

# 國立臺灣師範大學師資培育導師輔導實施要點

100年10月3日100學年度第1學期第5次處務會議審議通過

104年9月8日104學年度第1學期第1次處務會議審議通過

104年9月8日104學年度第1學期第1次處務會議審議通過

106年9月13日105學年度第2學期第7次處務會議審議通過

108年6月12日107學年度第2學期第5次處務會議審議通過

110年11月10日師資培育學院110學年度第1學期第5次院務行政會議修正通過

- 一、本要點依據本校「師資培育獎學金受獎學生輔導實施計畫」暨本校「公費生輔導實施計畫」辦理。
- 二、輔導對象及編組
  - (一) 輔導對象為本校公費生及師資培育獎學金受獎學生（以下簡稱師獎生）。
  - (二) 導師之編組以年級為單位，每年級設置導師1人為原則，本校師資培育學院（以下簡稱本學院）院長為總導師，負責導師工作之協調與監督。
- 三、導師之聘任
  - (一) 導師之聘請由本學院院長遴聘之。
  - (二) 導師之聘書以每學年發聘1次為原則。
- 四、導師之職責
  - (一) 導師應於每學期註冊後二週內與導生座談，輔導學生選課、擬訂讀書計畫、生涯規劃、生活輔導等事項，並作成輔導活動紀錄。
  - (二) 導師應瞭解學生生活、成績及公費生、師獎生輔導辦法之淘汰機制，必要時與學生家長聯繫，並作成預警輔導紀錄，以利與相關單位密切配合，協助學生解決問題。
  - (三) 公費生、師獎生如遇有心理問題，可轉介至校內外相關單位諮商輔導。
  - (四) 公費生、師獎生不論因為休學、退學、成績、操行…等因素退出輔導機制後，導師應再次個別晤談，以安撫學生情緒，協助面對未來，鼓勵其繼續努力，並作成中止預警輔導紀錄表，以完備輔導程序。
  - (五) 擔任二、三、四年級導師應協調安排開設進階服務學習課程。
  - (六) 上述一至四項輔導紀錄表，請導師於次學期開始時擲交本學院實習與地方輔導組彙整。
- 五、為鼓勵專任教師擔任導師工作，導師鐘點費之支領，不受專業授課時數超支鐘點之限制。
- 六、為利於導師輔導學生，本學院提供協助租借場地、核銷餐費、印製研習證明、租借設備等行政支援，請導師協調學生於活動一週前提出申請。
- 七、本要點經本學院院務行政會議通過後實施，修正時亦同。

## **The Implementation Guideline of Teacher Cultivation for Mentor at National Taiwan Normal University**

On October 3, 2011, it was reviewed and approved at the 5th executive meeting of the first semester of the 2011 academic year

On September 8, 2015, it was reviewed and approved at the first administrative meeting of the first semester of the 2015 academic year

On September 8, 2015, it was reviewed and approved at the first administrative meeting of the first semester of the 2015 academic year

On September 13, 2017, it was reviewed and approved at the 7th executive meeting of the second semester of the 2016 academic year

On June 12, 2019, it was reviewed and approved at the 5th administrative meeting of the second semester of the 2018 academic year

On November 10, 2021, it was amended at the 5th administrative meeting of the 1st semester of the 2021 academic year of the School of Teacher Education

1. This guideline is in accordance with "Teacher Education Scholarship Awarded Student Guidance Implementation Plan" and the "State Financed Student Guidance Implementation Plan".

2. Counseling targets and Staffing

(1) The Counseling targets are state-financed students and teachers education scholarship awarded students (hereinafter referred to as awarded students).

(2) The Staffing of mentors is based on grades. One mentor for each grade as the principle.

The dean of the School of Teacher Education (hereinafter referred to as the school), is the dean is the chief mentor, responsible for the coordination and supervision.

3. Appointment of mentors

(1) Mentors are recruited by the dean of the school.

(2) The appointment letter of the mentor may be renewed once per academic year as the principle.

4. Responsibilities of Mentor

(1) The mentor should arrange a discussion with the students within two weeks after the registration of each semester and guide the students in matters such as course selection, study plans, career planning, life counseling, etc., and make a record of mentoring activities.

(2) Mentors should understand the students' life, grades, and the selecting out the awarded students. They may contact the students' parents, and make early warning and mentoring records if necessary, so as to facilitate close cooperation with relevant units and assist students in solving problems.

(3) If state financed students and awarded students have mental health issues, they can be referred to relevant units inside and outside the school for counseling.

(4) If state financed students and awarded students withdrew from the mentoring due to factors such as suspension, dropout, grades, conduct, etc., mentors should arrange another individual discussion to comfort them, help them encounter the problems, and encourage them. Mentors should keep the early warning counseling records to complete the counseling procedures.

(5) Mentors for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grade should coordinate and arrange advanced service-learning courses.

(6) Mentors should submit the counseling records of the item 1 to 4 mentioned above to the Division of Educational Practicum and Professional Development at the beginning of the next semester.

5. In order to encourage full-time teachers to work as mentors, the hourly rate for mentors is not subject to the limit of teaching hours.

6. In order to facilitate mentors to guide students, the school provides administrative support such as assistance in renting venues, meal reimbursement, printing study certificates, and renting equipment. Please coordinate with students to apply one week before the event.

7. This guideline and amendments shall be implemented after being approved by the administrative meeting.