 10 points in the exam.**
- Computer card will be collected right after the test is over. Students should mark their answers on the computer card right away. They should not write their answers on the question paper and mark the cards later. There will not be time allowed for this.
- PE final exams include writing test. Writing papers will be distributed after the computer cards for listening and reading sections are collected during the exam. Students should remain seated in the exam rooms to complete the writing section.

Class Adjustment and Make-up Class

Login to: <http://www.mcu.edu.tw/> → On the MCU homepage, choose “English” (top left corner), then choose “Staff and Faculty” (top right corner) → Log in with your faculty ID number and password. Then, you will see the following page. There are all the different functions or information you need.

The screenshot shows the Faculty Information Network page. A red circle highlights the 'Faculty Personal Information' section, which includes links for: Make-up Exam Absence Query, Course Schedule, Course Plan and Syllabi, Grade Percentage and Grade Query, Make up/Canceled Class Applications, Exam Schedule, Record of Teacher's Leave and punctuality, School Property Record, Password Change, Grade key-in via Network, Key in make-up grade, Practical English Daily Grade System, e-Portfolio, Query Salary Breakdown Record, Examination Paper Print Out and Upload Exam_question, Attendance System, Summer School I Attendance System, Summer School II Attendance System, Grade Calculation System, Inputting Grade Percentage Procedures, Teaching Evaluation Score Form, Teaching Hours Certification, Application for Taoyuan Parking Permits for Cars and Motorcycles, Course Learning Outcome Assessment, MCU Calendar, and Office hour.

Apply for absence

1) Click on **Make up/Canceled Class Applications**

The screenshot shows the Faculty Information Network page. A red circle highlights the 'Make up/Canceled Class Applications' link in the 'Faculty Personal Information' section. A blue arrow points from the text above to this link.

2) Click on “I agree!”



Announcement made by Curriculum Section,
Academic Affairs Division

- 1 Periods 20 and 05 on Friday are scheduled for student extra-curricular activities. Make-up classes should not be scheduled at that time.
- 2 If cancellation for class rescheduling is needed, please notify the Curriculum Section for correction.
- 3 For field trip arrangements, please download the application forms and submit them to Student Affairs Division for approval one week before the scheduled activity.
- 4 If there is any malfunction of classroom facilities, please contact General Affairs Division.
- 5 For official, maternity, marriage or compassionate leave applications, please hand in related documents to the Curriculum Section. In cases for which fixed or temporary class rescheduling is needed, application for approval should be made beforehand.
- 6 A written report may or may not be necessary for field trip application. Please download and fill out the appropriate form, submit it to Student Affairs Division for approval, then turn it in to the Curriculum Section.
- 7 The total number of teaching hours per day, including both regular classes and make-up classes, should not exceed 6.
- 8 Make-up classes can not be scheduled during period 30 (6:00-6:30pm)
- 9 Fixed classroom change application should be made within the first four weeks after the semester starts.
- 10 Please notify your students about class rescheduling after the application is approved.
- 11 If you need to schedule a class in a computer lab, please contact information and Network Division. The extension numbers are 2555(Taipei) and 3817(Taoyuan).
- 12 Hours of added class sessions can be counted toward for make-up class hours. In case make-up classes are needed, teachers only need to make-up the net missed hours.
- 13 Compassionate leaves are only applicable for the applicant's lineal relatives. The obituary needs to be turned in to the Curriculum Section. Leave application should be made for each class the applicant teaches and no make-up class is necessary.

[I agree!](#)

3) Click on "Apply for Absence"

[Inquire about available classroom](#)
 [Apply for absence](#)
 [Apply for make-up](#)
 [Rescheduling cancellation](#)
 [Make-up/canceled classes query](#)
 [Class meeting rescheduling query](#)
 [Form download](#)
 [Record for rescheduling query](#)
 [Upload Field Trip Record](#)
 [Announcement](#)

Please choose a function

4) And you see this screen.

