

# Missions manual for assistantship service

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# Part I Missions available

## A. By Special skills-teamwork or work independently

### I. Media advertising

1. **Supervisor:** Josie
2. **Number of students required:** 6-8 person/year
3. **Interview time:** 14:00-16:00 Monday to Friday
4. **Eligibilities:**
  - (1) Students with good writing skills possess film shooting and editing skills.
5. **Work contents:**
  - (1) Conducted in three groups:
    - i. Content maintenance of IPSD's website: Be responsible for the part of students' learning achievements.
    - ii. Youtube channel management: Keep the IPSD issues or activities recorded, and upload the videos on the assigned Youtube channel,
    - iii. Journalists: Conduct interview for the on-campus activities.
  - (2) Get more information from the supervisor while interview.
6. **Achievement criteria:**
  - (1) The contents of articles and videos must be creative and promotional.
  - (2) Upload at least 2 articles or videos on FB and the Youtube channels every week.

### II. Social media assistant

1. **Supervisor:** Prof. Fakour
2. **Number of students required:** 1 person/semester
3. **Interview time:** Negotiable
4. **Eligibilities:**
  - (1) Students with good writing skills possess film shooting and editing skills.
5. **Work contents:**
  - (1) Oversee an IPSD social media presence using Facebook, Instagram and Twitter platforms
  - (2) Build IPSD brand by sharing stories and experiences to promote the program more internationally and encourage newcomers
6. **Achievement criteria:**
  - (1) Posting on proposed pages and accounts at least twice a week, answering questions from followers, and replying to comments on

- their social channels.
- (2) Monthly statistical reports of the activities.

## **B. By Missions-work with teachers or staffs**

### **I. Eco Studio Graywater Purification Ponds maintenance**

1. **Supervisor:** Prof. Pichu
2. **Number of students required:** 1 person/semester
3. **Interview time:** 14:00-16:00 Monday to Friday
4. **Eligibilities:**
  - (1) A student who is able to maintain the greywater purification ponds.
  - (2) A student who is interested in water quality testing experiments and sample delivering to labs.
5. **Work contents:**
  - (1) Daily environmental maintenance and watering plants of the greywater purification ponds.
  - (2) Pruning and regularly clear overgrown plants of the ponds.
  - (3) Pond plant replacement if necessary.
  - (4) Pond soil drainage if necessary.
  - (5) Gravel layer replacement of the first pond if necessary.
  - (6) Recording the growth of plants.
6. **Achievement criteria:**
  - (1) Keep your tasks recorded each time to confirm whether the work has been performed.
  - (2) Environmental maintenance work must be carried out at least twice a week.
  - (3) There will be regular evaluations every month. Students who fail to meet the requirements will be unable to continue to participate in the work of the group.

### **II. Eco studio maintenance**



1. **Supervisor:** Eva (The Eco-center)
2. **Number of students required:** 2 person/semester
3. **Interview time:** 10:00~11:00 Monday to Thursday (please make an appointment in advance)
4. **Eligibilities:**
  - (1) Work hard and take care of the eco-center as if it was your home.
  - (2) Interested in creating arts and crafts.
5. **Work contents:**
  - (1) Daily maintenance and arrangement of Eco-studio (kitchen supplies and refrigerator management and arrangement, tables, chairs, and fryer oil tank cleaning, etc.)
  - (2) Decoration works in the Eco-studio (hanging pictures, making wall decorations, etc.)
  - (3) Activities supporting and other temporary tasks assigned by Eva.
6. **Achievement criteria:**
  - (1) After all the cleaning tasks have been finished each time, students must confirm with the task items on the checklist with your signatures.
  - (2) Environmental maintenance must be carried out regularly at least twice a week.
  - (3) The monthly assessments are required. If the students are not able to fulfill the basic requirements during each semester, they will not be able to continue to participate in this group.

### III. Paper bricks

1. **Supervisor:** Eva, The Eco-center
2. **Number of students required:** 2 person/semester
3. **Interview time:** 10:00~11:00 Monday to Thursday (please make an appointment in advance)
4. **Eligibilities:**
  - (1) Students who are willing to work hard and interested in making paper bricks, and can read relevant research references.
  - (2) Act as an assistant and able to interact well with children.
5. **Work contents:**
  - (1) Paper bricks making.
  - (2) Paper brick related academic research and experimental records
  - (3) Act as a course assistant for the Eco-center environmental education courses and “Environmental education” course.
  - (4) Assist IPSD environmental education course, assist in paper brick wall production.
  - (5) Other temporary assignments.
6. **Achievement criteria:**
  - (1) Organize participation experiences and pictures to the assigned group.
  - (2) Group meetings will be held regularly for students to share their

reflections from reading research references and conducting experimental tests. The aim of this project is to publish a research result at relevant seminars.

