

113-2 Mentor Guidance Handbook

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the Mentor competency meeting

I. Objective:

Through professional insights and storytelling, this session aims to enhance mentor-mentee interaction quality and strengthen mentors' influence in student counseling.

II. Date & Time:

March 26, 12:10 PM – 2:00 PM

III. Location:

Youxiang Hall

IV. Participants:

All mentors, instructors, and student affairs colleagues

V. Organizer:

Student Affairs Office –Counseling & Career Development Section

VI. Speaker:

Dr. Dai Chen-Chih

VII. Topic:

"Using Stories and Motivation to Foster Mentor-Student Interaction——The Mentor's Influence and Inspiration"

11:45-12:10	Check-in
12:00-12:10	National Indigenous Education Awareness Campaign
12:10-12:15	Student Affairs Resource Tour Presented by Chief Chen Hsin-Lin, Office of Student Affairs
12:15-12:20	Encouragement and Best Wishes President Liao Ching-Jung
12:20-13:50	Using Stories and Motivation to Enhance Mentor-Student Interaction The Influence and Inspiration of Mentors Dr. Tai Chen-Chih
13:50-14:00	Discussion and Feedback Dean of Student Affairs, Liu Yu-Chih

Speaker Introduction

Profile:

Dr. Dai Chen-Chih, born in 1959 in Hualien, Taiwan, grew up in Tainan, Chiayi, Yunlin, Taichung, and Taipei. He is well known for his inspirational books. In recent years, his works have focused on the themes of "motivation" and "communication," with stories that encourage positive thinking in life.

Education & Experience:

- Ph.D. in Oral Communication, University of Oregon, USA
- Master's in Broadcast and Television, Marquette University, Wisconsin, USA
- Founding Director of the Department of Oral Communication, Shih Hsin University
- Reporter and Editor at CTS News Department
- Executive Producer of "CTS News Magazine"

Publications:

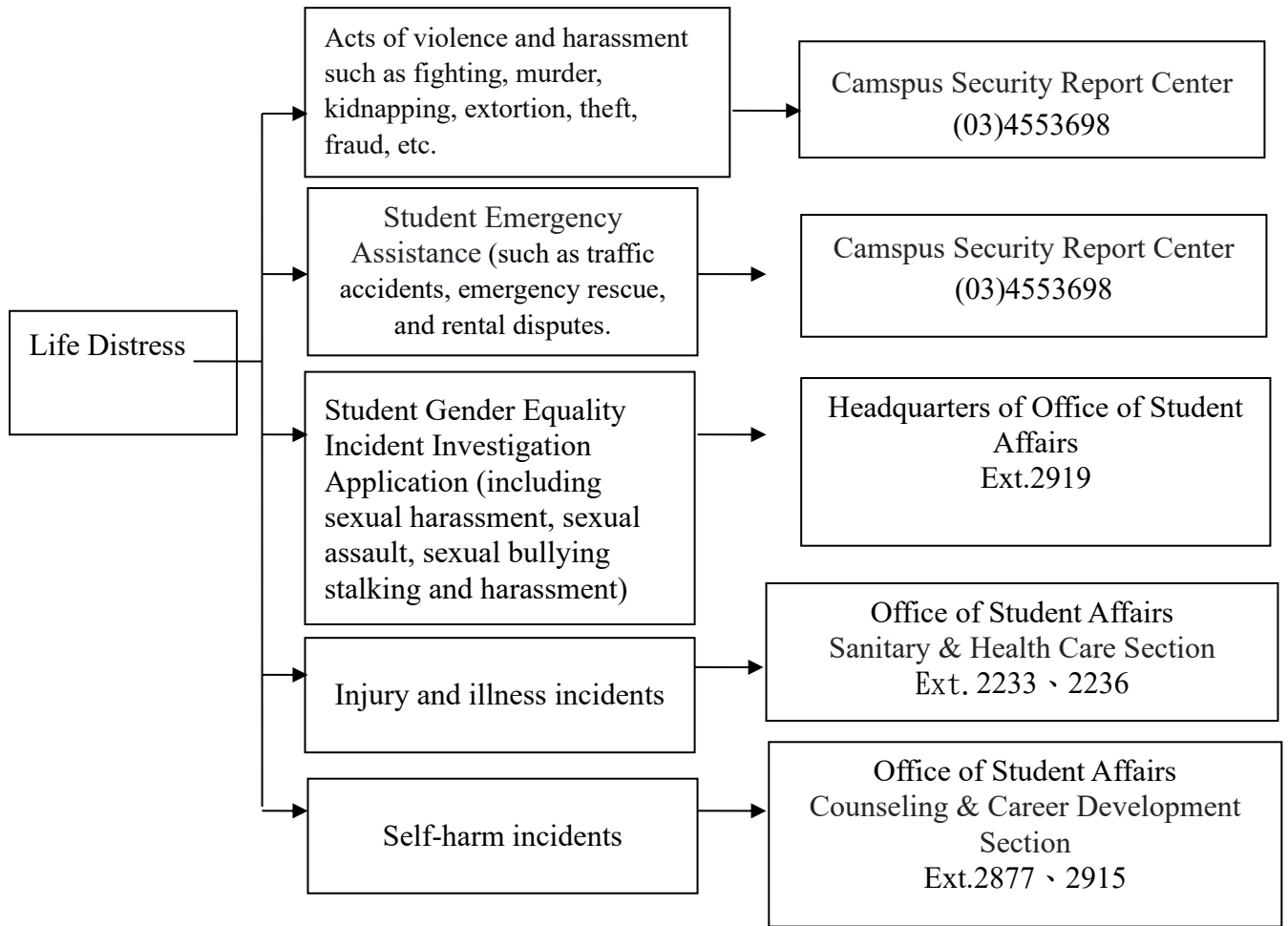
- *Are You a Master of Speaking? - How to Showcase the Charm of Speech*
- *Power Comes from Desire: Be Your Best Self in the Worst Times*
- *Success is Not a Miracle, but an Accumulation: 22 Success Stories That Make Life Amazing*
- *The Problem is Not the Difficulty, but the Attitude: 36 Actionable Rules for Life Transformation ... and nearly 60 other books*

