

# **National Sun Yat-Sen University**

## **Teaching Recording Implementation Guidelines**

Approved at the 10<sup>th</sup> administrative meeting during the 1<sup>st</sup> semester of the 2010 academic year, January 19, 2011

### Article 1 Objective

These Guidelines are established to improve the teaching quality and the student's learning effectiveness.

### Article 2 Applicability

The Guidelines are applicable to all full-time and part-time teachers who need to improve their teaching effectiveness.

### Article 3 Implementation

The teaching recording can be carried out in the following ways:

- (1) Teaching demonstration recording: The new teacher or the applying teacher demonstrates teaching in the microteaching laboratory or at the teaching scene, and digital teaching assistants assigned by the Center for Teaching and Learning Development (hereinafter referred to as the “Center”) make a live recording for 15 – 20 minutes. The film will be subject to post-production, and the final CD will be provided to the applying teacher for reference or used as a basis for the pilot teacher to give guidance.
- (2) Course recording: The Center assigns digital teaching assistants to the classroom of the applying teacher to record a full unit or lesson. The recording hours are determined by the teacher in his/her application. The film will be subject to post-production, and the final digital teaching file will be uploaded to the open courseware for all teachers and students to watch.

Article 4 To protect the portraiture and intellectual property rights of the teacher, the Center will not keep the file without the prior consent of the teacher.

### Article 5 Reward and certification

The Center will register the teaching demonstration video in the Teaching Portfolio of the applying teacher as an encouragement. For the course to be recorded during a semester, a video of at least 14 hours must be made for each credit of the course. The teacher may apply for funds to the Center to support the production of the open courseware. The funds will be appropriated from the budget of the excellent teaching group.

Article 6 The Guidelines are approved at the administrative meeting and implemented after being approved by the President. The same procedure is applicable to the amendment of the Guidelines.

These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.