- (3) There will be regular evaluations every month. Students who fail to meet the requirements will be unable to continue to participate in the work of the group.

## IV. Gardening I

1. **Supervisor:** Chiao-en, the Eco-center
2. **Number of students required:** 4 person/semester
3. **Interview time:** 8:30~11:00 & 14:00~16:00 Monday to Friday
4. **Eligibilities:**
  - (1) For plant lovers.
  - (2) For those who are not afraid of bugs and work hard.
5. **Work contents:**
  - (1) Taking care of the herb and farm areas of the Eco-studio, including planting, watering, weeding, and harvesting, etc.
  - (2) Earthworm breeding, worm manure harvesting.
  - (3) Farmland drip irrigation system construction.
  - (4) Other temporary assignments.
6. **Achievement criteria:**
  - (1) Keep the finished tasks recorded each time to confirm whether the work has been performed.
  - (2) Attending the monthly discussion meeting is required.
  - (3) Organize and upload the participating experiences or natural observations in the herb/farmland area to the assigned group, two articles per month.
  - (4) There will be regular evaluations every month. Students who fail to meet the requirements will be unable to continue to participate in the work of the group.

## V. Gardening II

1. **Supervisor:** Gary, the Eco-center
2. **Number of students required:** 4 person/semester
3. **Interview time:** 10:00 - 12:00 or 14:00 - 16:00 , Tuesday to Thursday
4. **Eligibilities:**
  - (1) Interested in taking care of plants and gardening management.
  - (2) Students with interests to enhance teaching and research capabilities. (Fit for individual cases).
  - (3) Work hard, not afraid of tiredness, dirt, and insects. (Work together with your supervisor)
  - (4) Be able to interact well with people.

5. **Work contents:**
  - (1) Group members take turns uploading their work pictures to the assigned group.
  - (2) Submit your personal work reflection each month is required.
  - (3) Plant cultivation area management and maintenance.
  - (4) Natural plant material collecting.
  - (5) Environmental maintenance and cleaning.
  - (6) Experimental operation and data collection (for personal projects).
  - (5) Composting leaves area constructions.
  - (7) Turf maintenance.
6. **Achievement criteria:**
  - (1) Students are required to develop more highly specialized skills in plant cultivation in the initial period of the task.
  - (2) From the hands-on training, knowledge and skills can be put into full play.
  - (3) Students may conduct individual work or teamwork.
  - (4) It's required to sign in and sign out with your signature on the worksheets.
  - (5) There will be regular evaluations every month. Students who fail to meet the requirements will be unable to continue to participate in the work of the group.
  - (6) Group meetings will be held monthly for students to share their reflections as the basis for the work adjustment.

## VI. River watch

1. **Supervisor:** Prof. I-ting
2. **Number of students required:** 2 person/semester
3. **Interview time:** 14:00 - 15:00 Monday, Tuesday, and Friday
4. **Eligibilities:**
  - (1) Not afraid of dirt and suntan, with passions for environmental and ecological protection.
5. **Work contents:**
  - (1) Jointly complete the river watch tasks with group members of other departments.
  - (2) Monitor the water quality 8 times a month, and keep the data and activity pictures recorded and uploaded to the assigned FB each time.
  - (3) Report dirt spots of river or coastal areas while conducting river watching, fill in the pollution notification, and tracking record form each time.
  - (4) Report the dirty spots through the assigned Line group, and the promotion of river protection activities.
  - (5) Regularly participate in the governmental, University's and community's activities relevant to river and beach cleanup.
  - (6) Publish your task achievement in the courses of the semesters.