Achievements:

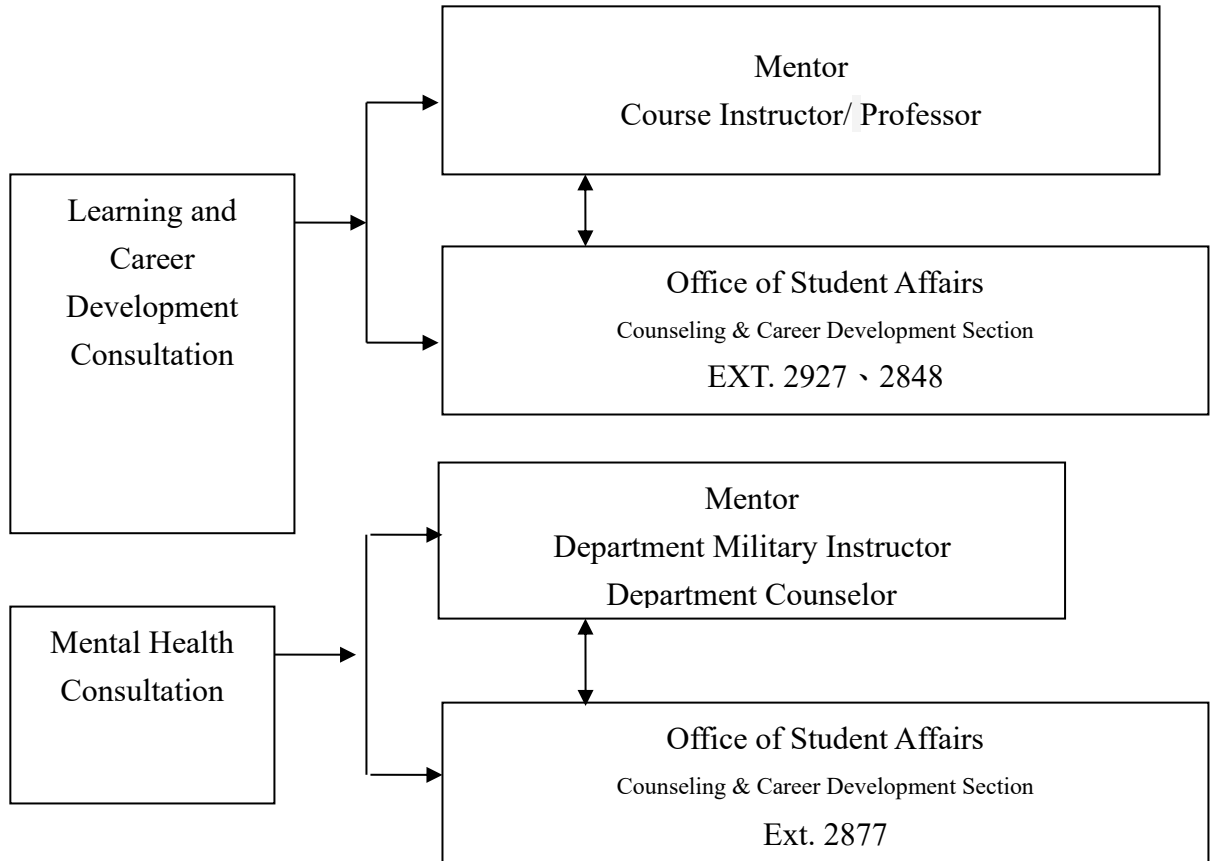
- Total book sales exceed 5 million copies, frequently recognized as one of the "Top 10 Bestselling Authors" at Kingstone Bookstore and Eslite Bookstore, ranking among the top three in Taiwan's inspirational book charts for over a decade.
- Delivers approximately 200 speeches annually; in 20 years, he has conducted over 3,000 talks, influencing nearly 10 million people, earning the title "Master of Motivation."
- Invited to speak at government agencies, corporations, and schools in Beijing, Shanghai, Xi'an, Malaysia, Singapore, Brunei, Hong Kong, Indonesia, and other locations, receiving widespread recognition and enthusiastic acclaim from audiences and readers.

