

113-1 Mentor Guidance Handbook

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113th Academic Year Mentor Meeting

元智大學

113學年度導師會議

113th Academic Year Mentor Meeting

時間Time：113年9月25日（三）12:00-13:45

地點Location：60312R

學生事務處 主辦

Organized by the Office
of Student Affairs

- | | |
|-------------|---|
| 12:00-12:20 | 午餐&報到
Lunch & Registration |
| 12:20-12:25 | 導師手冊導覽（學務處諮就組 梁蕙嫻組長）
Overview of Mentor Handbook
Yun-Hsien Liang, Chief of the Counseling and Guidance Section |
| 12:25-12:35 | 加油與祝福（廖慶榮校長）
Encouragement and Blessings
Ching-Jung Liao President |
| 12:35-12:45 | 諮就組重要事項宣達（學務處諮就組 梁蕙嫻組長）
Counseling and Career Guidance Promotion
Yun-Hsien Liang, Chief of the Counseling and Guidance Section |
| 12:45-13:05 | 直導事項與全民原教（學務處課外組 陳新霖組長、劉俞志學務長）
Important Information and Indigenous Cultural Promotion
Hsin-Lin Chen, Chief of Extracurricular Activities Section
Yu-Chih Liu, Dean of Student Affairs |
| 13:05-13:40 | 【面對高敏感低反應世代的教師表情管理術】（通識教學部 陳鏡仁老師）
[Managing Teacher Expressions in a High-Sensitivity,
Low-Response Generation]
Wei-Jen Chen Professor, Department of General Education |
| 13:40-13:45 | 交流與回饋（劉俞志學務長）
Discussion and Feedback
Yu-Chih Liu, Dean of Student Affairs |

9/25(三)

13:05-13:40

地點Location :

60312R

面對高敏感低反應世代的教師 表情管理術

Managing Teacher Expressions in a
High-Sensitivity, Low-Response Generation

陳巍仁老師 通識教育部

Wei Jen Chen Professor, Department of General Education

元智大學113學年度導師會議

113th Academic Year Mentor Meeting

學生事務處 主辦

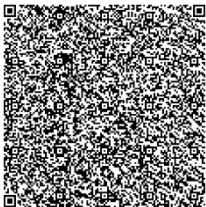
Organized by the Office of Student Affairs

Yuan Ze University Faculty Evaluation Revision of “Consultation”

The revision of “Yuan Ze University Faculty Evaluation Minimum Requirements Standards (Applicable from the 114th academic year, evaluating the performance of the 113th academic year)” have been revised and approved at the 22nd Administrative Meeting of the 112th Academic Year on July 10, 2024. Please refer to the attached document for details. Please accept this announcement as official.



The revision of “Yuan Ze University Faculty Annual Performance Reward Implementation Rules (Applicable from the 114th academic year, evaluating the performance of the 113th academic year)” have been revised and approved at the 22nd Administrative Meeting of the 112th Academic Year on July 10, 2024. Please refer to the attached document for details. Please accept this announcement as official.



Yuan Ze University Mentor Interaction Questionnaire

As mentioned in the above “**Yuan Ze University Faculty Annual Performance Reward Implementation Rules**”, starting from the 113th academic year, a new “**University-level development items**” has been added to the evaluation method. One of the bonus items in this category is the **Consultation Assessment**. We will use the “**Yuan Ze University Mentor Interaction Questionnaire**” as feedback from students on teacher mentoring, and it will be officially implemented in the 113-1 semester.

- Survey Method: Conducted at the end of each semester
 - 113-1 semester: December 18 - January 2 (Weeks 15-17)
 - 113-2 semester: May 15 - May 29 (Weeks 13-15)
- Before the survey, notifications will be sent to mentors, academic support colleagues, and all students. The survey will appear as a "to-do item" in the Portal system (as below)

待辦提醒

【導師評量問卷】導師評量問卷待辦通知:1筆

- Survey Target: All students

Yuan Ze University Mentor Interaction Questionnaire

Dear students:

In university life, mentors are one of our closest partners besides friends and classmates. To understand the daily interactions between mentors and students, please answer the following questions based on your experiences interacting with your mentor OOO/XXX **during this semester**. This questionnaire is anonymous, so please feel free to answer. Thank you for your cooperation