[Inquire about available classroom](#)
 [Apply for absence](#)
 [Apply for make-up](#)
 [Rescheduling cancellation](#)
 [Make-up/canceled classes query](#)
 [Class meeting rescheduling query](#)
 [Form download](#)
 [Record for rescheduling query](#)
 [Upload Field Trip Record](#)
 [Announcement](#)

Apply for Absence

Teacher No.:9201416 Name:馬家慧

Class No	Class	Course No	Course	Y-Ordinary Class N-Lab Class	Teacher Course	1.Taipei 2.Taoyuan
01106		01106	Practical English I	N	1	1
01106		01106	Practical English I	Y	1	1
01115		01106	Practical English I	N	1	1
01115		01106	Practical English I	Y	1	1

5) Click on the class section number for which you will be absent, and see this screen.

The screenshot shows a web interface with a navigation menu at the top containing links: [Inquire about available classroom](#), [Apply for absence](#), [Apply for make-up](#), [Rescheduling cancellation](#), [Make-up/canceled classes query](#), [Class meeting rescheduling query](#), [Form download](#), [Record for rescheduling query](#), [Upload Field Trip Record](#), and [Announcement](#). Below the menu is a form with the following fields:

- Date: (Four digit date for absence, ex.1025)
- Reason: A1 Personal leave (dropdown menu)
- All students agree: Y (dropdown menu)
- Office/Classroom in charge: Y (dropdown menu)
- A table with columns: Select, Day, Period, Classroom. The first row contains: , 2, 02, F613.

A "send" button is located below the table.

6) Type the date, choose reason, mark select and click “send”. Then, you will see “insert success!!”.



Similarly, you may operate other functions such as apply for make-up classes, inquire about application result, cancel application (if necessary) and apply for classroom change, etc. by clicking on the function you wish to operate on the page above.

A Reminder on Classroom Changes:

The online application for classroom change must be done **within the first 4 weeks** of the new semester. Classes are held in the e-classroom (Academic Affairs System code: Y) and in the computer lab (Academic Affairs System code: N). Class hours held in computer labs may not be permanently changed into an e-classroom.

Reminders on Class Make-up:

1. Please apply online for class make-up **at least 3 days in advance** after you have confirmed the class make-up time with your students.
2. **Periods 20 and 5 on Fridays are reserved for student extracurricular activities, and thus you may NOT make up for classes during those 2 periods.**

3. If there is a need for absence during the first week of classes, please do not have a substitute teacher for these classes. Try to make up later for these missed classes instead.
4. Please contact Alison at extension 2331 on Taipei campus or Nancy at extension 3177 on Taoyuan campus if you need assistance.

Online Student Attendance Record Key-in

In order to enforce good student attendance, the university has put this roll call procedure into place according to regulations for student conduct. After taking roll in the classroom, absences will be recorded online in the student information network. Faculty can appoint one student for each class to enter the attendance data online. The appointed student will be permitted to log in to the Faculty Network System using his/her student ID number to key in weekly attendance record online. Please contact Alison at extension 2331 on Taipei campus or Tina at extension 3178 on Taoyuan campus if you need assistance.

A) How to key in student weekly attendance:

- 1) Click on “**Attendance System**”

The screenshot shows the Ming Chuan University Faculty Information Network interface. A red arrow points from the 'Attendance System' link in the 'Faculty Personal Information' menu to a dropdown menu in the 'Student Attendance System' form. The dropdown menu is open, showing the selected class '01106/01106Practical English I'. Below the dropdown, there is a field for the course number, with an example '(Ex : 0901)'. A 'Confirm' button is located at the bottom of the form.

2) **Drag down** and choose the class you are about to key in

For and needed changes ~ Please contact academic section on Taoyuan campus, or the curriculum Section on Taipei Campus.

2) Input the date in 4 digits (digits 1 and 2 are the month, digits 3 and 4 are the day).

Student Attendance System 9201416 馬家慧

Enter Attendance Data | Set up attendance taker | Attendance query | Attendance Correction |

【Enter attendance date】

Choose	<input type="text"/>
the class	01106/01106Practical English I
/course	<input type="text"/>
(Ex : 0901)	<input type="text"/>
<input type="button" value="Confirm"/>	

For and needed changes ~Please contact academic section on Taoyuan campus.or the curriculum Section on Taipei Campus.

3) Click on the period of class and click on “Mark absent”.

Student Attendance System 9201416 馬家慧

Enter Attendance Data | Set up attendance taker | Attendance query | Attendance Correction |

【Enter attendance date】

01316/01306English for Business Communication I Date : 1129 Week :11 Day :3

Choose class period	
<input type="text" value="07"/>	
<input type="button" value="Mark absent"/>	<input type="button" value="All here"/>
<input type="button" value="Choose the class/course"/>	

For and needed changes ~Please contact academic section on Taoyuan campus.or the curriculum Section on Taipei Campus.