Emergency Assistance System of Yuan Ze University

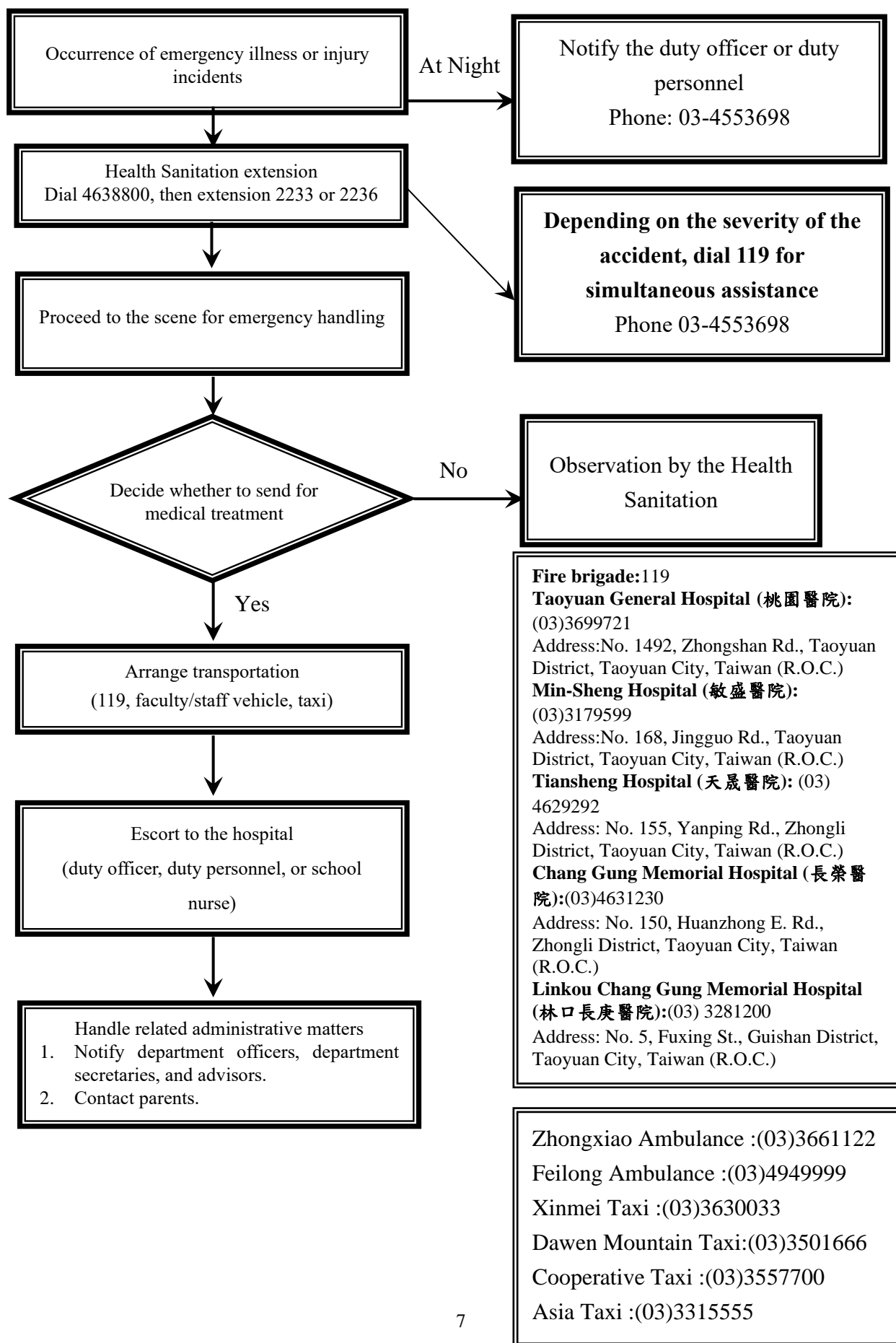
For emergency incidents, please dial directly to the Campus Security Report Center: 03-4553698.



