

# 中原大學職涯導師制度實施細則

108.02.18 第107-2-1次職涯發展處務會議通過  
108.05.23 第107-2-8次職涯發展處處務會議修正  
109.07.08 第108-2-1次職涯發展事務委員會會議修正

第一條 依據「中原大學職涯導師制度實施辦法」第七條訂定之。

## 第二條 職責

- 一、 每學期參與校級及院級職涯導師會議。
- 二、 協助所屬系班導師，提供學生職涯問題諮詢及修課規劃輔導，並於每週安排至少二小時職涯諮詢時間。
- 三、 辦理系所特色職涯講座並協助推廣學生參與職涯輔導相關活動。
- 四、 協助學院職涯發展辦公室主任辦理職輔相關活動。
- 五、 每學期參與職涯發展處辦理之教師研習活動或參加校外職涯輔導進修與研習會，以增進專業輔導知能。
- 六、 協助預約UCAN班級檢測活動（大三以上職業興趣探索或共通職能檢測）。
- 七、 參與校內或校外職能課程或職輔計畫。
- 八、 參與產業交流或業界蹲點。

## 第三條 考核評估

- 一、 由各職涯導師填寫自評報告。
- 二、 每學年結束時應接受考核評估，評估程序由職涯發展處另訂之。
- 三、 考核評估優良者，頒發獎狀乙紙。
- 四、 考核評估結果提供各學系系主任，供下一學年度聘任參考。

第四條 本細則未盡事宜，由職涯發展處處務會議依本校相關規定決議辦理。

第五條 本細則經職涯發展事務委員會通過，報請校長公布施行，修正時亦同。

# **CYCU Implementation Rules for Career Mentorship**

Approved at the 107-2-1 Office Affairs Meeting of the Office of Career Development dated February 18, 2019  
Amended at the 107-2-8 Office Affairs Meeting of the Office of Career Development dated May 23, 2019  
Amended at the 108-2-1 Office Affairs Meeting of the Office of Career Development dated July 8, 2020

**Article 1** The Rules are formulated in accordance with Article 7 of the “CYCU Implementation Regulations for the Career Mentorship.”

## **Article 2** Responsibilities

1. Participate in University-level and college-level Career Mentorship Meetings every semester.
2. Assist the mentors of the respective departments to provide students with career consultation and curriculum-planning guidance, and arrange at least two hours of career consulting time every week.
3. Organize department/institution specific-feature career lectures and assist in promoting students’ participation in career counseling-related activities.
4. Assist the director of the college’s Office of Career Development to handle career counseling-related activities.
5. Participate in seminars of faculty-training activities organized by the Office of Career Development every semester or participate in off-campus career counseling and further training seminars to enhance professional counseling competencies.
6. Assist in making appointments for UCAN (University Career and Competency Assessment Network) class-assessment activities (occupational interest exploration or common-competency assessment for juniors and above).
7. Participate in on-campus or off-campus occupational competency curriculum or vocational counseling projects.
8. Participate in industrial/business exchanges or industry/business-experience activities.

## **Article 3** Items of Assessment

1. Each career mentor shall fill in a self-evaluation report.
2. Mentorship of students shall undergo assessment at the end of each academic year. The assessment procedures shall be separately determined by the Office of Career Development.
3. Those who excel in the assessment will be awarded a certificate.
4. The assessment results will be provided to the chairs of departments for reference in the hiring affairs during the next academic year.

**Article 4** Matters not covered in the Rules shall be resolved by the Office Affairs Meeting of the Office of Career Development in accordance with the relevant regulations of the University.

**Article 5** The Rules are approved by the Committee of Career Development Affairs, and shall be promulgated and enforced by the President. The same shall apply when the Rules are amended.