文件類別	標準作業流程	編　　號	教-學-03	頁　　次	1/2
文件名稱	教學評鑑	公布日期	100-4-20	版　　次	1
單　　位	教務處學術服務組	承 辦 人	蔡憶如	分　　機	2115

1　目的與範圍

　　調查教師教學成效及學生學習之結果，改進教師之教學，提昇海大教學品質，塑造海大卓越的教學環境。

2　參考文件（法規／依據）

　　2.1　國立臺灣海洋大學教學評鑑辦法。

　　2.2　國立臺灣海洋大學教學評鑑委員會設置辦法。

　　2.3　國立臺灣海洋大學教學評鑑實施計畫。

3　權責單位

　　3.1　教學評鑑委員會：審議教學反應意見調查表及統計結果等相關事宜。
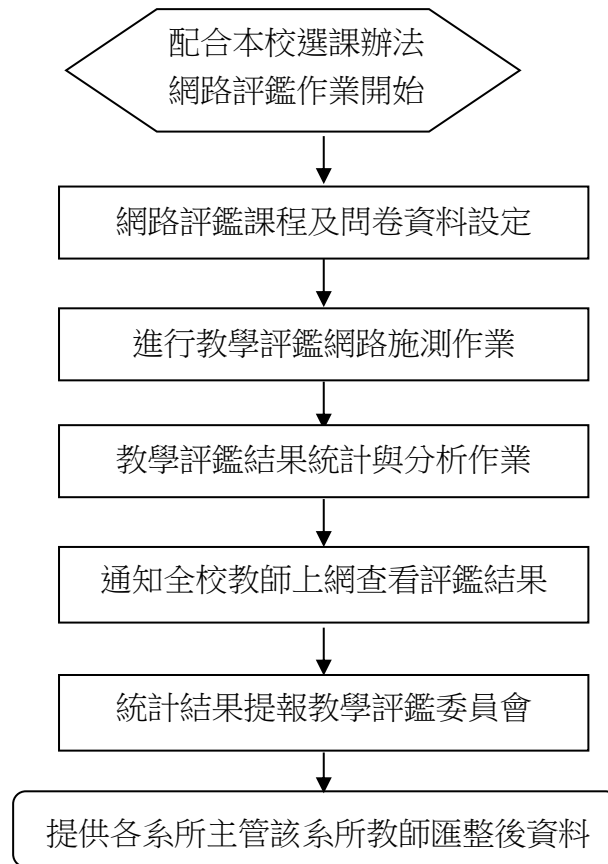
　　3.2　學術服務組：執行教學評鑑委員會決議事項。

　　3.3　各教學單位：協助執行教學評鑑網路施測作業。

4　對象

　　4.1　全校授課教師。

　　4.2　全校學生。

國 立 臺 灣 海 洋 大 學

文件類別	標準作業流程	編　　號	教-學-03	頁　　次	2/2
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5　流程圖

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        配合本校選課辦法
        網路評鑑作業開始
              │
              ▼
   網路評鑑課程及問卷資料設定
              │
              ▼
   進行教學評鑑網路施測作業
              │
              ▼
   教學評鑑結果統計與分析作業
              │
              ▼
   通知全校教師上網查看評鑑結果
              │
              ▼
    統計結果提報教學評鑑委員會
              │
              ▼
  提供各系所主管該系所教師匯整後資料
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6　作業內容

6.1　於每學期電腦選課作業完成後至網路教學評鑑開放前，進行網路評鑑課程及教學反應意見調查表等資料設定。

6.2　進行期末網路評鑑施測作業，由各教學單位於網路教學評鑑開放期間，自行排定班級學生上機填寫，或鼓勵學生自行上網填答。

6.3　於每年 2、8 月前完成調查結果統計與分析作業。

6.4　於次學期開學 1.5 月內，召開教學評鑑委員會審議統計結果。

6.5　於次學期開學 2 個月內，通知教師自行上網查閱其評鑑結果並函送統計結果給各系所參考。

7　附件

7.1　教學反應意見調查表（甲、乙、丙、丁、戊、己卷）

承辦人	二級單位主管	一級單位主管

教學反應意見調查表(Course Evaluation Survey)
甲卷─一般性教學課程
(Version A—General Teaching Curriculum)

