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②图玄東華大學

教學計劃表 Syllabus

| 課程名稱(中文) Course Name in Chinese | 學校行政 | | | 學年/學期 Academic Year/Semester | | 113/1 | |
|------------------------------------|-----------------------|-------------------------------|--|---------------------------------------|-----------|-------|--|
| 課程名稱(英文) Course Name in English | School Administration | | | | | | |
| 科目代碼 Course Code | EAM_22320 | 系級 Department 學三 & Year | | 開課單位 Course-Offering Department | 教育行政與管理學系 | | |
| 修別 Type | 學程 Program | 學分數/時間 Credit(s)/Hour(s) | | 2.0/2.0 | | | |
| 授課教師 Instructor | /陳成宏 | | | | | | |
| 先修課程 Prerequisite | | | | | | | |

課程描述 Course Description

本課程旨在介紹學校行政學的意義、發展、概念以及重要相關理論與實務,並進而學習分析學校行政領域中的各項問題。學生於未來從事教職或擔任學校行政人員時,能以教育行政的觀點面對教育現場中的不同情境,應用所學配合、協調、幫助學校行政人員或教師,共同解教學與行政難題。

This course aims to introduce the meaning, development, concept and significant relevant theories as well as practice of school administration; and further, to familiar students with how to analyze the various problems in the field of school administration. After this course, students are expected to perceive different situations through a perspective of school administration as they assume the positions of school administrators or teachers; and accordingly, apply what they learn to assist their colleagues.

課程目標 Course Objectives

- 1. 讓學生了解學校行政組織, 運作及功能
- 2. 讓學生了解行政管理理論
- 3. 讓學生了解如何運用該理論於學校教育上
- 4. 讓學生了解學校領導, 決定, 溝通的要義
- 5. 讓學生了解學校視導, 評鑑及如何作計劃
- 6. 讓學生能發現學校行政問題, 並了解, 解決問題的方法
- 7. 讓學生能處理學校意外及偶發事件
- 8. 讓學生能對學校教、訓、總、輔、人事、經費等處室與運作有所瞭解
- 9. 讓學生有能力申請與辦理學校各項活動,加強學生對教育與辦學理念的認知。

| | 系專業能力 Basic Learning Outcomes | 課程目標與系專業能 力相關性 Correlation between Course Objectives and Dept.'s Education Objectives |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| A | 能具備應用工具進行行政管理領域之探究與分析的能力To possess the ability to apply instruments for doing research and analysis on educational administration and management. | • |
| В | 能主動參與團隊合作,並習得行政經營管理的實踐能力To possess the active capacity for team cooperation and to learn the practical ability of administration and management. | • |
| С | 能從概念的理解、分析與統整,進而培養解決行政問題的能力To possess the ability of understanding, analyzing and integrating concepts, and further to foster the capacity for administration and solving problems. | • |

圖示說明Illustration :● 高度相關 Highly correlated ○中度相關 Moderately correlated

| 授課進度表 Teaching Schedule & Content | | | | | | |
|-----------------------------------|----------------------------|-----------|--|--|--|--|
| 週次Week | 內容 Subject/Topics | 備註Remarks | | | | |
| 1 | 課程介紹與相互介紹 | | | | | |
| 2 | 學校行政意涵、概念、要素與範圍 I 案例探討 | | | | | |
| 3 | 學校行政意涵、概念、要素與範圍 II 案例探討 | | | | | |
| 4 | 學校行政決定 案例探討 | | | | | |
| 5 | 學校行政計畫 案例探討 | | | | | |
| 6 | 學校行政組織 案例探討 | | | | | |
| 7 | 學校行政溝通 案例探討 | | | | | |
| 8 | 學校行政文化 案例探討 | | | | | |
| 9 | 期中考試週 Midterm Exam | | | | | |
| 10 | 學校行政領導 I 案例探討 | | | | | |
| 11 | 學校行政領導 II 案例探討 | | | | | |
| 12 | 學校行政領導 III 案例探討 | | | | | |
| 13 | 學校行政激勵 案例探討 | | | | | |
| 14 | 學校行政創新 案例探討 | | | | | |
| 15 | 學校行政潛規則 案例探討 | | | | | |
| 16 | 學校行政潛台詞 案例探討 | | | | | |
| 17 | 學校行政重要議題 案例探討 | | | | | |
| 18 | 期末考試週 Final Exam | | | | | |

| 教學策略 Teaching Strategies |
|-------------------------------------------------------------------|
| ✓ 課堂講授 Lecture ✓ 分組討論Group Discussion ⑤ 參觀實習 Field Trip |
| 其他Miscellaneous: |
| 教 學 創 新 自 評 Teaching Self-Evaluation |
| 創新教學(Innovative Teaching) |
| ✓ 問題導向學習(PBL) |
| 翻轉教室 Flipped Classroom |
| 社會責任(Social Responsibility) |
| □ 在地實踐Community Practice □ 產學合作 Industy-Academia Cooperation |
| 跨域合作(Transdisciplinary Projects) |
| ■ 跨界教學Transdisciplinary Teaching ■ 跨院系教學Inter-collegiate Teaching |
| ■ 業師合授 Courses Co-taught with Industry Practitioners |
| 其它 other: |
| |

| 學期成績計算及多元評量方式 Grading & Assessments | | | | | | | | | |
|-------------------------------------|--------------------|--------------------|----------|----------|----------|----------|----------|----------|----|
| 配分項目 | 配分比例 Percentage | 多元評量方式 Assessments | | | | | | | |
| Items | | 測驗 會考 | 實作 觀察 | 口頭 發表 | 專題 研究 | 創作 展演 | 卷宗 評量 | 證照 檢定 | 其他 |
| 平時成績 General Performance | 20% | | ~ | ~ | | | | | |
| 期中考成績 Midterm Exam | 25% | > | | | | | | | |
| 期末考成績 Final Exam | 25% | ~ | | | | | | | |
| 作業成績 Homework and/or Assignments | 30% | | ~ | | ~ | | | | |
| 其他 Miscellaneous | | | | | | | | | |

評量方式補充說明

Grading & Assessments Supplemental instructions

教科書與參考書目(書名、作者、書局、代理商、說明) Textbook & Other References (Title, Author, Publisher, Agents, Remarks, etc.)

自編講義與ppt

課程教材網址(含線上教學資訊,教師個人網址請列位於本校內之網址)

Teaching Aids & Teacher's Website(Including online teaching information. Personal website can be listed here.)

其他補充說明(Supplemental instructions)