



Application for NTNU Capstone Course Co-Teaching Hours

Date:

College		Department		
Course		Course No. Course code		Course Credits
Semester	____ Year	The semesters receiving grants for capstone course	____ Year	
Course type	<input type="checkbox"/> Required <input type="checkbox"/> Elective		Estimated number of students enrolled	
Instructor 1		Instructor 2		
Type of Co-Teaching (tick one only)	<p><input type="checkbox"/> Themed co-teaching: Instructors collaboratively lead students to discuss and formulate topics for joint exploration and implementation. Two instructors set forth their viewpoints separately, allowing students to contemplate, integrate, and deepen the structure of professional knowledge. The instructors co-plan and co-execute the practice agenda and outcome evaluation, and then jointly participate in students' report presentation and lead students to reflect on the learning experiences, and finally analyze the achievement of students' core competence after completion of the capstone course, and the result will be referenced for revisions the course plans.</p> <p><input type="checkbox"/> Internship co-teaching: Instructors collaboratively plan and set up the goal and process flow of internship; coordinate with internship hosts; co-plan and co-execute the internship agenda and outcome evaluation; jointly participate in students' report presentation and lead students to reflect on their learning experiences; and finally analyze the achievement of students' core competence after the completion of the capstone course. The result will be referenced for revisions the course plans.</p>			
Co-Teaching Plan	<p>1. Course plan and design</p> <p>2. Reason for co-teaching</p> <p>3. Separately describe the teaching tasks and teaching hours of individual instructors.</p> <p>4. Attach the course outline (course evaluation survey from the previous course is required if it is not the first time the course is being offered)</p>			
Department				
Instructor		Department Chair		

Special Notes:

A. Application review

- a. The review comes in two phases, with the first one having the Center for Teaching and Learning Development (CTLD) invite academic experts within and without the university for a preliminary review. The result is then sent for a second review by a committee consisting of 3 to 5 members, convened by the Vice President of Academic Affairs.
- b. Review foci:
 1. The necessity of co-teaching: (1) whether the course is required; (2) the course planning and design; (3) reasons for co-teaching; (4) teaching tasks and teaching hours of individual instructors; (5) number of students enrolled 【※ elective courses must have at least 50% senior students (for undergraduates) or second-year students (for master's program) from the same department】
 2. CTLD will then attach previously approved application containing the proposed capstone course , on review of (1) compatibility between the goal of the course and the ICRTI spirit of the capstone course ; (2) appropriateness of the co-teaching plan.

B. Obligations

(1) group discussions of the co-teaching instructors; (2) open classroom observation during the semester; (3) students' learning outcome presentation; (4) participation in CTLD's consultation on the capstone course ; (5) participation in the capstone instructors' community; (6) assisting in the questionnaires to evaluate student performance in the capstone course .

- C. In accordance with Article 5 of "Instructors and Teaching Hours Calculation" of the "Directions for NTNU Capstone Course Subsidies," please contact Miss Chen at CTLD for any questions , Tel: 7749-1892; Email: c31430@ntnu.edu.tw

NTNU Co-Teaching Group Discussion Record

Co-teaching instructor profile			
Institute		Department	
Instructor 1		Instructor 2	
Co-teaching semester		Course	
Date of group discussion			
Briefly describe the discussions during the semester			
Suggestions on the planning, implementation, and outcome of the capstone course			

Signature of co-teaching instructor:

Date:

Please send the signed record to “Miss Chen, Center for Teaching and Learning Development” for archiving . Tel : 7749-1892 ; Email : c31430@ntnu.edu.tw