課程名稱(Course Name)：　　　　課程代號(Course Number)：

授課老師(Instructor's Name)：

個人基本資料 (Personal Information)：	非常同意 (Strongly Agree)	同意 (Agree)	普通 (Somewhat Agree)	不同意 (Disagree)	非常不同意 (Strongly Disagree)
系級 (Department class)：　　　　姓名(Name)： 學號 (Student ID Number)： ※若有其他意見，請直接輸入於意見欄內。 (If you have other opinions or comments, please type them in opinion column.) ※ 個人基本資料將不存入問卷結果資料庫，且不會影響學科成績，請同學放心填寫！！ (Your personal information will not be saved in the questionnaire result database. The results of the questionnaire will not influence your course grade.　Please answer the following questions without reservation. Thanks for your participation.)					
一、學生自評(Student's Self-Evaluation)					
1.除上課時間外，我每週花多少時間在此課程(1) 1 小時以下 (2) 1-2 小時 (3)2-4 小時 (4) 4-6 小時 (5) 6 小時以上。 (In addition to attending this class, I spent _____ hours per week on this course. (1) less than one　(2) 1-2　(3) 2-4　(4) 4-6 (5) more than 6)					
2.我的上課缺席次數大約為(1)從不缺席 (2) 2 次以下 (3)3-4 次 (4)5-6 次 (5)7 次以上。 (The number of my absences from this class was about _____. (1) 0 time (2) 1-2 times　(3) 3-4 times　(4) 5-6 times　(5) more than 7 times)					
3.我上課會認真聽講並參與課程活動。 **(I concentrated on listening and participating in this class.)**					
4.我上課會做筆記。 **(I took notes during class.)**					
5.我有問題會請教老師。 **(I asked the teacher when I encountered problems.)**					
6.我有問題會查更多資料以瞭解此課程。 **(I queried more references in order to understand this class, if I had questions.)**					
二、教學評量(Teaching Evaluation)					
教學目標與教學內容(Teaching Goals and Content)					
7.學期開始，教師能清楚說明教學目標、內容進度及評分方式，並提供學生完整的教學大綱。 (At the beginning of this semester, the instructor clearly explained					

teaching goals, content, and grading policy. He/she also provided students with a detailed syllabus.)					
8.教學目標能適當反應此課程學習重點，讓學生了解可預期的學習成果。 (The teaching goals appropriately reflect the importance of the course objectives. The instructor also helps students understand the expectations of their learning results.)					
9.授課內容充分準備，並且與教學大綱相符。 (The instructor is well prepared for his/her teaching, which corresponds with the syllabus.)					
10.授課內容適中。 (The teaching content is moderate.)					
教學方法與學生互動(Teaching Methods and Interaction with Students)					
11.教師授課清楚生動。 (The instructor presents the lessons clearly and vividly.)					
12.教師能與學生維持良好的互動關係，允許學生發問或表達意見。 (The instructor maintains good interaction with students and allows students to ask questions or express their viewpoints.)					
13.教師能鼓勵或指導學生善用學術資源或課程參考資料。 (The instructor encourages or guides students to utilize academic resources or references.)					
教學態度與敬業精神(Teaching Attitude and Work Ethic)					
14.教學態度熱忱、認真、負責。 (The instructor has enthusiastic, serious and responsible teaching attitudes.)					
15.教師樂於解答學生疑惑。 (The instructor is willing to answer students' questions.)					
16.教師對學生之學習成果有正面的期待。 (The instructor has positive expectations toward his students' learning results)					
學習效果(Learning Results)					
17.整體而言，我對老師的教學效果滿意。 (Overall, I am satisfied with the instructor's teaching results.)					
18.請寫下對這門課的建議。 **(Please write down any suggestions about this class.)**					

教學反應意見調查表(Course Evaluation Survey)
乙卷—體育課程
(Version B—Physical Education Curriculum)