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: Hsin-Lin, Chen
College of Engineering	Departmental Counselor: Hui-Ru, Wu (Interim)
College of Informatics	Departmental Counselor: Hui-Ru, Wu
College of Management	Departmental Counselor: Yu-Lin, Fang
College of Humanities and Social Sciences	Departmental Counselor: Shu-Ping, Wu (Head of Case Management)
College of Electrical and Communication Engineering	Departmental Counselor: Hui-Hsuan, Tsai
Graduate Institute of Medicine / Nursing, and English program in all Department	Departmental Counselor: Chia-Yi, Chiang
International and Students (across all departments)	Counselor for international students: Ting-Yu, Liu

※The case management counseling psychologist for international students is Ting-Yu, Liu (ext. 2842).

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 ✱ The Office of Student Affairs serves as the designated unit for receiving applications or reports regarding gender-related incidents on campus. Within three days of receipt, the submitted evidence and related materials will be forwarded to the Gender Equity Committee for investigation and handling. ✱ The office is responsible for coordinating university-level events such as the commencement ceremony, the Freshman Orientation Program (for newly admitted domestic students, overseas Chinese students, and transfer students in undergraduate programs), and the Parent Visit Day.
Counseling & Career Development Section	2235 2877 2842 2848 2850	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 and Freshman Mentorship System. ✱ Counseling work for departmental students. ✱ Counseling work for freshmen adaptation and caring. ✱ Promote emotional education and gender equality concepts and activities. ✱ Promote life education concepts and activities. ✱ 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

Section	Extension	Location	Scope of Work
			<p>activities.</p> <ul style="list-style-type: none"> ✳ Promote the network counseling program where industry mentors guide students. ✳ Implement the professional development plan for international students' employment counseling in Taiwan.
Resource & Support Center	2923 2878	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 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 (Plan to narrow the gap between public and private school tuition

Section	Extension	Location	Scope of Work
			<p>and fees and supporting measures from Executive Yuan)</p> <ul style="list-style-type: none"> ✱ 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, legal education and intellectual property rights promoting. ✱ 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 ✱ Travel grant for supporting economically disadvantaged students.
Sanitary & Health Care Section	2233 2236 2234 2920	Male Dormitory 2, 1 st Floor	<ul style="list-style-type: none"> ✱ Emergency medical treatment, injury management, hospital referral, and condolences. ✱ Case management and follow-up for special diseases. ✱ On-campus medical services, health consultation, and medical advice. ✱ Immunization, infectious disease prevention, new student health check-ups, defect correction, follow-up counseling, and referral services. ✱ Health education and promotion of healthy living for all faculty, staff, and students. ✱ Organizing health promotion activities. ✱ Health education and promotion for new students during orientation.

Section	Extension	Location	Scope of Work
			<ul style="list-style-type: none"> ✳ Processing student group accident insurance claims and providing outdoor teaching and travel insurance services. ✳ Providing blood pressure monitors, weight scales, and medical equipment for borrowing. ✳ Providing smoking cessation education and referral services. ✳ Conducting health inspections, supervision, and guidance for campus restaurants. ✳ Supervising the proper registration of food ingredients in campus restaurants. ✳ Handling food safety incidents and customer complaints. ✳ Organizing first aid training and training campus first aid volunteers. ✳ Training and supervising health volunteers to assist in promoting health activities, first aid training, health education, and community service activities.
Student Housing Service Section	2865 2867 2868 2869 2880 2883	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 ✳ Promoting Indigenous Education for All ✳ Academic Assistance for Indigenous Students