4) Click on the name of the absentees and press the “Save” button at the bottom of the page.

- ◆ You still need to key in the attendance records even if the entire class is present with no absentees. Click on “All here”.

Student Attendance System 9201416 馬家慧

Enter Attendance Data | Set up attendance taker | Attendance query | Attendance Correction |

【Enter attendance date】

01316/01306English for Business Communication I Date : 1129 Week :11 Day :3

Choose class period	
<input type="text" value="07"/>	
<input type="button" value="Mark absent"/>	<input type="button" value="All here"/>
<input type="button" value="Choose the class/course"/>	

For and needed changes ~Please contact academic section on Taoyuan campus.or the curriculum Section on Taipei Campus.

- ◆ Please make sure online attendance records are keyed in every week after class.
- ◆ Students who miss more than one-third of any class will be disqualified for being evaluated for the course, including midterm and final exams, as well as daily grade, which will result in a grade of zero for the course.

B) Changes to attendance records

- Students should check the online records daily. If any discrepancies are found, the student may ask the teacher to confirm the attendance records to eliminate mistakes online. The teacher can delete student absent record online **within 2 weeks** after the date on which the attendance had been keyed in.
- Students must file the attendance correction form to the Curriculum Section regarding any attendance record mistakes if the mistake is found after 2 weeks. The form must be signed and attached with a proof by the teacher indicating a mistake was made in order to correct the record.
- Students should be clearly informed on how attendance was taken during your class. Please do not allow changes to the attendance records if they have violated your attendance policy.

C) Attendance Query

You may use the “**Attendance Query**” function to check the completeness of the attendance records for your classes.

The screenshot shows the 'Student Attendance System' interface. At the top left, it says 'Student Attendance System' and '9201416 馬家慧'. At the top right, there are navigation links: 'Enter Attendance Data | Set up attendance taker | Attendance query | Attendance Correction'. Below this is a header '【Enter attendance date】'. The main content area is a form with a blue sidebar on the left. The sidebar has a 'Choose' section with 'the class' dropdown menu showing '01106/01106Practical English I' and a '/course' section. Below that is an '(Ex : 0901)' section with an input field. At the bottom right of the form is a 'Confirm' button.

For and needed changes ~Please contact academic section on Taoyuan campus or the curriculum Section on Taipei Campus.

Please contact the Academic Section on Taoyuan campus or the Curriculum Section on Taipei campus for changes.

Online Student Grade Key-in

4. The staff at the Registration Section will open the “Online Student Grade Key-in system” from one week before the exam week, MCU calendar Week 13 for Senior Students (Second Semester) and MCU calendar Week 17 for all PE in-class teachers and lab teachers each semester.
5. **Daily Grade, Final Exam Grade and Final Make-up Exam Grade Online Submission Deadline: Before 09:00am, one week after the Final Exam week each semester.**

Online Student DAILY Grade Key-in

➤ **FOR PE COURSES:**

Please follow the steps below in order to key in your students' daily grades online:

Login to: <http://www.mcu.edu.tw/> → On the MCU homepage, choose “English” (top left corner), then choose “Staff and Faculty” (top right corner) → Log in with your faculty ID number and password. Then, click on “**Practical English Daily Grade System**”.

The screenshot shows the MCU Faculty Personal Information page. On the left, there is a 'Welcome 馬家慧 login' section with a 'My Email' link and a 'Logout' button. Below that is a table for the '2017 - 2018 First semester' with columns for 'Class' and 'Course no./ Course name'. The table shows '01106' in the Class column and '01106 Practical English I' in the Course name column. On the right, there is a 'Faculty Personal Information' section with a grid of links. A red arrow points from the 'Practical English Daily Grade System' link in the right-hand column to the text in the previous block.

Key in your second-level password → class → Daily Grade → submit.

(Your second-level password was preset as **your birthday starting with year, month and day +1**. You may change this password online).