課程名稱(Course Name)：　　　　　**課程代號**(Course Number)：

授課老師(Instructor's Name)：

	非常同意 (Strongly Agree)	同意 (Agree)	普通 (Somewhat Agree)	不同意 (Disagree)	非常不同意 (Strongly Disagree)
個人基本資料 (Personal Information)： **系級** (Department class)：　　　　**姓名**(Name)： **學號** (Student ID Number)： ※**若有其他意見，請直接輸入於意見欄內。** 　(If you have other opinions or comments, please type them in opinion column.) ※ **個人基本資料將不存入問卷結果資料庫，且不會影響學科成績，請同學放心填寫！！** 　(Your personal information will not be saved in the questionnaire result database. The results of the questionnaire will not influence your course grade. 　Please answer the following questions without reservation. Thanks for your participation.)					
一、學生自評(Student' Self-Evaluation)					
1.我的上課缺席次數大約為(1)從不缺席 (2)2 次以下 (3)3-4 次 (4)5-6 次 (5)7 次以上。 (The number of my absences from this class was about _____. (1) 0 time (2) 1-2 times　(3) 3-4 times　(4) 5-6 times　(5) more than 7 times)					
2.我上課會認真聽講並參與課程活動。 **(I concentrated on listening and participating in this class.)**					
3.我上課會做筆記。 **(I took notes during class.)**					
4.我有問題會請教老師。 **(I asked the teacher when I encountered problems.)**					
5.我有問題會查更多資料以瞭解此課程。 **(I queried more references in order to understand this class, if I had questions.)**					
二、教學評量(Teaching Evaluation)					
教學目標與教學內容(Teaching Goals and Content)					
6.學期開始，教師能清楚說明教學目標、內容進度及評分方式，並提供學生完整的教學大綱。 (At the beginning of this semester, the instructor clearly explained teaching goals, content, and grading policy. He/she also provided students with a detailed syllabus.)					

項目				
7.教學目標能適當反應此課程學習重點，讓學生了解可預期的學習成果。 (The teaching goals appropriately reflect the importance of the course objectives. The instructor also helps students understand the expectations of their learning results.)				
8.授課內容充分準備，並且與教學大綱相符。 (The instructor is well prepared for his/her teaching, which corresponds with the syllabus.)				
9.對規則和技巧均清楚解說或示範。 (The instructor clearly explains or demonstrates the rules and the techniques.)				
教學方法與學生互動(Teaching Methods and Interaction with Students)				
10.重視學生於學習過程的安全講解及防護。 (The instructor carefully explains and highly values students' safety and self-protection during the learning processes.)				
11.能注意學生的體能反應，願意隨時修正教學方式。 (The instructor pays attention to students' physical capability. He/she is willing to revise his/her teaching if necessary.)				
12.教師授課清楚生動。 (The instructor presents the lessons clearly and vividly.)				
教學態度與敬業精神(Teaching Attitude and Work Ethic)				
13.教學態度熱忱、認真、負責。 (The instructor has enthusiastic, serious and responsible teaching attitudes.)				
14.教師樂於解答學生疑惑。 (The instructor is willing to answer students' questions.)				
15.教師對學生之學習成果有正面的期待。 (The instructor has positive expectations toward his students' learning results)				
學習效果(Learning Results)				
16.整體而言，我對老師的教學效果滿意。 (Overall, I am satisfied with the instructor's teaching results.)				
17.請寫下對這門課的建議。 **(Please write down any suggestions about this class.)**				

<u>教學反應意見調查表</u>(Course Evaluation Survey)
丙卷—實驗、實習及技能訓練課程
(Version C—Experiment, Practicum and Skill Training Curriculum)