Part 1 Does mentor organize mentorship gatherings or activities?		
1	Did you participate in the mentorship gatherings or activities this semester?	<input type="radio"/> Participated <input type="radio"/> Did not participate (due to being busy or other circumstances) <input type="radio"/> The mentor did not organize any gatherings or activities <input type="radio"/> No impression / Uncertain.
Part 2 Multiple choice questions.		
2	My mentor interacts with me	<input type="radio"/> Strongly agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly disagree
3	My mentor shares experiences and discusses life or learning problems with me.	<input type="radio"/> Strongly agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly disagree
4	My mentor cares about me.	<input type="radio"/> Strongly agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly disagree
5	My mentor provides contact information for easy communication (e.g., social media, email, phone, text, teacher's office, etc.).	<input type="radio"/> Strongly agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly disagree
6	My mentor is willing to help me solve problems.	<input type="radio"/> Strongly agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly disagree
Part 3 Short answer questions.		
7	Please share your overall impression of mentor or social gathering experiences with mentor.	

Mentor & Mentee Care System

Writing Mentees guidance reports

PORTAL 49

導生關懷系統(導生介面總稱)

New Information

2024-01-12	「心理健康假」學生關懷指南 Student Care Guide for Mental Health Leave
2023-12-25	導生關懷輔導系統-撰寫輔導紀錄操作說明/Mentor&Mentee Care System - Writing Counseling Records Operation Illustrate

Mentee Information and download

Mentor's Guidance reports for Mentees and Sending Email

Mentor Resource Handbook

Statistics and Retrieval of various categories



Writing Mentees guidance reports

導生關懷系統(導生介面總稱)

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Mentor's Guidance reports for Mentees and Sending Email

Writing Mentees' guidance reports

Sending Email to Mentees

Guidance report for students who received a 4D learning warning at midterm evaluation

University Career and Competency Assessment Network (UCAN-career assessment report for students)

Counseling Referral

Agree to Leave School



Writing Mentees guidance reports

導生關懷系統(導生介面總稱)

Writing Mentees' guidance reports (To implement our school's teacher evaluation and reward policy, please utilize this system to manage mentee' counseling records, and the number of counseling times will be used as evaluation evidence.)

Please select mentee name first:

Select All

No.	University Mentee	Department	Nationality
1	<input type="checkbox"/>		中華民國
2	<input type="checkbox"/>		中華民國
3	<input type="checkbox"/>		中華民國
4	<input type="checkbox"/>		中華民國
5	<input type="checkbox"/>		中華民國
6	<input type="checkbox"/>		中華民國
7	<input type="checkbox"/>		中華民國
8	<input type="checkbox"/>		中華民國
9	<input type="checkbox"/>		中華民國
10	<input type="checkbox"/>		中華民國

Select All

No.	Graduate Mentee	Department	Nationality
1	<input type="checkbox"/>		甘比亞(Gambia)

Select start and end time:
2024-09-20 00:00 2024-09-20 00:00

Please select the mentee counseling forms:
 Individual Interview Class Counseling
 Mentor and Mentee Reunion Mentee Activities Others

內容摘要:

選擇檔案 未選擇任何檔案 (Attachment size should not exceed 10MB)

Submit If the content is lengthy, please prepare it in Microsoft Word first, and then paste it here.

You can upload photos here.

- Class Counseling : Applying for class counseling activities through the Counseling and Guidance Office.
- Mentor and Mentee Reunion : Lecture or mentorship care gathering.
- Mentee Activities : Outdoor activities.(ex: visit or field trip)

2. Sending Email to Mentees

Sending Email to Mentees

PORTAL 導生關懷系統(導生介面總稱)

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Sending Email to Mentees

PORTAL 導生關懷系統(導生介面總稱)

Sending Email to Mentees

Please select mentee name first:

