

# National Taiwan Normal University

## Subsidy Direction for Capstone Course

Approved at the NTNU 8th Academic and Executive  
Leadership Briefing of the 2014 Academic Year on July 8th, 2015  
Amendments Approved at the 7th Academic and Executive  
Leadership Briefing of the 2021 Academic Year on November 3rd, 2021

### I. Purpose

National Taiwan Normal University (hereinafter referred to as NTNU) has drafted the current Direction to improve the instructional quality at NTNU, and to encourage all departments (institutes) to examine their course structure, assess their students' learning outcome, and develop capstone courses.

### II. Definition

The Capstone Course mentioned hereafter refers to the courses designed by each department (institute) based on the core competencies of the department (institute). Capstone Courses shall help both graduate and undergraduate students to integrate and deepen their university learning and review their learning experiences, for the purpose of transitioning to their future careers. Capstone courses should also help instructors and departments (institutes) to examine and review their instructional outcome and course planning.

### III. Subsidy Target and Application

- A. Subsidy Target: NTNU Departments (Institutes). Department (Institute) Chairs shall coordinate the application for the subsidy. Instructors shall be responsible for each individual course's planning and instruction.
- B. Application: Please submit one soft copy and one hard copy of the project proposal.
- C. Application Dates: At the end of every October and March each year.

### IV. Project Duration and Subsidy

Applying department (institute) should submit the "Capstone Course Subsidy Project Application Form" (which should include a brief description of the goals and concepts of the capstone course project, how the capstone course will be implemented, budget planning, etc.) at the end of October or March. The maximum subsidy for each department is NT\$150,000.

### V. Instructor and Teaching Hours

Departments (Institutes) may plan for up to two instructors per course depending on their needs, and explain clearly in the project the reasons for such an arrangement. Co-teaching instructors should both be present when the course is in session, and teaching hours will be calculated based on the course hours.

### VI. Project Review Method

The review will be conducted by scholars and experts at the invitation of the Center for Teaching and Learning of the Office of Academic Affairs (hereinafter referred to as CTLD).

- VII. Purpose of the Review
  - A. The Goal and Concept of the Capstone Course
    - 1. The connection between the Capstone Course and the overall departmental (institutional) curriculum design
    - 2. The correspondence between the Capstone Course and the core competencies of the department (institute)
    - 3. The prospect of the Capstone Course improving the curricular structure of the department (institute)
    - 4. The feasibility of the proposed course plan
    - 5. The suitability of the proposed budget
  - B. Implementation Plan of Capstone Course
    - 1. The completeness of the content of the course and the progress plan
    - 2. Innovation and suitability of instructional design (including the instructional plan for co-teaching)
    - 3. The correspondence between the course and student learning outcome, as well as departmental core competencies
    - 4. The relation between the course and the enhancement of students' comprehensive ability in future career planning and development
    - 5. The suitability of the assessment standard
  
- VIII. Formative Peer Review of Teaching and Achievement Report
 

The following tasks must be completed during the Capstone course project:

  - A. Host a "Formative Peer Review of Teaching" event by inviting department (institute) instructors of foundational and core courses to attend.
  - B. Attend achievement presentation events hosted by CTLD, and authorize CTLD to record video, audio, and share all relevant materials at its discretion.
  
- IX. Project Achievement and Review
  - A. The Achievement Report and records of "Formative Peer Review of Teaching" should be submitted within one month after the conclusion of the project. CTLD may compile and publish all materials submitted for non-profit or teaching and learning development promotional purposes.
  - B. Achievement Reports submitted by departments or institutes may be reviewed by relevant experts or scholars invited by CTLD. Experts and scholars will provide feedback to departments and institutes for future enhancements in their respective Capstone Courses.
  
- X. Matters not mentioned herein should refer to other relevant Office of Academic Affairs regulations.
  
- XI. Once approved by the Academic Leadership Briefing, the current Direction shall come into force on the date of its announcements. The same will apply to all of its subsequent amendments.