

## 一般規則

### General Rules

- 一、所有項目皆須配合中心開放之使用時段進行預約(平日上午十點至十二點/下午一點至五點)。  
All the services are available for students to use at LDCC during 10:00-12:00 and 13:00-17:00 weekdays.
- 二、所有學生皆須填妥「外語課堂焦慮」問卷後，方可進行預約。  
Only after students have completed the Foreign Language Classroom Anxiety Scale can they make reservations on Dr. E-Learning.
- 三、預約駐診老師時，老師將針對學生個人的學習問題開立學習處方箋。建議學生定期自行登入平台查看老師紀錄的處方箋內容，完善個人學習歷程檔案及作為改善學習的參考與依據。  
LDCC advisors diagnose students' learning difficulties for which a study plan will be prescribed accordingly. Students can log onto Dr. E-Learning regularly and refer back to the prescription in order to complete their portfolio of language learning and to improve their learning outcomes.
- 四、建議學生完成學習處方箋後回診，以利調整處方箋內容。  
After having completing the prescribed sessions, students can book a time with the same LDCC advisor (or, another LDCC advisor) again for further advice.
- 五、尚未通過各系英/外語語檢畢業門檻的學生僅能在平台預約駐診老師開立之學習處方箋內容。  
Those who have not passed language benchmark for graduation (either English or other languages) can only reserve the prescribed sessions on Dr. E-Learning.
- 六、駐診老師、小老師及自學軟體等項目，學生可自行登入平台預約或取消 2 天後起算至未來 14 天內的時段；例如學生於 10/3 登入平台，可預約 10/5 至 10/18 的時段。最遲於預約項目開始前 2 天，學生可自行登入平台取消預約；例如學生最遲可於 10/16 前，可自行登入平台取消 10/18 的預約項目。若欲取消當天或隔天之預約項目，請務必於中心開放學生使用之時間來電取消(平日上午 9:00~12:00、下午 1:00~5:00)，以免累積違規次數造成停權。  
Students can log onto Dr. E-Learning to reserve and/or cancel any session which takes place the day after tomorrow and within 14 days afterwards. For example, if students log onto Dr. E-Learning on October 3<sup>rd</sup>, they can reserve the sessions falling during October 5<sup>th</sup> and 18<sup>th</sup>; if they need to cancel these reserved sessions, they can do so on Dr. E-Learning by themselves until October 16<sup>th</sup>. As for the sessions reserved for today or the next day, students must ring LDCC to make a leave request for their absences from the reservations on the phone (07-3426-31#7402-7403) during 09:00-12:00 and 13:00-17:00 weekdays.
- 七、學生可於平台報名中心舉辦的「達陣課程」、「迷你課程」、「工作坊」與「講座」。  
Students can log onto Dr. E-Learning and register for courses, mini courses, workshops and speeches hosted by LDCC.
- 八、為了讓中心的資源充分使用，在預約滿 3 次無故未到時，預約權限將停用 2 個月！  
Students will receive a two-month suspension following their three absences for the reserved sessions without any short notice in the interest of fairness for all students at Wenzao.

## A 語言診斷與諮商輔導

### Diagnosis and Consultations

- A-1 第一次進行診斷時，可先從學生填答的「外語課堂焦慮」問卷結果進行說明，尚有「學習風格」、「學習策略」、「英語學習動機」等問卷可學生填答。  
Students can discuss the results of Foreign Language Classroom Anxiety Scale in their first meeting with an LDCC advisor. There are some other language-learning-related questionnaires, such as learning styles, learning strategies and learning motivation.
- A-2 語言學習診斷乃針對語言學習技巧，包含聽、說、讀、寫、文法、單字、發音及考試技巧應用等方向之診斷，幫助學生釐清學習困難。  
LDCC advisors can help students identify their learning difficulties, such as their listening, speaking, reading, writing, grammar, vocabulary, pronunciation and test-taking skills.
- A-3 諮商輔導的面向包含聽、口說、讀、寫、文法、發音、單字、考試技巧或其他相關於外語學習的議題，提出具體的建議與做法。  
Students can consult LDCC advisors' constructive suggestions made on how to improve their listening, speaking, reading, writing, grammar, pronunciation, vocabulary and test-taking skills.
- A-4 駐診老師對於學生修課作品或作業內容的諮商僅限於「提供思考方向及建議」，不得提供修改和解答。  
LDCC advisors may make suggestions on students' projects or assignments without editing their work or giving them the answers.
- A-5 請於處方箋開立期間，完成駐診老師所指定的學習內容。若執行上遇到任何問題，建議再次預約駐診老師討論與調整處方箋內容。  
For the duration of completing the prescribed sessions students can reserve a time and discuss with the same LDCC advisor (or, another LDCC advisor) again to see if there are any changes to be made on their current study plan in hand.
- A-6 完成處方箋內容後，建議再次預約駐診老師擬定下一步的學習療程。  
After completing the prescribed sessions, students can book a time with the same LDCC advisor (or, another LDCC advisor) to discuss any follow-ups.
- A-7 每人每天僅限預約一次駐診老師。  
One student can reserve one session of LDCC advisors' diagnosis and consultations per day.