- (7) Members recruitment.
6. **Achievement criteria:**
- (1) Keep the tasks recorded on the assigned worksheets.
  - (2) There will be regular evaluations every month. Students who fail to meet the requirements will be unable to continue to participate in the work of the group

## **VII. Plants on the ARK**

1. **Supervisor:** Prof. I-ting
2. **Number of students required:** 1 person/semester
3. **Interview time:** 14:00 - 15:00 Monday, Tuesday, and Friday
4. **Eligibilities:**
  - (1) Interested in taking care of plants and gardening management.
5. **Work contents:**
  - (1) Keep the finished tasks recorded each time and upload pictures on the assigned website.
  - (2) Planting, watering, weeding the plants.
6. **Achievement criteria:**
  - (1) Keep the tasks recorded on the assigned worksheets.
  - (2) There will be regular evaluations every month. Students who fail to meet the requirements will be unable to continue to participate in the work of the group

## **VIII. ICPEE Office work**

1. **Supervisor:** Helen, the ICPEE
2. **Number of students required:** 2 person/semester
3. **Interview time:** 14:00-16:00 Monday to Friday (Please make appointment in advance)
4. **Eligibilities:**
  - (1) Attentive, self-motivated, willing to do cleaning work.
  - (2) Be polite while on duty.
  - (3) Plants lovers and able to maintain plants.
  - (4) Not afraid to learn Chinese.
5. **Work contents:**
  - (1) Provide an office cleaning service, including sweeping and mopping the floor, dusting surfaces of tables and chairs, cleaning and tidying the tea room, plants maintenance, etc.)
  - (2) Delivering official documents.
  - (3) Other temporary assignments.
6. **Achievement criteria:**
  - (1) After all the tasks have been finished each time, students must confirm with the task items on the checklist with your signatures.
  - (2) After arriving at the office, first, assist in delivering documents to



- relevant offices.
- (3) Environmental maintenance work must be carried out at least twice a week.
  - (4) Watering the outdoor plants 2-3 times a week and trimmed depending on the growth of the plants.
  - (5) There will be regular evaluations every month. Students who fail to meet the requirements will be unable to continue to participate in the work of the group.

## **IX. Courses assistants**

1. **Supervisor:** Course instructors
2. **Number of students required:** 4 persons/semester
3. **Interview time:** Please make appointment with instructors in advance
4. **Eligibilities:**
  - (1) Be service-minded
5. **Work contents:**
  - (1) Provide your assistance when course instructors need help.
  - (2) Cleaning the classroom after the courses.
  - (3) Assignments consultation, students' learning progress tracking, teaching material producing, leading students in group discussion, etc.
  - (4) Other temporary assignments.
6. **Achievement criteria:**
  - (1) Each student is responsible for two courses.
  - (2) There will be regular evaluations every month. Students who fail to meet the requirements will be unable to continue to participate in the work of the group.

## **C. Event organizing**

### **I. Freshman reception**

1. **Supervisor:** Course instructors
2. **Number of students required:** 4 persons/semester
3. **Interview time:** Please make appointment with instructors in advance
4. **Eligibilities:**
  - (1) Be service-minded.
5. **Work contents:**
  - (1) Freshman admission matters (mattress organizations, bank account opening, environmental adaptation).
6. **Achievement criteria:**
  - (1) Assist freshmen to adapt their life here, ARC application, and course selection guidance, etc.

## II. Seminars organization

1. **Supervisor:** Josie
2. **Number of students required:** 2 persons/single time
3. **Interview time:** Please make appointment with instructors in advance
4. **Eligibilities:**
  - (1) Be service-minded.
5. **Work contents:**
  - (1) Seminar organization in the end of each semester, including the rundown arrangement, date and venue organization.
6. **Achievement criteria:**
  - (1) Cooperate with the media groups and make the seminar activities recorded.

## D. Community services

### I. Prof. Huang's project

1. **Supervisor:** Prof. Huang
2. **Number of students required:** 9 persons/semester
3. **Interview time:** Please make appointment in advance
4. **Eligibilities:**
  - (1) Interested in community works.
  - (2) Be able to interact well with people.
5. **Work contents:**
  - (1) Participate in various community training and service activities conducted by Prof. Huang.
  - (2) Students will be divided into groups of 3, the tasks of the students may vary and will be decided by Prof. Huang, COSET, or the students themselves.
6. **Achievement criteria:**
  - (1) The service hours usually do not exceed 30 hours per month, but may vary due to the nature of the work.
  - (2) Organize and compile your experiences into social media articles. 2 articles per month.
  - (3) Each group must publish its learning experience and reflection in an annual exhibition or seminar, both inside and outside the University.
  - (4) The monthly assessments are required. If the students are unable to fulfill the requirements during the semester, they will not be able to continue to participate in the work of this group.