<u>課程名稱</u>(Course Name)：　　　　　<u>課程代號</u>(Course Number)：

<u>授課老師</u>(Instructor's Name)：

	非常同意 (Strongly Agree)	同意 (Agree)	普通 (Somewhat Agree)	不同意 (Disagree)	非常不同意 (Strongly Disagree)
<u>個人基本資料</u> (Personal Information)： <u>系級</u> (Department class)：　　　　　<u>姓名</u>(Name)： <u>學號</u> (Student ID Number)： ※若有其他意見，請直接輸入於意見欄內。 　(If you have other opinions or comments, please type them in opinion column.) ※ <u>個人基本資料將不存入問卷結果資料庫，且不會影響學科成績，請同學放心填寫！！</u> 　(Your personal information will not be saved in the questionnaire result database. The results of the questionnaire will not influence your course grade.　Please answer the following questions without reservation. Thanks for your participation.)					
一、<u>學生自評</u>(Student's Self-Evaluation)					
<u>1.除上課時間外，我每週花多少時間在此課程(1) 1 小時以下 (2) 1-2 小時 (3)2-4 小時 (4) 4-6 小時 (5) 6 小時以上。</u> (In addition to attending this class, I spent ＿＿＿ hours per week on this course. (1) less than one　(2) 1-2　(3) 2-4　(4) 4-6 (5) more than 6)					
<u>2.我的上課缺席次數大約為(1)從不缺席 (2)2 次以下 (3)3-4 次 (4)5-6 次 (5)7 次以上。</u> (The number of my absences from this class was about ＿＿＿. (1) 0 time (2) 1-2 times　(3) 3-4 times　(4) 5-6 times　(5) more than 7 times)					
3.我上課會認真聽講並參與課程活動。 **(I concentrated on listening and participating in this class.)**					
4.我上課會做筆記。 **(I took notes during class.)**					
5.我有問題會請教老師。 **(I asked the teacher when I encountered problems.)**					
6.我有問題會查更多資料以瞭解此課程。 **(I queried more references in order to understand this class, if I had questions.)**					
二、<u>教學評量</u>(Teaching Evaluation)					
<u>教學目標與教學內容</u>(Teaching Goals and Content)					
<u>7.學期開始，教師能清楚說明教學目標、內容進度及評分方式，並提供學生完整的教學大綱。</u> (At the beginning of this semester, the instructor clearly explained					

teaching goals, content, and grading policy. He/she also provided students with a detailed syllabus.)					
8.教學目標能適當反應此課程學習重點，讓學生了解可預期的學習成果。 (The teaching goals appropriately reflect the importance of the course objectives. The instructor also helps students understand the expectations of their learning results.)					
9.實驗/訓練內容與教材能配合課堂講授部分，並有系統、有組織，規則、技巧、步驟與方法，均有清楚解說或示範。 (The experiment/training content and teaching materials are systematic and well-organized. They match the classroom instruction. Rules, techniques, procedures, and methods are all clearly explained and demonstrated.)					
10.實驗份量安排恰當 (The amount of experiment is appropriate)					
教學方法與學生互動(Teaching Methods and Interaction with Students)					
11.教師熟悉教材、工具及設備使用，事前準備充分、充實、合宜，注重實驗/訓練場所及過程的安全防護。 (The instructor is familiar with the teaching materials and use of the equipments. He/she is well prepared for the course, and pays attention to the safety and protection issues during the learning processes in the experimental/training laboratory.)					
12.教師授課清楚生動。 (The instructor presents the lessons clearly and vividly.)					
13.教師能接受他人觀點，能與學生維持良好的互動關係，營造良好的學習氣氛。 (The instructor can accept different viewpoints, maintain good interaction with students, and create a good learning atmosphere.)					
教學態度與敬業精神(Teaching Attitude and Work Ethic)					
14.教學態度熱忱、認真、負責。 (The instructor has enthusiastic, serious and responsible teaching attitudes.)					
15.教師樂於解答學生疑惑。 (The instructor is willing to answer students' questions.)					
16.教師對學生之學習成果有正面的期待。 (The instructor has positive expectations toward his students' learning results)					
學習效果(Learning Results)					
17.整體而言，我對老師的教學效果滿意。 (Overall, I am satisfied with the instructor's teaching results.)					
18.請寫下對這門課的建議。 **(Please write down any suggestions about this class.)**					

教學反應意見調查表(Course Evaluation Survey)
丁卷－5 位(含)以上教師合開課程

(Version D—Collaborative Curriculum Co-offered by 5 or More Than 5 Instructors)