Select All University **← Step1: Select the mentee to send email.**

No.	University Mentee	Department	Nationality
1	<input type="checkbox"/>		中華民國
2	<input type="checkbox"/>		中華民國
3	<input type="checkbox"/>		中華民國
4	<input type="checkbox"/>		中華民國
5	<input type="checkbox"/>		中華民國
6	<input type="checkbox"/>		中華民國
7	<input type="checkbox"/>		中華民國
8	<input type="checkbox"/>		中華民國
9	<input type="checkbox"/>		中華民國
10	<input type="checkbox"/>		中華民國

Select All Graduate

No.	Graduate Mentee	Department	Nationality
1	<input type="checkbox"/>		甘比亞(Gambia)

Step2: Begin writing →

Sending Email to Mentees

main idea/ central theme/main point. :

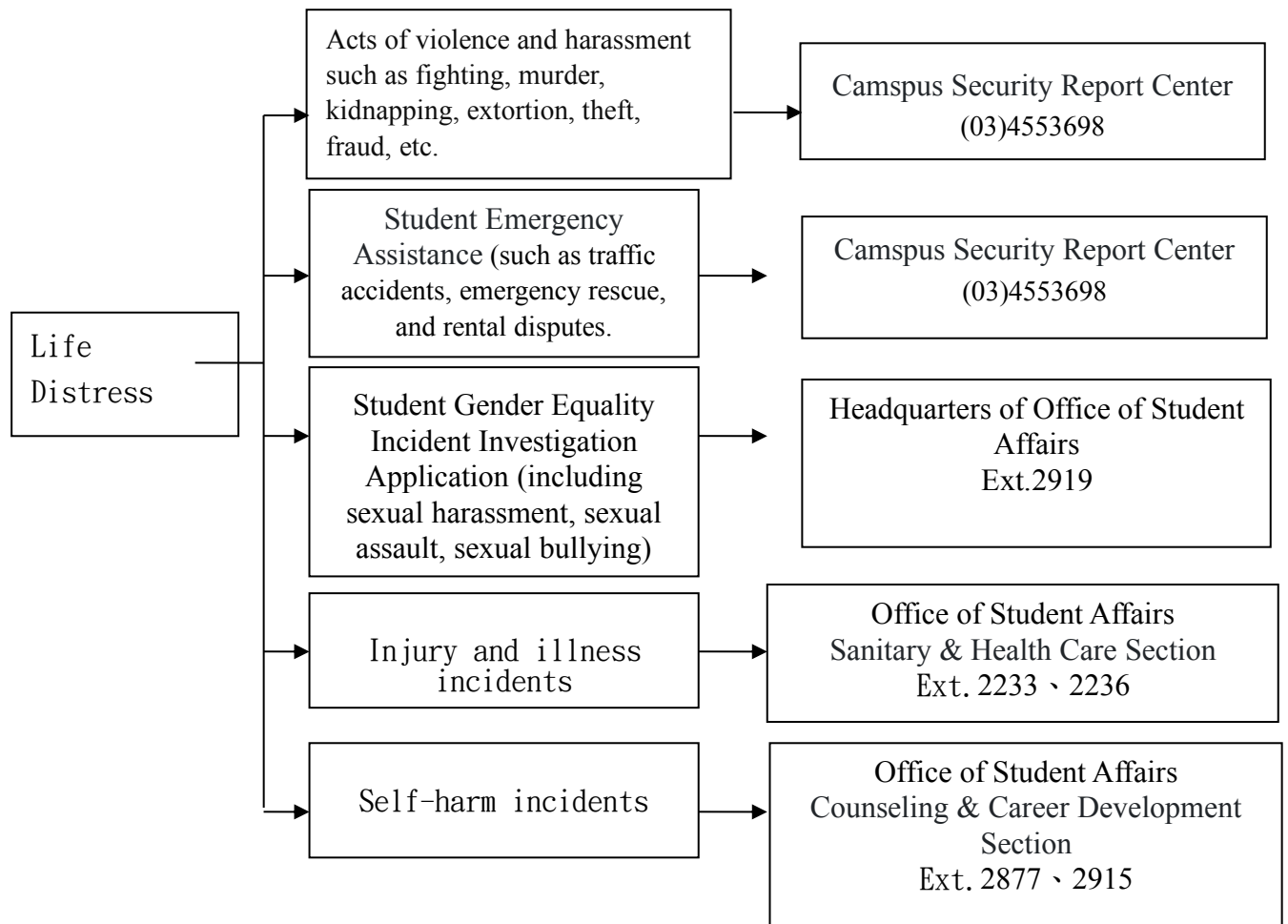
Content :

