

Guidelines for Faculty Off-Campus Teaching Activities

1. Faculty members may conduct off-campus teaching activities based on course requirements. Unless approved through special project procedures, such activities may not exceed one-fourth of the total instructional hours for the course.
2. When planning off-campus teaching, faculty should include the activity details, such as content and destination, in the course syllabus and weekly teaching schedule.
3. Faculty are advised to plan the number and content of off-campus sessions prior to the start of the semester. The nature of off-campus activities should align with the course content and progress.
4. Off-campus teaching applications must be submitted via the Class Adjustment System at least one week prior to the scheduled activity.
5. Off-campus teaching may not be used as a make-up for missed classes.
6. A report summarizing the off-campus activity must be uploaded within two weeks after the activity concludes. Failure to submit the report by the deadline will disqualify the faculty member from applying for off-campus teaching in the next academic year.
7. **Report Submission Path:**
Faculty Information Network → Faculty Personal Information → Make up/ Canceled Class Application → Upload Field Trip Record



Ming Chuan University > Faculty Information Network

Welcome! login

Mail My Email Logout

2024 - 2025 Second semester

Class Course no./Course name

2025.6

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30

Faculty Personal Information

Course Schedule
Grade Percentage and Grade Query
Record of Teacher's Leave and punctuality
Grade key-in via Network
e-Portfolio
Attendance System
Grade Calculation System
Teaching Hours Certification
MCU Calendar
MCU LineBot Message

Course Plan and Syllabus
Make up/ Canceled Class Applications
School Property Record
Key in make-up grade
Query Salary Breakdown Record
Summer School I Attendance System
Inputting Grade Percentage
Application for Taoyuan Parking Permits for Cars and Motorcycles
Office hour

Password Change
Practical English Daily Grade System
Summer School II Attendance System
Teaching Evaluation Score Form
Course Learning Outcome Assessment
MCU LineBot Setting(Test)

University-wide Faculty Information

Course Schedule

Class Section Information

Student Attendance Query
Student List
Class Grade Roster

University-wide Student Information

Individual Class Selection Information
Mid-term/Final Exams Dropped Name List
Individual Class Course Selection

[Inquire about available classroom](#)

[Apply for absence](#)

[Apply for make-up](#)

[Rescheduling cancellation](#)

[Make-up/canceled classes query](#)

[Class meeting rescheduling query](#)

[Record for rescheduling query](#)

[Upload Field Trip Record](#)

[Announcement](#)

Please choose a function