亞洲大學公開授課與教學觀摩授課之說課、觀課、議課流程檢核表

Asia University Public Lecture and Teaching Observation Lesson Process Checklist for Lesson Presentation, Classroom Observation, and Lesson Discussion

（由授課教師填寫交回教學單位辦公室）

(To be completed by the instructor and submitted to the teaching unit office)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 學院/中心  College/Center | | |  | | 學系  Department | |  | |
| 學年度  Academic Year | | | 113 學年度  Academic Year 113 | | 學期  Semester | | c上學期 ■下學期  ☐ First Semester ■ Second Semester | |
| 授課教師  Instructor | | |  | | 授課科目  Course Title | |  | |
| 上課時間  Class Time | | | 月 第 節  Month Period № | | 授課類別  Course Type | | c 績優教師教學觀摩  Outstanding Teacher Teaching Observation  c 一般教師公開授課  General Faculty Public Lecture  c 新進教師公開授課  New Faculty Public Lecture | |
| 檢核項目  Checklist Items | | | | | | | 教師自評  Teacher's Self Evaluation | 教發中心覆核  Teaching Development Center Review |
| 1. | 於上課前一週提供一頁「公開授課/教學觀摩說課表」（見附件二）予觀課教師們  Provide a one-page "Public Lecture/Teaching Observation Lesson Plan" (see Appendix 2) to the observing teachers one week before the class. | | | | | | c是 c否  ☐ Yes ☐ No | c是 c否  ☐ Yes ☐ No |
| 2. | 於上課前兩週將該頁「公開授課/教學觀摩申請表」於教學單位網頁公告  Publish the one-page "Public Lecture/Teaching Observation Application Form" on the teaching unit's website two weeks before the class. | | | | | | c是 c否  ☐ Yes ☐ No | c是 c否  ☐ Yes ☐ No |
| 3. | 於上課前一週將該頁「教學觀摩說課表」(僅獲教學績優)寄給教發中心承辦人員以利安排課程錄影（聯絡信箱：[112300104@asia.edu.tw](mailto:112300104@asia.edu.tw)）  Send the one-page "Teaching Observation Lesson Plan" (only for outstanding teaching performance) to the Teaching Development Center coordinator one week before the class to facilitate course recording arrangements. (Contact email: [112300104@asia.edu.tw](mailto:112300104@asia.edu.tw)) | | | | | | c是 c否  ☐ Yes ☐ No | c是 c否  ☐ Yes ☐ No |
| 4. | 觀課時，請觀課老師使用「亞洲大學教學觀摩回饋表」（見附件三）進行觀課評估，評估項目得依說課表之觀課重點，選擇評估之層面與項目。並於議課會議前交予授課老師  During the classroom observation, observing teachers should use the "Asia University Teaching Observation Feedback Form" (see Appendix 3) for evaluation. The evaluation criteria can be selected based on the key observation points outlined in the lesson plan. The completed form should be submitted to the instructor before the lesson discussion meeting. | | | | | | c是 c否  ☐ Yes ☐ No | c是 c否  ☐ Yes ☐ No |
| 5. | 於授課後，由授課老師填寫「亞洲大學有效教學行為自評與反思表」（見附件四）進行反思，自評項目得依此節課授課重點與特色，選擇評估之層面與項目  After the lesson, the instructor should complete the "Asia University Effective Teaching Behavior Self-Evaluation and Reflection Form" (see Appendix 4) for reflection. The self-evaluation criteria can be selected based on the key teaching points and characteristics of the lesson. | | | | | | c是 c否  ☐ Yes ☐ No | c是 c否  ☐ Yes ☐ No |
| 6. | 授課老師與觀課教師們於授課後兩週內安排議課會議，進行討論、回饋及分享，並完成議課會議紀錄表（見附件五）  The instructor and observing teachers should arrange a lesson discussion meeting within two weeks after the lesson to engage in discussion, feedback, and sharing. They should also complete the Lesson Discussion Meeting Record Form (see Appendix 5). | | | | | | c是 c否  ☐ Yes ☐ No | c是 c否  ☐ Yes ☐ No |
| 7. | 於議課會議後兩週內（授課後一個月內）將本表、議課會議紀錄表與相關附件（說課表、簽到表、活動照片、亞洲大學教學觀摩回饋表、亞洲大學有效教學行為自評與反思表）交到各教學單位  Within two weeks after the lesson discussion meeting (and within one month after the lesson), submit this form, the Lesson Discussion Meeting Record Form, and relevant attachments (Lesson Plan, Attendance Sheet, Event Photos, Asia University Teaching Observation Feedback Form, and Asia University Effective Teaching Behavior Self-Evaluation and Reflection Form) to the respective teaching unit. | | | | | | c是 c否  ☐ Yes ☐ No | c是 c否  ☐ Yes ☐ No |
| 8. | 教學單位彙整所有公開授課和教學觀摩授課的資料電子檔併同此表電子檔，於議課會議結束後一個月內，上傳至OIC系統。**（由教學單位承辦人員填寫）**  The teaching unit should compile all electronic files related to public lectures and teaching observation sessions, along with this form's electronic file, and upload them to the OIC system within one month after the lesson discussion meeting. (To be completed by the teaching unit coordinator.) | | | | | | c是 c否  ☐ Yes ☐ No | c是 c否  ☐ Yes ☐ No |
| 授課教師簽名  Instructor's Signature | |  | | 教學單位承辦人簽名  Teaching Unit Coordinator's Signature | |  | 單位主管簽名  Unit Supervisor's Signature |  |

※檢核表聯絡窗口：

1) 公開授課(一般教師/新進教師)：李汎庭，分機5444

2) 教學觀摩授課：杜若慈，分機3609

※ Checklist Contact Points:

1. **Public Lecture (General Faculty/New Faculty):** Li Fan-Ting, Extension 5444
2. **Teaching Observation Lesson:** Du Ruo-Tzu, Extension 3609