- Please make sure all PE daily grades are keyed in by the deadline announced by the ELC. Those who missed the ELC deadline will be reported to the director of the center. Those who miss the university deadline will be reported to the Registrar Section and it will result in an influence in the MCU faculty evaluation.
- **Please calculate the student grades on a 100 point scale.**

➤ **FOR NON-PE COURSES:**

Please follow the steps below in order to key in your students' daily grades online:

MCU Homepage → Staff and Faculty System → Faculty Personal Information → **Grade key-in via Network** → second-level password → class → Daily grade → submit

- Please make sure all non-PE daily grades are keyed in by the deadline announced by the university. Those who miss the university deadline will be reported to the Registrar Section and it will result in an influence in the MCU faculty evaluation.

Online Student MIDTERM Exam Grade Key-in

➤ **FOR PE COURSES:**

The faculty do not need to handle midterm exam grades since it is done with the use of computer cards (for the listening and reading sections) and grades are directly keyed onto the system.

➤ **FOR NON-PE COURSES:**

Please follow the steps below in order to key in your students' midterm grades online:

MCU Homepage → Staff and Faculty System → Faculty Personal Information → [Grade key-in via Network](#) → second-level password → class → Midterm Exam → submit

- Please make sure all non-PE midterm grades are keyed in by the deadline announced by the university. Those who miss the university deadline will be reported to the Registrar Section and it will result in an influence in the MCU faculty evaluation.

Online Student FINAL Exam Grade Key-in

➤ **FOR PE COURSES:**

The faculty do not need to handle final exam listening and reading grades since the calculation of scores are done with the use of computer cards and grades are directly keyed onto the system. However, teachers need to grade the papers for the writing section.

- Please make sure all PE final exam writing grades are keyed in by the deadline announced by the ELC. Those who missed the ELC deadline will be reported to the director of the center. Those who miss the university deadline will be reported to the Registrar Section and it will result in an influence in the MCU faculty evaluation.
- **Please calculate the student grades on a 100 point scale.**
- **Overseas Students Final Exam Grades:** If you have overseas students, Angel Yang will inform you.

➤ **FOR NON-PE COURSES:**

Please follow the steps below in order to key in your students' final grades online:

MCU Homepage → Staff and Faculty System → Faculty Personal Information → [Grade key-in via Network](#) → second-level password → class → Final Exam → submit

Online Student FINAL Make-up Exam Grade Key-in

The faculty are responsible for grading all sections of the make-up exam for both PE and Non-PE courses.

- *Please follow the steps below in order to key in your students' make-up grades online:*
MCU Homepage → Staff and Faculty System → Faculty Personal Information → [key-in make-up grade](#) → second-level password → key-in make-up grade → class → submit
- **Please calculate the student grades on a 100 point scale.**

For any related questions, please contact **Ms. Angel Yang** at extension 2643.

Others

Contact Information Changes

Please notify **Alison** of ALL changes of your contact information (i.e. address, telephone, email).

English Learning Related Activities and Programs

Please encourage your students to engage and participate in the following activities held by the ELC:

- 1) Learning Resources posted at “<http://web.elc.mcu.edu.tw/en/content/useful-links>”
- 2) TOEIC Preparation Course

Other Academic Affairs Related Information

Please make sure the following important tasks are done accordingly:

1) Course Plan and Syllabi (for in-class course only):

This is done towards the end of every semester during the preliminary course registration period.

Please follow the steps below in order to key in your course plan and syllabi:

MCU Homepage → Staff and Faculty System → Faculty Personal Information → [Course & syllabi](#)
→ class

- Please make sure all course plan and syllabi are keyed in by the deadline announced by the university. Those who miss the university deadline will be reported to the Registrar Section and it will result in an influence in the MCU faculty evaluation.

2) Office Hour (for full-time or project teachers only):

Make sure you key in your office hour online within the first two weeks after the semester begins. You need to have at least 6 hours per week.

Please follow the steps below in order to key in your office hour:

MCU Homepage → Staff and Faculty System → Faculty Personal Information → [Office hour](#)

Note:

1. The staff at the Curriculum Section will open the key-in office hour system.
2. The deadline is the first week of MCU calendar for each semester.