## II. Water chestnut shell charcoal making

1. **Supervisor:** Debbie, the USR office
2. **Number of students required:** 2 persons/semester
3. **Interview time:** Please make appointment in advance
4. **Eligibilities:**
  - (1) Hard-working, not afraid of hot and suntan.
  - (2) With research spirit.
5. **Work contents:**
  - (1) Collecting and sun-drying water chestnut shells.
  - (2) Participate in the process of producing a carbonized water chestnut shells.
  - (3) Find out the usages of the carbonized water chestnut shells.
6. **Achievement criteria:**
  - (1) After participating in the series of courses, students learn to make water chestnut charcoal.
  - (2) Doing research relevant to the soil remediation by using water chestnut charcoal and finding more diversified usages. (The task can cooperate with the farmland group).
  - (3) Make photos and written records and submit a reflection.

## III. The Erren River environmental ambassador

1. **Supervisor:** Heaven, the USR office
2. **Number of students required:** 2 persons/semester
3. **Interview time:** Please make appointment in advance
4. **Eligibilities:**
  - (1) Hard-working, not afraid of suntan.
  - (2) Be able to use weeder tools.
  - (3) Love the environment and Be able to interact well with people.
5. **Work contents:**
  - (1) Environmental arrangement and weeding of the assigned the Erren river area.
  - (2) Activities assistances - moving and cleaning the canoes.
  - (3) Designing the entrance sign design of the Erren river.
6. **Achievement criteria:**
  - (1) Weeding at least once a week.
  - (2) Canoes and related materials maintenance.
  - (3) Participate in and make the entrance sign of the Erren river.
  - (4) Make photos and written records and submit a reflection.

## IV. Tailor works

1. **Supervisor:** Eva, the USR office

2. **Number of students required:** 3 persons/semester
3. **Interview time:** Please make appointment in advance
4. **Eligibilities:**
  - (1) Be able to use a sewing machine to make bags.
  - (2) Be able to actively collect abandoned flags after activities.
  - (3) Be able to promote the products.
5. **Work contents:**
  - (1) Tailor recycled materials such as flags into bags.
  - (2) Recycled products promotion, encourage people to reduce the use of plastic bags.
  - (3) Other temporary assignments.
6. **Achievement criteria:**
  - (1) Finish the assigned quantity of bags as your supervisor required.
  - (2) Draft a recycled product promotion plan and implement it.
  - (3) Make photos and written records and submit a reflection.

## V. Agricultural and farming works

1. **Supervisor:** Debbie, the USR office
2. **Number of students required:** 4 persons/semester
3. **Interview time:** Please make appointment in advance
4. **Eligibilities:**
  - (1) Hard-working, not afraid of suntan.
  - (2) Take an interest in agriculture.
  - (3) Willing to learn and like to experiment.
  - (4) Active personality
5. **Work contents:**
  - (1) Conducting agricultural and farming related to environmental actions.
  - (2) Conducting environmental friendly farming works.
  - (3) Learn to make organic/green products.
  - (4) Agricultural product marketing promotion.
  - (5) Other temporary assignments.
6. **Achievement criteria:**
  - (1) Conduct farmlands inspections several times a week.
  - (2) Be able to actually plant on farmland and make organic fertilizer.
  - (3) Be able to promote and make processed agricultural products.
  - (4) Make photos and written records and submit a reflection.

## VI. The Datan recycles station maintenance

1. **Supervisor:** Yuting, the USR office
2. **Number of students required:** 1 person/semester
3. **Interview time:** Please make appointment in advance
4. **Eligibilities:**
  - (1) For considerate students with responsibilities.

- (2) Willing to learn and like to experiment.
- 5. **Work contents:**
  - (1) Taking care of the Keyhole garden (watering, planting, harvest management)
  - (2) Be able to collect research literature, research, and participate in seminars.
  - (3) Making leaves composts.
  - (4) Other temporary assignments.
- 6. **Achievement criteria:**
  - (1) Keep your task contents recorded each time.
  - (2) Be able to publish your research result and participate in seminars.
  - (3) Crops harvesting and delivering.
  - (4) Turnover the fallen leaves compost once every two months, and use the compost for planting.