選擇檔案 未選擇任何檔案 (Attachment size should not exceed 10MB)

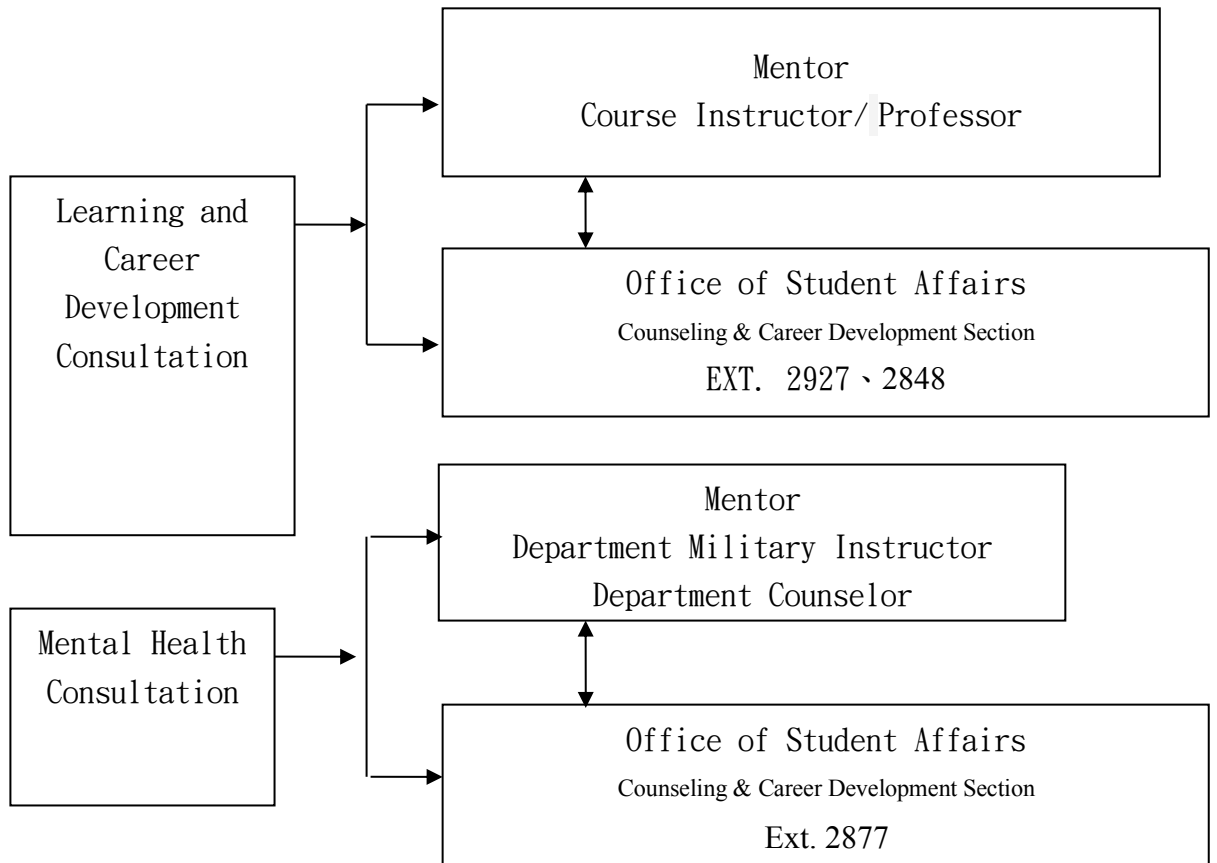
Submit (If the content is lengthy, please prepare it in Microsoft Word first, and then paste it here.)