FOR YOUR INFORMATION

Undergraduate English Courses:

Course Names	Course Codes	Credits	Required	Regular Class Hr	Lab Class Hr	Target Students
Practical English 1	01108	0	Yes	On-line	1	Freshmen
Practical English 2	01109	0	Yes	On-line	1	
Practical English 3	01208	0	Yes	1	1	Sophomores
Practical English 4	01209	0	Yes	1	1	
English for Business Communication 1	01306	2	Yes	2	1	Juniors
English for Business Communication 2	01307	2	Yes	2	1	
Practical English for Professionals 1	01406	2	Yes	2	1	Seniors
Practical English for Professionals 2	01407	2	Yes	2	1	

For any related questions, please contact Ms. Coris Yang at extension 2644 and Ms. Tina Wu at extension 3178.

PE Grading Breakdown, 2021-22 (110AY)

Level	Textbook	Grades	Weekly Class/Lab Hours	Credit each semester
PE 1 / 2 應用英文(一) 應用英文(二)	Online Learning (Moodle)	Daily Grade(Class/Lab): 50% Midterm Exam : 25%(Online Test) Final Exam : 25% (Online Test)	0 / 1	0
PE 3 / 4 應用英文(三) 應用英文(四)	Handbook of Pathways in English Skill Building 1 & 2 (E-Textbook on Moodle)	Daily Grade(Class/Lab): 50% (Class-40% + Lab-10%) Midterm Exam : 20% (L/R - 20%) Final Exam : 30% (L/R-20% + W - 10%)	1 / 1	0
EBC 1 / 2 (PE 5 / 6) 商務溝通英文(一)/ 商務溝通英文(二)	East Meets West 5 & 6	Daily Grade(Class/Lab) : 50% (Class-40% + Lab-10%) Midterm Exam : 20% (L/R - 20%) Final Exam : 30% (L/R-20% + W - 10%)	2 / 1	2
PEP 1 / 2 (PE 7 / 8) 職場應用英文(一)/ 職場應用英文(二)	East Meets West 7 & 8	Daily Grade(Class/Lab) : 50% (Class-40% + Lab-10%) Midterm Exam : 20% (L/R - 20%) Final Exam : 30% (L/R-20% + W - 10%)	First semester: 2/1	2
	East Meets West 7 & 8	Daily Grade(Class/Lab) : 50% (Class-40% + Lab-10%) Midterm Exam : 20% (L/R - 20%) Final Exam : 30% (L/R-20% + W - 10%)	Second semester: Week 1~8: 3/1 Week 10~13: 2/2	
海青班 Overseas Youth Vocational Training Program		Daily Grade 100%		2
Graduate School English		Daily Grade 100%		2

How to set up English Nickname in the Student Information System 設定英文暱稱

The image shows two screenshots of the Ming Chuan University website. The top screenshot shows the main navigation menu with the '大陸生' (Mainland Student) tab highlighted by a blue arrow. A text box to the right says '進入學生資訊系統' (Enter Student Information System) and 'Go to the Student Information System'. The bottom screenshot shows the 'Student' tab selected in the top navigation bar, with a blue arrow pointing to it. Below the navigation bar, the university's logo and name are visible, along with a list of menu items including 'About MCU', 'Admissions', 'Divisions', 'Academics', 'Resources', 'e-learning', 'Regulations', 'Course Information', 'Student System', 'Transportation Information', 'Calendar', and 'QA O/S Stu.'. A banner at the bottom features a photo of three students and the text: 'Attending to all students with parental care, support, and guidance' and '1st University to encourage faculty to educate students as their own children' and '1st University applying "Attending to all students with parental care, support, and guidance" as educational philosophy'.

輸入學號及密碼登入

Login with Student ID and password

The screenshot shows the login interface of the Ming Chuan University student portal. It features a header with the university logo and navigation tabs for 'Registration Graduation', 'Course Selection', and 'Course'. The main content area includes a login form with fields for '帳號 Student ID' (labeled 1) and '密碼 Password' (labeled 2). Below the form is a '忘記密碼' (forgot password) link and a red '登入' (login) button (labeled 3). A section for '新生首次登入帳號' (initial login for new student) provides instructions: domestic students use their ROC ID NO., foreign students use passport/ARC or citizen ID NO., and the password is the date of birth in YYYYMMDD format. A '快速連結 Quick Link' button is also present. On the right, there is a '註冊/畢業' (registration/graduation) link and a '最新消息' (latest news) section with a list of items including '通識中心', '優久大學', '必修換', '109學年', '110學年', and '銘傳大學'. Below the login form, there are more navigation tabs: 'Registration Graduation', 'Course Selection', and 'Course'. A 'Teaching excellence program news' section is visible, followed by an 'Announce' section with a list of notices: 'Ming Chuan University 2019-20 Summer Session', '2019-20 Summer Session I_New Classes Added', '2020-21 Fall Semester Course Selection Notice', and 'Adjustment for 2019-20 Academic Year 2nd Semester Midterm, and Graduation Comprehensive Examinations Notice'. A final notice asks to double-check course selections.

