

Ming Chuan University Class Advisor Work Log for Undergraduate Program

(Week # ___)

Program ___ Year ___ Class ___ Class Advisor: _____

Date: ___ DD ___ MM, ___ YY (_____)

Student Attendance: _____

Check the summary of the work: can choose more than one

- 1、Life Counseling
 - Class Meeting
 - Class Activity (Birthday Party, Outing, Competition)
 - Weekly Meeting Dine Together
 - Student Dress and Appearance Traffic Safety
 - Drug and Tobacco Prevention
 - Campus Safety/Disaster Prevention/Anti-Fraud
 - Dormitory and Off-campus Accommodation Counseling
 - Examination Regulations Promotion
 - Gender Equity Education Ethics
 - Human Rights Law Intellectual Property Advocacy
 - Club Activity Service-Learning
 - Other (_____)
- 2、Career Counseling
 - Career Consulting Individual Interview
 - Group Interview
 - Recommend Counseling by Career Planning and Counseling Division
 - Recommend Student Affairs Division for Caring
 - Recommend Joint Counseling
 - Other (_____)
- 3、Consultation for Students
 - Introduce Work-Study
 - School Loan / Waiver Promotion
 - Help for Scholarship/Assistantship Application
 - Help for Emergency Financial Aid Application
 - Help Dealing with Accident
 - Other (_____)
- 4、Class Meeting Promotion Topic: _____

Note: If someone needs special administrative support, please write down the name, issue, time, place and other relevant information in the column of Other Counseling Matters or Suggestions for assistance and tracking purposes.

To the attention of:	<h2 style="text-align: center;">Other Counseling Matters or Suggestions</h2> <p style="text-align: center;">Note: If the column space is inadequate, write on another piece of paper and hand in together.</p>
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Please deliver this work log to the Department Secretary for compiling with others and submission to the Chair of the Department for review. The Department Secretaries are required to submit the work logs of the Department to the Student Advising Section (Taoyuan Student Affairs Section) before the Wednesday following that class meeting.