**國立中興大學EMI教學資源中心：**

**「領域專長模組化雙語課程」教師社群活動紀錄表**

**NCHU TLC: Teachers' Community Project for**

**Modular Bilingual Courses Development - Community Activity Record Form**

請於活動結束後**十天內**將本附件2 email至erinkuo@nchu.edu.tw，信件主旨請填：【社群名稱】社群活動紀錄表。

After each activity, this form must be sent to erinkuo@nchu.edu.tw within 10 working days. Please fill in the subject of the letter: [Community Name] Community Activity Record Form.

1. **活動資訊**

**Ⅰ.** **Activity Information**

|  |  |
| --- | --- |
| **社群名稱****Community name** |  |
| **形式 Categories** | □各式會議 Meeting □講座 Lecture □工作坊 Workshop □審稿 Review□教材研發 Teaching material development □其他 Others：ˍˍˍˍˍˍ |
| **主題 Theme** |  |
| **時間 Date** |  |
| **地點 Venue** |  |
| **出席人員Participants** | 計畫成員Members： |
| 參與總人數Number of participants： |
| **內容****Details of the activity** | (請敘述預期目標、活動流程、活動進行方式與簡要內容等)(Please describe the expected goals, activity process, activity conduct methods, and overview.) |
| 活動照片(至少4張)-若有需要請自行增加、審稿可免附**Activity Photos(At least 4 pictures)** - Insert new row(s) if needed. Review is exempted. |
|  |  |
| (文字說明text description) | (文字說明text description) |
|  |  |
| (文字說明text description) | (文字說明text description) |

1. **簽到表**（審稿可免附）

**Ⅱ.** **Sign-in sheet (Review is exempted.)**

實體活動請檢附紙本簽到表之掃描檔；線上活動請檢附全體參與人員頭像截圖做為簽到憑證。

For physical activities, please attach the scanned file of sign-in sheet. For online activities, please attach the screenshot of all participants' pictures as attendance proof.

* 主題 Theme：
* 時間Date：
* 地點Venue：
* 出席人員 Participants

| **序號****NO.** | **單位****Department** | **職稱****Position** | **姓名****Name** | **簽名****Sign-in** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
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| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |

如不敷使用請自行增列Insert new row(s) if needed.

|  |
| --- |
| 簽到表掃描檔 Scanned file of sign-in sheet |
|  |

1. **單據清單**

**Ⅲ.** **Receipt list**

* 主題 Theme：
* 時間Date：
* 地點Venue：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 編號NO. | 發票號碼Invoice number | 用途說明Description | 數量Amount | 總額Total | 代墊人(身分證字號)ID or passport number of Payment Applicant |
| 範例 | SB12345678 | 影印費，會議資料列印。 | 10 | 200 | ○○○(N123456789) |
| e.g. | SB12345678 | Printing and Photocopying Costs. Printing of meeting materials. | 10 | 200 | Name(ID or passport number) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
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| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |

如不敷使用請自行增列 Insert new row(s) if needed.

**四、審稿樣本掃描檔**（非審稿可免附）

Ⅳ. Scanned copy of the review sample (No attachment is required except for review).