1 帳號 Student ID

2 密碼 Password

忘記密碼 登入 3

註冊/畢業

Initial login for new student:

- Domestic new student: ROC ID NO.
- Foreign new student: Passport NO./ARC NO./Citizen ID NO.
- Password is your date of birth (Western calendar format yyyyymmdd)

快速連結 Quick Link

Registration Graduation Course Selection Course

Teaching excellence program news

Announce

Bullet

Ming Chuan University 2019-20 Summer Session

2019-20 Summer Session I_New Classes Added

2020-21 Fall Semester Course Selection Notice

Adjustment for 2019-20 Academic Year 2nd Semester Midterm, and Graduation Comprehensive Examinations Notice

Please double check the courses that you selected online prior

選擇「註冊/畢業」>
「學生英文姓名處理」

Select [Registration Graduation] >
[English Name Form]

Initial login for new student:
 ■ Domestic new student: ROC ID NO.
 Foreign new student: Passport NO./ARC NO./Citizen ID NO.
 ■ Password is your date of birth (Western calendar format yyyyymmdd)

課程列表 Course List
no data

1 Registration Graduation

2 English Name Form

Announce
0 Summer Sessio
ew Classes Addet
Selection Notice
mic Year 2nd Sen
and Graduation Comprehensive Examinations N
Please double check the courses that you select
deadline for the Cloud Course Selection.

您好! 陳美青 同學
歡迎登入學生資訊系統
→ 登出

1 註冊/畢業

2 學生英文姓名處理

課程列表 Course List
尚無課程資訊

快速連結 Quick Link

- 銘傳首頁
- 雲端教室
- TQC資訊
- 教學卓越
- 教師成長
- 家長專區
- 雲端硬碟
- Moodle
- 課程地圖
- 學習歷程

新生鍵入學籍基本資料
學籍資料個資授權
學籍資料查詢
十力教育查詢
自我畢業審查
畢業生離校程序
委託代寄申請/查詢

- 110學年度第1學期選課
- 銘傳大學109學年度暑前

1. 在「英文暱稱」輸入 nickname
2. 按「確定傳送」

1. Enter your nickname in [English Nickname]
2. Click [Confirm and Submit]

English Name Form

MCU is accredited by the Middle States Commission on Higher Education (MSCHE) as the first U.S.-Accredited University in Asia. Students will receive an English Accredited Diploma. Please double check your English name as it will be printed on the Diploma. Additional fee is required for reissuing. Please deliberately fill out the following form before submitting.

Student ID : [REDACTED]
 Chinese : [REDACTED]
 English Name : [REDACTED] (Use on official documents)
 English Nickname : Ronnie (The name that you want to be called by your English instructors, ex. TOM)

2

Description	Please fill out your name using capital English letters, the same as shown on your passport.
Example	LEE, TA-TUNG CHEN, YI-CHUN
Note	For any questions or concerns, please contact the Registrar Section on Taipei campus at (02) 28824564 extension 2705, and for those departments and graduate programs on Taoyuan campus, please contact the Taoyuan Academic Affairs Section at (03) 3507001 extension 3107.

學生英文姓名處理

本校已通過美國認證成為第一所美國認證大學，未來同學畢業時可同時獲得英文認證證書，故請同學確認英文名字以作為證書列印之姓名。列印完成之證書若要重新製作則需付費，請同學慎重填寫。

學號： [REDACTED]
 中文姓名： [REDACTED]
 英文姓名： [REDACTED] (相關正式文件用)
 英文暱稱： Ronnie (英文課程老師對你的稱呼，如 TOM)

1 **2**

說明	英文名字一律大寫，並需與護照相同，未持有護照之同學請採直譯方式，先輸入姓同時加上', '，空一格後緊接鍵入名字，名字之間用'-'連結。
例子	李大同 LEE, TA-TUNG 陳怡君 CHEN, YI-CHUN
對照表	若不知英文姓名請查詢 國語羅馬拼音對照表 (僅供參考)
備註	有疑問者，台北校區請洽註冊組(02)28824564分機2705，桃園校區系所請洽教務組(03)3507001分機3107

! 【Transfer was successful, close the window!】

3

網頁訊息

! 【傳送成功，請關閉視窗!!】

3

The instruction for add personal QR Code LineBot Line Group.