A-8 駐診老師排班時間依當學期規劃為主。

The timetable of LDCC advisors is subject to change every semester.

A-9 語言診斷與諮商輔導每個時段僅受理 1 位同學(基本預約時間為 25 分鐘)。

A 25-minute session of diagnosis and consultations is limited to ONE student at a time.

## B 處方箋內容項目

### Prescribed oral practices, presentations and self-learning platforms

#### B-1 小老師一對一口語練習 One-on-one Oral Practices with Language Tutors

1. 尚未通過各系英/外語語檢畢業門檻的學生須持處方箋才能預約本項目。

LDCC advisors need to prescribe this oral practice to those who have not passed their language benchmark for graduation (either English or other languages) as these students cannot reserve such a session on their own.

2. 每人每天限預約一次本項目，每次練習時間為 50 分鐘。

One student can reserve one 50-minute session of one-on-one oral practices with language tutors per day.

3. 預約本項目時，學生須於平台填寫討論主題與內容，每一個主題亦可分成多次預約來完成口語練習。

When reserving this session on Dr. E-Learning, students need to fill in the topic and the content which they are going to practice with their language tutors. Each topic can be discussed in one session or through a number of sessions.

3-1 填寫內容時若主題與口語練習不相關、使用空白鍵/特殊字元/表情符號等增加字元數、重複填寫相同的預約內容等，中心有權取消預約。第一次本中心先以 E-mail 或電話等方式告知學生，第二次開始將直接取消該時段的預約、或取消報到並以「預約未到」處理。

When reserving a session, students cannot choose the topics irrelevant to oral practices, press spacebar/glyphs/emoji to fulfill character count, repeat the same oral content, and so on. LDCC will email or ring those who violate the rules for the first time. Since then, either the reservation or the completed session will be canceled directly without verbal warnings, and the completed session will be recorded as 'absence' on Dr. E-Learning.

3-2 若預約時填寫的內容和實際與小老師練習時的內容不一致，如進行非口語練習的其他項目討論(如考題檢討、作業訂正、寫作修改等)，本中心將立即取消該時段報到並以「預約未到」處理。

If the reserved oral content is inconsistent with the actual practice with the language tutor, such as discussing exam questions, correcting assignments, editing writing, and so on, this session will be cancelled immediately without verbal warnings and recorded as 'absence' on Dr. E-Learning.

4. 本項目每次僅開放一位同學進行預約。若有需要，每次至多 2 位同學進行。若任一人尚未通過各系英/外語語檢畢業門檻，該學生須先取得駐診老師開立的處方箋，方可被加入預約名單中。

One-on-one oral practices with language tutors are open for individual students to reserve. If needed, they can invite another student to join the reserved session. If this invited student has not passed the language benchmark for graduation either, s/he cannot be included in the reserved session without the prescription obtained from an advisor beforehand.

5. 請於處方箋開立期間完成指定內容。

None of the prescribed sessions shall be past its expiry date.

#### B-2 簡報練習

##### Presentation Practices

1. 尚未通過各系英/外語語檢畢業門檻的學生須持處方箋才能預約本項目。

LDCC advisors need to prescribe this practice to those who have not passed their language benchmark for graduation (either English or other languages) as these students cannot reserve such a session on their own.