Emergency Assistance System of Yuan Ze University

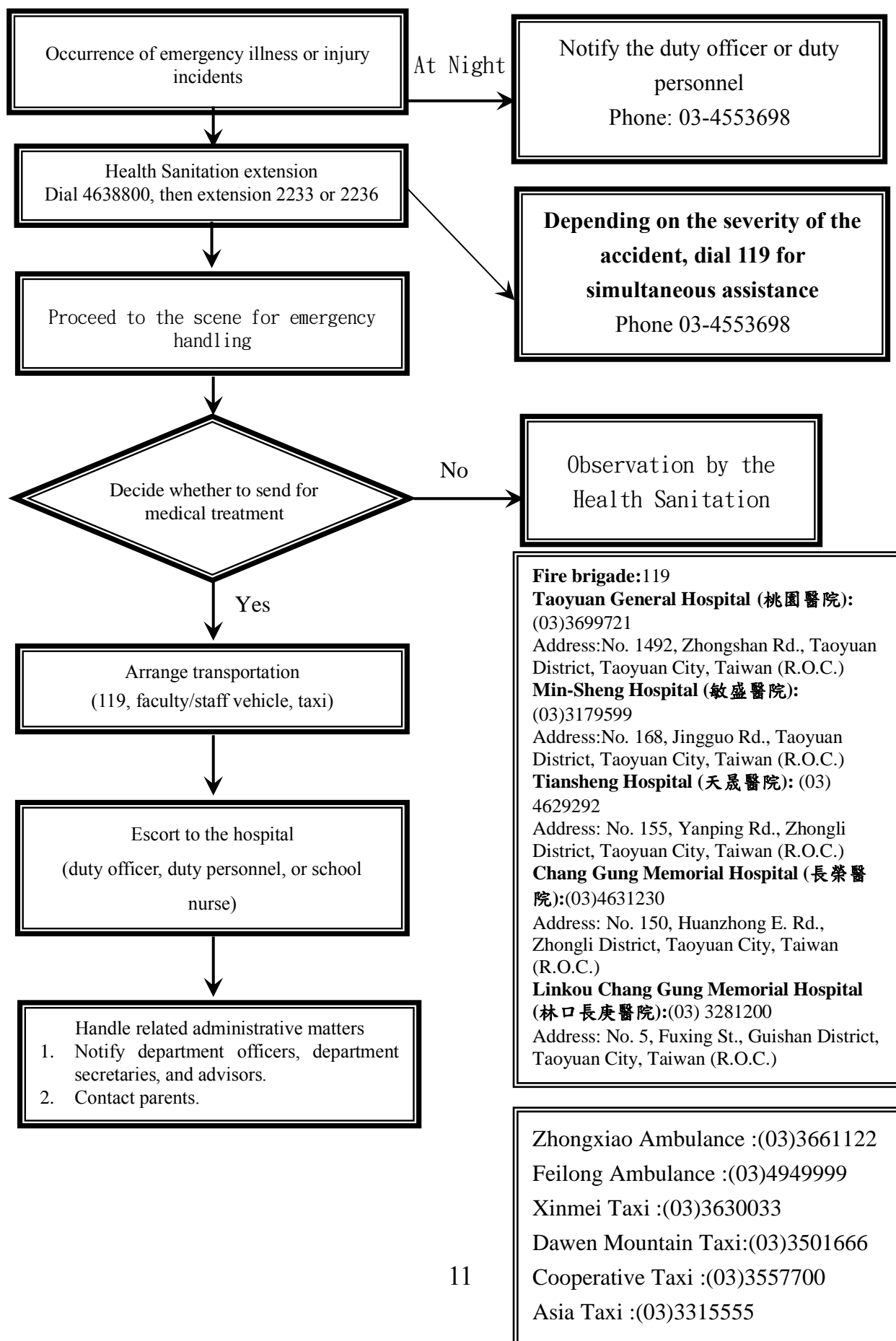
For emergency incidents, please dial directly to the Campus Security Report Center: 03-4553698.



Yuan Ze University Student Counseling and Consultation System



Yuan Ze University Faculty and Student Accident Handling Procedure (Managed by: Student Affairs Office Health and Hygiene Group)



Guidelines for Referral

Counseling and Career Development Section of the Office of Academic Affairs at Yuan-Ze University

1. What is Referral?

When students encounter difficulties in their psychological, learning, or career aspects, after discussing with them, you believe that intervention from psychological counseling resources can more effectively help them alleviate their troubles. With the consent of the students involved, they are referred into the counseling system. This is what we call 'Referral'."