## VII. Community activities ambassadors

- 1. **Supervisor:** Yuzhe, the USR office
- 2. **Number of students required:** 1 person/semester
- 3. **Interview time:** Please make appointment in advance
- 4. **Eligibilities:**
  - (1) Enthusiastic and active students.
  - (2) With interested in activity promotions.
  - (3) Be able to interact well with people.
- 5. **Work contents:**
  - (1) Assist in community activities (performances or participation)
  - (2) Activity Information uploading and recruitment of international students.
  - (3) Other temporary assignments.
- 6. **Achievement criteria:**
  - (1) Activities are held irregularly, keep your task contents recorded each time.

# Part II The regulation

## Notice for International Program for Sustainable Development Students with Service Assistantship

- Article 1 In order to implement the spirit of Roots & Shoots promoted by Dr. Jane Goodall. The International Program for Sustainable Development (hereinafter referred to as “IPSD”) has set up this notice to encourage the IPSD students with assistantships for practicing their Roots & Shoots actions.
- Article 2 The eligibility requirement and the monthly aid will be handled according to the “CJCU Implementation of Service Assistantship for Foreign Students”. The application will be accepted on a year-by-year basis. The application period starts on June 1<sup>st</sup> and ends on June 30 every year.
- Article 3 Forms for students’ service content can be designed as the following; students may choose forms that are suitable for them to carry out individual or team assignments.
1. By special skills.
  2. By carrying out proposals.
  3. By missions.
  4. By participating, supporting, and holding the university’s activities.
  5. By participating and supporting Roots & Shoots Club activities.
  6. Event organizing
  7. Community service.
  8. For special needs from other units, a written plan is required and needs to be approved by the IPSD’s affair meeting.
- Article 4 Supervisors may impose disciplinary measures on students who violate work requirements.
1. For the first time, the supervisor may issue an oral warning to the student to not repeat the violation.
  2. For the second time, the service assistantship will be canceled in that month.
  3. For the final time, the service assistantship will be revoked.
  4. Special cases regarding transferring to other services, need to be approved during the IPSD’s affair meeting.
- Article 5 Students should submit their evaluation forms (*Appendix*) with supervisors’ signatures to the IPSD before the end of each month. The assistantship will be paid accordingly.
- Article 6 After the notice has been adopted by the IPSD’s Affairs meeting, it will be announced and implemented. The same applies to any amendment.

# Part III Evaluation form for work performance

Month:

班級 Grade		學號 Student ID	
學生姓名 Name		督導人員 Supervisor	
當月服務形式 Forms of service	<input type="checkbox"/> 專長型 By special skills <input type="checkbox"/> 企劃型 By carrying out proposals, 企劃名稱/Name of proposal :  <input type="checkbox"/> 任務型 By missions <span style="float: right;"><input type="checkbox"/> 領導型 Leadership</span> <input type="checkbox"/> 校務活動支援 Activity supporting <span style="float: right;"><input type="checkbox"/> 社區型 Community service</span> <input type="checkbox"/> 根與芽社團 Roots & Shoots Club		
工作內容自評及考核 Work content and evaluations			
工作誌 (需超過 500 字)  Work log (more than 500-word)	1. 工作內容 Work content 2. 預設目標 Expected goals 3. 目標達成情形 The achievement conditions 4. 心得 Reflections		
自我表現評估 Self-evaluation	<input type="checkbox"/> 非常滿意 Very good <input type="checkbox"/> 滿意 Good <input type="checkbox"/> 尚可 Normal <input type="checkbox"/> 需改善, 原因: Need to be improved, reasons:	督導人員評分 Supervisor's evaluation	<input type="checkbox"/> 非常滿意 Very good <input type="checkbox"/> 滿意 Good <input type="checkbox"/> 尚可 Normal <input type="checkbox"/> 需改善, 原因: Need to be improved, reasons:
未符合工作預期目標之處分 (限督導人員填寫, 如無則免填) Disciplinary measures (fill-in by supervisors only)			
原因 Violations	<input type="checkbox"/> 工作表現不如預期 Performance not as expected <input type="checkbox"/> 成效不如預期 Achievements not as expected <input type="checkbox"/> 遲到或無故未到 Late or absent <input type="checkbox"/> 其他, 請說明: Other, reasons:	處理結果 Disciplinary measures	<input type="checkbox"/> 建議轉其他服務形式 Transfer to other teams <input type="checkbox"/> 初次違反, 口頭警告 Oral warning <input type="checkbox"/> 再次違反, 取消當月之生活助學金 Assistantship canceled at that month <input type="checkbox"/> 第三次違反者, 取消生活助學金資格, 並不得再次申請 Assistantship revoked.

Supervisor :

Date :