課程名稱(Course Name)：　　　　**課程代號**(Course Number)：

授課老師(Instructor's Name)：

	非常同意 (Strongly Agree)	同意 (Agree)	普通 (Somewhat Agree)	不同意 (Disagree)	非常不同意 (Strongly Disagree)
個人基本資料 (Personal Information)： **系級** (Department class)：　　**姓名**(Name)： **學號** (Student ID Number)： ※若有其他意見，請直接輸入於意見欄內。 　(If you have other opinions or comments, please type them in opinion column.) ※ 個人基本資料將不存入問卷結果資料庫，且不會影響學科成績，請同學放心填寫！！ 　(Your personal information will not be saved in the questionnaire result database. The results of the questionnaire will not influence your course grade.　Please answer the following questions without reservation. Thanks for your participation.)					
一、學生自評(Student Self-Evaluation)					
1.除上課時間外，我每週花多少時間在此課程(1) 1 小時以下 (2) 1-2 小時 (3)2-4 小時 (4) 4-6 小時 (5) 6 小時以上。 (In addition to attending this class, I spent _____ hours per week on this course. (1) less than one　(2) 1-2　(3) 2-4　(4) 4-6 (5) more than 6)					
2.我的上課缺席次數大約為(1)從不缺席 (2) 2 次以下 (3)3-4 次 (4)5-6 次 (5)7 次以上。 (The number of my absences from this class was about _____. (1) 0 time (2) 1-2 times　(3) 3-4 times　(4) 5-6 times　(5) more than 7 times)					
3.我上課會認真聽講並參與課程活動。 **(I concentrated on listening and participating in this class.)**					
4.我上課會做筆記。 **(I took notes during class.)**					
5.我有問題會請教老師。 **(I asked the teacher when I encountered problems.)**					
6.我有問題會查更多資料以瞭解此課程。 **(I queried more references in order to understand this class, if I had questions.)**					
二、教學評量(Teaching Evaluation)					
教學目標與教學內容(Teaching Goals and Content)					

7.學期開始，教師能清楚說明教學目標、內容進度及評分方式， 　並提供學生完整的教學大綱。 　(At the beginning of this semester, the instructor clearly explained teaching goals, content, and grading policy. He/she also provided students with a detailed syllabus.)				
8.授課教師群的教學進度與教材內容主題恰當。 　(The instructors' teaching pace and teaching materials are appropriate.)				

教學方法與學生互動(Teaching Methods and Interaction with Students)

9.合開課程教師能妥當分配教學工作。 　(Teaching tasks are appropriately assigned to each instructor.)				

教學態度與敬業精神(Teaching Attitude and Work Ethic)

10.三分之二以上授課教師能關注到學生的學習需求。 　(More than two-thirds of the instructors full understand students' needs.)				

學習效果(Learning Results)

11.本課程是適合多位教師合開之課程。 　(This course is suitable for team-teaching by multiple instructors.)				
12.整體而言，我對老師的教學效果滿意。 　(Overall, I am satisfied with the instructor's teaching results.)				

13.請寫下對這門課的建議。
(Please write down any suggestions about this class.)

教學反應意見調查表(Course Evaluation Survey)

戊卷－4 位(含)以下教師合開課程

(Version E—Collaborative Curriculum Co-offered by 4 or less than 4 Instructors)

課程名稱(Course Name)：　　　　　課程代號(Course Number)：

授課老師(Instructor's Name)：

個人基本資料 (Personal Information)：	非常同意 (Strongly Agree)	同意 (Agree)	普通 (Somewhat Agree)	不同意 (Disagree)	非常不同意 (Strongly Disagree)
系級 (Department class)：　　　　姓名(Name)： 學號 (Student ID Number)： ※若有其他意見，請直接輸入於意見欄內。 　(If you have other opinions or comments, please type them in opinion column.) ※ 個人基本資料將不存入問卷結果資料庫，且不會影響學科成績，請同學放心填寫！！ 　(Your personal information will not be saved in the questionnaire result database. The results of the questionnaire will not influence your course grade.　Please answer the following questions without reservation. Thanks for your participation.)					
一、學生自評(Student's Self-Evaluation)					
1.除上課時間外，我每週花多少時間在此課程(1) 1 小時以下 (2) 1-2 小時 (3)2-4 小時 (4) 4-6 小時 (5) 6 小時以上。 (In addition to attending this class, I spent ＿＿＿ hours per week on this course. (1) less than one　(2) 1-2　(3) 2-4　(4) 4-6 (5) more than 6)					
2.我的上課缺席次數大約為(1)從不缺席 (2) 2 次以下 (3)3-4 次 (4)5-6 次 (5)7 次以上。 (The number of my absences from this class was about ＿＿＿. (1) 0 time (2)1-2 times　(3) 3-4 times　(4) 5-6 times　(5) more than 7 times)					
3.我上課會認真聽講並參與課程活動。 **(I concentrated on listening and participating in this class.)**					
4.我上課會做筆記。 **(I took notes during class.)**					
5.我有問題會請教老師。 **(I asked the teacher when I encountered problems.)**					
6.我有問題會查更多資料以瞭解此課程。 **(I queried more references in order to understand this class, if I had questions.)**					
二、教學評量(Teaching Evaluation)					
教學目標與教學內容(Teaching Goals and Content)					
7.合開課程教師之授課內容能符合合開課程之目的。 (The content of this collaborative course matches its purposes and teaching goals.)					