Psychological counseling is a journey that helps individuals better understand themselves and promotes personal growth. Counselors accompany students in addressing their emotions and challenges, engaging in collaborative discussions to determine the focus and depth of their work together. Through counseling, students gain insight into themselves, navigate life's challenges, and improve their ability to adapt to their surroundings.

2. When is Referral Needed?

Referral is necessary when a student displays the following signs, which may indicate underlying issues:

- (1) Expressing thoughts of suicide in conversation or on social media.
- (2) Suffering from prolonged emotional distress, including self-harm tendencies.
- (3) Facing crises such as domestic violence, intimate partner violence, or gender-related incidents like sexual harassment, sexual assault, bullying, or stalking.
- (4) Severe psychological distress or suspected mental health conditions such as depression, anxiety disorders, schizophrenia, or panic disorders.
- (5) Recent significant emotional or behavioral changes (abnormal behavior).
- (6) Facing recent traumatic or distressing events (e.g., breakup, loss of a loved one).
- (7) A history of frequent substance use or alcohol consumption.
- (8) Feeling uncertain about career direction.
- (9) A noticeable decline in academic performance.
- (10) Social isolation or withdrawal causing peer distress.

3. How to Make a Referral?

- (1) After filling out the referral form in the Mentor Care System, submit it and contact either Ms. Peng (ext. 2916) or Mr. Tu (ext. 2845), the counselors.
- (2) Send an email to the mailbox "wecare@saturn.yzu.edu.tw." The Counseling and Career Development Section is located in Room 8302 on the 3rd floor of the Student Activity Center.

College/Department	Supervisor/Counseling Psychologist
College of Management	Supervisor: Yuhsuan, Chang
College of Engineering	Departmental Counselor: Chi-hao, LIN
College of Informatics	Departmental Counselor: Hui-Ru, Wu
College of Management	Departmental Counselor: Wan-Jung, Chen
College of Humanities and Social Sciences	Departmental Counselor: Shu-Ping, Wu (Head of Case Management)
College of Electrical and Communication Engineering	Departmental Counselor: Hung-An, Tu
Graduate Institute of Medicine / Nursing, and English program in all Department	Departmental Counselor: Ying-Tong, Guo
International and Students (across all departments)	Counselor for international students: Hsin-Yi, Peng

※The case management counseling psychologist for international students is Hsin-Yi Peng (ext. 2916), and the second counseling psychologist for international students is Ying-Tung Guo (ext. 2843).

4. Referral of High-Risk Students

In the case of emergencies such as suicide, self-harm, harming others, violent incidents, severe conflicts, criminal issues, significant accidents, and other emergencies, please directly call the 24-hour duty line at 03-4553698 for the Military Training Office. Instructors will handle crisis management, follow proper reporting procedures, and refer the case to the Counseling and Career Section of the Office of Academic Affairs, and relevant departments.

Introduction to Various Sections of the Office of Student Affairs

Section	Extension	Location	Scope of Work
Headquarters of Office of Student Affairs	2238 2919 2921	Student Activities Center 3 rd floor 8304R	<ul style="list-style-type: none"> ★ Student Appeal ★ Student Gender Equality Incident Investigation Application ★ Coordinate YZU Commencement, Freshman Orientation, Parents Day and other related matters.
Counseling & Career Development Section	2235 2877 2842 2843 2845 2847 2848 2849 2850 2916 2927	Student Activities Center 3 rd floor 8302R	<ul style="list-style-type: none"> ★ Counseling and Career Guidance (including individual counseling, group counseling, psychological testing, career counseling, etc.). ★ Promoting mentorship work. ★ Counseling work for departmental students. ★ Counseling work for freshmen adaptation and caring. ★ Accepting and implementing class counseling applications. ★ Organizing "Boost Your Spirit" series activities and mental health promotion activities (for one week) ★ Organizing gender equality promotion activities. ★ Organizing campus recruitment series events, career lectures. ★ Promoting campus life education, referring corporate resources, and career counseling. ★ Organizing Inspirational Lectures, GMATS Program - International Employment Talent Sustainable Training Course. ★ Training and supervising counseling volunteers to assist in promoting mental health and career counseling activities.
Resource & Support Center	2923 2878 2913	Student Activities Center 3 rd floor 8303R	<ul style="list-style-type: none"> ★ Development of special education programs, identification application, and related needs services. ★ Assistance with the living adaptation and academic needs of students with disabilities in various departments. ★ Application for equipment resources and related subsidies for students with disabilities.
Extracurricular Activities Section	2925 2232 2241 2247 2911	Student Activities Center 3 rd floor 8301R	<ul style="list-style-type: none"> ★ Accepting the establishment, suspension, reorganization, and dissolution of clubs. ★ Providing guidance on various club activities and assisting in solving related problems. ★ Accepting applications from club instructors, activities, and funding. ★ Planning and managing club evaluation. ★ Promoting and conducting the five education transcripts. ★ Accepting applications for rewards and punishments for clubs, various medals, and club scholarships ★ Conducting training for club cadres across the entire school. ★ Maintaining club activity venues and planning for the