2. 每人每天限預約一次簡報練習，每次練習時間為 25 分鐘。

One student can reserve one 25-minute session of presentation practices per day.

3. 預約老師做簡報練習時，請訂定簡報主題，簡報練習前請預先完成準備。

When reserving presentation practices with advisors, students need to set the topic on Dr. E-Learning and prepare themselves well before practicing with the advisors.

4. 本項目每次僅開放一位同學進行預約。若有需要，每次至多 3 位同學進行。若任一人尚未通過各系英/外語語檢畢業門檻，該學生須先取得駐診老師開立的處方箋，方可被加入預約名單中。

Presentation practices with LDCC advisors are open for individual students to reserve. If needed, they can invite another student or two other students to join the session. If one of the other students has not passed the language benchmark for graduation, s/he cannot be included in this reserved session without the prescription obtained from an advisor beforehand.

5. 請於處方箋開立期間完成指定內容。

None of the prescribed sessions shall be past its expiry date.

#### B-3 自學軟體 Self-learning platforms

1. 尚未通過各系英/外語語檢畢業門檻的學生須持處方箋才能預約本項目。

LDCC advisors need to prescribe this session to those who have not passed their language benchmark for graduation (either English or other languages) as these students cannot reserve such a session on their own.

2. 請務必配合中心開放學生進入使用的時段進行預約(平日上午十點至十二點/下午一點至五點)。

If students would like to use self-learning platforms at LDCC, they need to come to LDCC during its opening hours (10:00-12:00 & 13:00-17:00 weekdays).

3. 每人一天預約自學軟體練習時間至多 2 小時。  
One student can reserve two hours tops for using self-learning platforms at LDCC per day.
4. 若您當日欲延長使用時間請於簽到時告知，中心將視當日預約狀況彈性調整。  
If students need to extend their use of self-learning platforms at LDCC, they should consult the LDCC staff about the possibility when they check in.
5. 請於處方箋開立期間完成指定內容。  
None of the prescribed sessions shall be past its expiry date.
6. 凡在使用自學軟體期間，使用手機或電腦瀏覽社交媒體網站/平台、瀏覽線上辭典以外的外語學習相關網頁(如 Dr. E-Learning 預約平台/YouTube 等)、使用其他手機應用程式、睡覺或離席過久者，本中心將立即取消該時段報到並以「預約未到」處理。  
Students must use self-learning platforms exclusively at LDCC. During the reserved session, if students browse any social media sites/platforms, use other mobile applications, browse other language-learning-related websites (e.g. Dr. E-Learning, Youtube, etc.) excluding online dictionary websites, sleep or leave their seats longer than necessary, this session will be cancelled immediately without verbal warnings and recorded as 'absence' on Dr. E-Learning.

## C 非處方箋服務項目

### Non-prescribed singing practices and writing practices

#### C-1 歌唱練習 Singing practices

1. 每人每天限預約一次 50 分鐘的歌唱練習。  
One student can reserve one 50-minute session of singing practices per day.
2. 本項目每次僅開放一位同學進行預約。若有需要，每次至多 3 位同學進行。若任一人尚未通過各系英/外語語檢畢業門檻，該學生須先取得駐診老師開立的處方箋，方可被加入預約名單中。  
Singing practices are open for individual students to reserve. If needed, they can invite three other students tops to join the session. If one of the other students has not passed the language benchmark for graduation, s/he cannot be included in this reserved session without the prescription obtained from an advisor beforehand.
3. 進行歌唱練習時，曲目以外語歌曲為主。  
English and/or foreign language songs shall be practiced in such a session.

#### C-2 寫作諮商 Writing consultation

1. 每人每天限預約一次 25 分鐘的寫作諮詢。  
One student can reserve one 25-minute session of writing practices per day.
2. 除課堂作業外，亦可針對主題性文章、文章組織架構或論說文等寫作文體諮詢，文章最長不超過 2 頁。  
In addition to their homework assignments, students may consult LDCC advisors about their thematic essays, argumentative writing, and so on which should not be more than two pages in length.
3. 預約寫作諮商由駐診老師給予寫作(文章)的意見和必要提醒，恕不做修改。  
LDCC advisors may make suggestions on students' writing assignments without correcting or editing their work.