1. Access to the Ming Chuan University Faculty Information Network Website on The computer.
<https://www2.mcu.edu.tw/tea/default.asp?c1=0>

2. Key-in MCU ID number, password and login.

Under the "Faculty Personal Information Network" Section, at the third column, the last row, you will see the "MCU Line Bot Setting (Test)"

3. Click on the "MCU Line Bot Setting (Test)"

Please use your cellular phone, **scan your personal QR Code LineBot** and you have to **key-in your personal verification code number (within 3 minutes) at your Line account on your smart phone.** You will see,

請掃描下方 QR Code 加入個人專屬 LineBot，輸入驗證碼完成驗證

4. After scanned and keyed in your personal QR Code LineBot, click on Logout.

5. You will receive information from Ming Chuan University.

LineBot 將提供以下功能：

1. 學校於疫情期間緊急即時連絡師長重要訊息。
2. 學校平時即時通知重要訊息。例如：開會通知、重要案件申請、教師繳交資料期限通知、其他重要注意事項...等。
3. 系所發布即時訊息。
4. 未來老師能即時傳送訊息給學生。例如：疫情期間臨時宣布上課方式。
5. 進行機器人問答，詢問學校一般事務問題。
6. 即時資料查詢：未來 linebot 將整合資訊系統查詢各種個人化訊息。

連絡人：台北資訊服務組孔瑞萍 (分機:2555)

Teams Account and Teams Password (ms1.mcu.edu.tw password)

Remote Online Teaching/Meeting Account

微軟Teams遠距教學/會議帳號

Teams account : msXXXXXXXX@ms1.mcu.edu.tw
(msMCUIDnumber@ms1.mcu.edu.tw)

Teams Password set up by the Information and Network Division as follows :
Last 4 digits of MCU ID number and 8 digits of birth date, Western Calendar year, month, date,
Total 12 digits

Please log in to your Teams account and change your own password. If you forgot your Teams password, please apply for Reset Teams password e-Form Application.

Reset Teams password e-Form Application(Reset "ms1.mcu.edu.tw" password)

重設微軟Teams遠距教學/會議帳號

1. E-Requests and E-Form System 網址

https://www1.mcu.edu.tw/Apps/SB/SB_Site.aspx?PageID=164

2. Left side of the screen, under Work section, click on e-form
3. Middle of the screen, **under My Requests section, click on Submit Form**
4. You will see form ID1684, Reset "ms1.mcu.edu.tw" password, as below:

1684 Reset "ms1.mcu.edu.tw" password

5. Click on Reset "ms1.mcu.edu.tw" password (form ID1684)
6. Click on Submit

Pick up reset Teams (ms1.mcu.edu.tw) password

7. Pick up reset Teams (ms1.mcu.edu.tw) password

7-1. E-Requests and E-Form System 網址

https://www1.mcu.edu.tw/Apps/SB/SB_Site.aspx?PageID=164

- 7-2. Left side of the screen, under Work section, click on e-form
- 7-3. Middle of the screen, **under My Requests section, click on Request History**
- 7-4. Form Name, click on the Reset "ms1.mcu.edu.tw" password, pick up your Teams (ms1.mcu.edu.tw) password.

How to use Teams Online Teaching (Remote Online Teaching)

微軟 Teams遠距教學/會議使用教學

防疫教學專區 **Online learning zone**

<https://moodle.mcu.edu.tw>\ at the middle page, you will see 防疫教學專區 Online learning zone, click on the file, please take notes and learn how to use Teams.

OR

<https://moodle.mcu.edu.tw>\click on the 使用說明\ click on the [網路教學方案使用說明]銘傳 MCU 資訊網路處智識庫

Please select the interested link, please take notes and learn how to use Teams.