8.學期開始，教師能清楚說明教學目標、進度及公正評分，並提供學生完整的教學大綱。 (At the beginning of this semester, the instructor clearly explained teaching goals, content, and grading policy. He/she also provided students with a detailed syllabus.)					
9.教學目標適當反應此課程學習重點，讓學生了解可預期的學習成果。 (The teaching goals appropriately reflect the importance of the course objectives. The instructor also helps students understand the expectations of their learning results.)					
10.授課內容充分準備，並且與教學大綱相符。 (The instructor is well prepared for his/her teaching, which corresponds with the syllabus.)					

教學方法與學生互動(Teaching Methods and Interaction with Students)

11.教師授課清楚生動。 (The instructor presents the lessons clearly and vividly.)					
12.教師能與學生維持良好的互動關係，允許學生發問或表達意見。 (The instructor maintains good interaction with students and allows students to ask questions or express their viewpoints.)					
13.教師能鼓勵或指導學生善用學術資源或課程參考資料。 (The instructor encourages or guides students to utilize academic resources or references.)					

教學態度與敬業精神(Teaching Attitude and Work Ethic)

14.教學態度熱忱、認真、負責。 (The instructor has enthusiastic, serious and responsible teaching attitudes.)					
15.教師樂於解答學生疑惑。 (The instructor is willing to answer students' questions.)					
16.教師對學生之學習成果有正面的期待。 (The instructor has positive expectations toward his students' learning results)					

學習效果(Learning Results)

17.整體而言，我對老師的教學效果滿意。 (Overall, I am satisfied with the instructor's teaching results.)					

18.請寫下對這門課的建議。
(Please write down any suggestions **about this class.)**

教學反應意見調查表(Course Evaluation Survey)
己卷─服務學習課程
(Version F—Service Learning course)

課程名稱(Course Name)：　　　　　課程代號(Course Number)：

授課老師(Instructor's Name)：

	非常同意 (Strongly Agree)	同意 (Agree)	普通 (Somewhat Agree)	不同意 (Disagree)	非常不同意 (Strongly Disagree)
個人基本資料 (Personal Information)： **系級** (Department class)：　　　　**姓名**(Name)： **學號** (Student ID Number)： ※**若有其他意見，請直接輸入於意見欄內。** 　(If you have other opinions or comments, please type them in opinion column.) ※ 個人基本資料將不存入問卷結果資料庫，且不會影響學科成績，請同學放心填寫！！ 　(Your personal information will not be saved in the questionnaire result database. The results of the questionnaire will not influence your course grade.　Please answer the following questions without reservation. Thanks for your participation.)					
一、學生自評(Student's Self-Evaluation)					
1.當參與「服務學習」時，我會努力地完成每一次的工作。 While taking the "Service Learning" course, I did my best to accomplish each task.					
二、教學評量(Teaching Evaluation)					
教學目標與教學內容(Teaching Goals and Content)					
2.從事「服務學習」之前，指導老師清楚說明課程意義與相關做法。 (Before doing the tasks for the "Service Learning" course, I got clear curricular goals from the instructor.)					
教學方法與學生互動(Teaching Methods and Interaction with Students)					
3.在參與「服務學習」的過程中，指導老師曾與學生溝通意見，或為學生解決突發狀況。 (During the processes of participating in the "Service Learning" course, the instructor had exchanged viewpoints with the students or solved unexpected problems for them.)					
教學態度與敬業精神(Teaching Attitude and Work Ethic)					
4.參與「服務學習」時，指導老師會鼓勵或關心我的學習情形。 (While taking the "Service Learning" course, I was encouraged and concerned by the instructor.)					

學習效果(Learning Results)					
5.參與「服務學習」後，讓我懂得與同學合作、尊重與體諒。 (Taking the "Service Learning" course helps me appreciate the importance of cooperation, respect, and understanding among peers.)					
6.請寫下對這門課的建議。 **(Please write down any suggestions about this class.)**					