亞洲大學 公開授課/教學觀摩 議課會議紀錄表

附件五

(Appendix V)

Asia University Public Lecture/Teaching Observation Meeting Minutes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 學院/中心  (College/Center) |  | | 學系  (Department) |  |
| 會議時間  (Time) |  | | 會議地點  (Location) |  |
| 授課教師  (Instructor) |  | | 授課類別  (Course Type) | c 一般教師公開授課(Open Lesson of regular faculties)  c 新進教師公開授課(Open Lesson of new faculty members)  c 教學觀摩(class observation) |
| 授課科目  (Subject) |  | |
| 授課班級  (Class) |  | |
| 授課時間  (Time) | 年 月 日 時 分 ～ 時 分  Year Month Date Lecture Time | | | |
| 授課地點  (Location) |  | | | |
| 觀課教師  (Observer Teacher) |  | | | |
| 討論內容(課程設計與教學方法、班級經營與學生輔導、學生學習行為和成效)  Discussion Topics (Course Design and Teaching Methods, Classroom Management and Student Guidance, Student Learning Behavior and Outcomes) | | | | |
|  | | | | |
| 系所/中心 主任 （簽章）  Department/Center Director (Signature) | |  | | |

1. 說課表

**Teaching Plan Form**

1. 會議簽到表(請註記觀課教師為一般教師、新進教師或曾獲教學績優獎項教師)

Meeting Attendance Sheet(Please indicate whether the observing teacher is a regular teacher, a new teacher, or a teacher who has received an outstanding teaching award.)

1. 活動照片（觀課、議課）

Event Photos (Classroom Observation, Discussion Meeting)

1. 亞洲大學教學觀摩回饋表

Asia University Teaching Observation Feedback Form

1. 亞洲大學有效教學行為自評與反思表

Asia University Effective Teaching Practices Self-Assessment and Reflection Form