

Introduction for Assistantship service 2.0

The Differences

Past status	The changes
<ol style="list-style-type: none">1. Students were required to conduct on-campus service for a maximum of <u>30 hours per month</u>.2. Violators were paid the hourly wage for the month (150 NTD*hours of work).3. Students felt like they'd been treated unfairly because of the differences in the supervisors' requirements and work contents.	<ol style="list-style-type: none">1. The students will be required to engage activities related to <u>"Roots & Shoots actions"</u> and support the <u>university's main activities</u>.2. Most of the services will be based on semester as time period.3. <u>No more on-campus service</u> in any offices in the future.4. A committee to approve, oversee and mediate on each service item.

Forms of service

- By special skills, work independently.
- By carrying out approved proposals.
- By missions, working with teachers or staffs.
- By participating, supporting, and holding the university's activities.
- By participating and supporting Roots & Shoots Club activities.
- Event organizing.
- Community service.
- For special needs from other units, a written plan is required and needs to be approved by the IPSD's affair meeting.

Service performance evaluation

1. The efficiency of your assignments.
2. The progress of your action plan
3. Your work performances.

Students should submit an **“Evaluation form for work performance”** *(Please refer to the last page of the document on your hand)* with supervisors’ signatures to the IPSD before the end of each month.

Missions Available



By Special skills- *work independently*

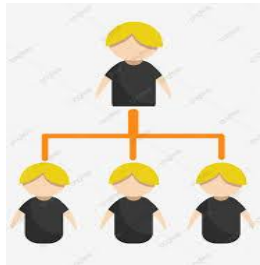
- Youtube channel maintenance
- IPSD FB maintenance
- Journalist



By Missions- *work with teachers or staffs*

- Eco studio maintenance
- Gardening
- Paper brick
- Eco pond maintenance
- River watch
- ICPEE Office work
- Course assistant

Missions Available



Event organizing

- Seminars organization



Community service

- USR projects, Prof. Hong's, and Prof. Huang's
- Making water chestnut charcoal
- Er-ren river environment maintenance

Missions Available

Please refer to the “Missions manual for assistantship service” for more information.

Our suggestions

- Choose a service related to your interests and hobbies.
- Students are encouraged to work together as a team.
- Your relationship with your supervisor is a key factor in determining happiness in your service.
- How to resolve a conflict?
 - Understand the problem you have.
 - Communicate with your supervisors.
 - Transfer to other service group with an approval.
 - IPSD assistantship committee will assist the above.

Q & A

What kind of punishment will be imposed if I don't fulfil the supervisor's requirement?

Violation	Disciplinary Measures
1 st Chance	Oral warning
2 nd Chance	The service assistantship will be canceled in that month.
Repeat Violation	The service assistantship will be revoked for the whole semester

Can I work in different groups?

- With the permission of your supervisor and under the condition that you have completed your assignments, you can work in different groups, but this will be regarded as your voluntary work, and there will be no extra bonus.
- When working in other groups, you may not request the relevant supervisor to recognize any work progress on unfinished tasks related to your main service mission.
- You may not use participation in University activities as an excuse for influencing your main service mission
- If there are several University activities held during the same month, you are requested to select one to minimize the influence on your main service mission.

What can I do if I'm not interested in the missions above?

- Write down what you want to do in the form of a proposal, and send it to the IPSD Assistantship Committee for review before August 30.

Mission transfer

- Special cases regarding transferring to other services, need to be approved by the IPSD assistantship committee.
- Committee members:
 - ICPEE: Prof. Horng
 - IPSD: Prof. Huang
 - ECO center: Prof. Liu
 - USR office: Debbie

How should I deal with my unused hours?

- No cash compensations.
- If you have more than 30 hours
 - You can request to have a service waive in exchange for a rest period.
 - The length of the rest period is based on your total unused hours.
 - 30-hour equals one month of the rest period.
- If less than 30 hours
 - A volunteer recognition certificate will be awarded*.
 - Or alternatively, discuss with your supervisor on your workload at the beginning of the month.

* Please contact Josie for the certificate.

Any other questions?

If no, let's start the service in September, thanks.