Section	Extension	Location	Scope of Work
			procurement of club equipment. * Service-learning.
Life Guidance Section	2929 2926 2240 2917 2237 2249	Student Activities Center 2 nd floor 8203R	<ul style="list-style-type: none"> * Student loan and exemption for tuition/ miscellaneous fees * Financial aid for socially vulnerable (or underprivileged) student * YZU founder Yu-Ziang Hsu scholarships * Financial aid (diligent and underprivileged student) * Part-time job stipend * Rental allowances (low-income household) * Exemption for tuition/ miscellaneous fees (Executive Yuan) * Sponsorship project for underprivileged student (Ministry of Education Higher Education Sprout Project) * Emergency financial aid (Ministry of Education) * Relief Allowances * Scholarship (off-campus) * Character education * Absence application (Student) * Providing life counseling services for students from mainland China. * Student Awards * Law-related education and copyright protection * Prevention of drug abuse * Prevention of bullying and harassment * Class president workshop & class officers' data collection * Off-campus competition subsidy * Training and supervision for volunteer group (Life Guidance) * Group insurance for students with on-campus part-time job (Ministry of Education) * Lost and Found. * Traveling grant for underprivileged students
Sanitary & Health Care Section	2233 2236 2234 2920	Male Dormitory 2, 1 st Floor	<ul style="list-style-type: none"> * Emergency illness and injury rescue, medical treatment, consolation visits, and management and tracking of special diseases. * Medical outpatient services, trauma treatment, health and hygiene consultation.

Section	Extension	Location	Scope of Work
			<p>Preventive vaccinations, infectious disease control, health examinations, correction of deficiencies, and tracking, counseling, and referral services.</p> <ul style="list-style-type: none"> * Hygiene inspections, supervision, and guidance for all school cafeterias. * Supervision of cafeteria implementation of ingredient registration. * Handling of food safety incidents and customer complaint issues. * Health education promotion for new student orientation. * Student group personal accident insurance, outdoor teaching travel insurance, and claims processing services. * Promotion of hygiene education and healthy living for all school faculty, staff, and students, and organization of health promotion activities. * Provision of blood pressure monitors, weight scales, health education promotion, and medical equipment borrowing. * Planning and execution of first aid education and training and development of first aid seeds. * Training and supervision of health and hygiene volunteers, assisting in promoting various health promotion, first aid training, and hygiene education and community service activities. * On-campus doctor consultations.
Student Housing Service Section	2865 2867 2868 2869 2880	Male Dormitory 1, Area C, 1F	<ul style="list-style-type: none"> * Dormitory bed allocation management. * Simple maintenance of dormitory equipment. * On-campus supplier recruitment and coaching. * Convene the on-campus business guidance committee. * Vending machine service. * Life coaching for dormitory students. * Assist with nighttime emergencies. * Maintain order in the dormitory. * Counseling and training for student dormitory association. * Handle living and learning activities of students in the dormitory.
Indigenous Student Resource Center	2846	Student Activities Center 2 nd floor 8203R	<ul style="list-style-type: none"> * Indigenous scholarship application * Indigenous student life counseling * Implement universal indigenous education to promote indigenous culture * Quality education for indigenous students