

# National Chung Hsing University Guidelines for Co-Teaching Curriculum Implementation

Enacted in the 74<sup>th</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2017

Amended (points 2 & 3) in the 76<sup>th</sup> Academic Affairs Meeting on Oct. 31<sup>st</sup>, 2018

Amended (points 1-4) in the 87<sup>th</sup> Academic Affairs Meeting on Apr. 25<sup>th</sup>, 2024

- I. To encourage innovative teaching, enhance teaching quality, and promote cross-disciplinary learning among students, National Chung Hsing University (hereinafter referred to as the University) has established these guidelines.
- II. The term "co-teaching course" in these guidelines refers to a course that is collaboratively designed by two or more teachers from different fields who co-teach in the same classroom at the same time (with a maximum of four teachers). This course aims to encourage students' learning through interdisciplinary integration and innovative content. At least one full-time teacher must be included among the teachers mentioned above.
- III. The co-teaching course will be conducted in the following manner:
  1. Courses must first be reviewed and approved by all levels of the curriculum committee before they can be offered.
  2. The courses are limited to undergraduate program lectures and internships.
  3. An application form must be submitted and approved before the course can proceed. The Office of Academic Affairs may convene a review committee if needed.
  4. Agreement to allow the school to make videos and photo recordings during class. These recordings and pictures can then be reproduced, distributed, or uploaded in hard copy and digital format by the school without any restrictions regarding location, time, or frequency. The purpose of this is to make teaching resources available online for personal, non-commercial use.
  5. The creation and use of teaching materials for courses must comply with copyright laws and other relevant regulations. When using the work of others, permission from the rights holder must be obtained, or ensure that the use complies with copyright laws and other relevant regulations regarding fair use and is within reasonable limits.
  6. Must coordinate with teaching (or learning) performance demonstrations.
  7. A full-time teacher should be designated to oversee the course syllabus and student grades.
- IV. Co-teaching courses can be counted toward full-time teachers' weekly basic teaching hours but not overtime hours. If adjunct teachers are involved in the

teaching, the necessary expenses should come from the hiring budget.  
Details are as follows:

1. For lecture-based courses, the maximum number of teaching hours credited to the instructor is limited to the number of credits for that course. For internship courses, the maximum teaching hours credited to the instructor are limited to three times the number of credits for that course.
  2. Instructors in the classroom simultaneously will have their teaching hours counted based on their actual attendance.
- V. For any matters not mentioned herein, please refer to related NCHU regulations.
- VI. These Guidelines and any amendments hereto shall be approved in Academic Affairs Meetings before taking effect.