文藻外語大學

Wenzao Ursuline University of Languages

教師教材優化申請表

Application for teaching material optimization

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| --- | --- | --- | --- |
| 系所Department |  | 申請日期Application Date |  |
| 姓名Name  |  | 電話分機Phone Extension |  |
| E-mail |  |
| 申請內容Needs Description |
| 課程名稱Title |  |
| 申請優化內容Content | □ 簡報/講義優化Presentation optimization□ 影片/聲音後製Post-Production for video or sound□ 插圖/動畫製作 Production for illustration or animation□ 其他Other: （請填寫） |
| 成品型式需求Media Type Request | □簡報檔PowerPoint □圖片Picture □影片Video □音檔Sound□其他Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 成品交付形式Finished Product | □ 成品存入儲存裝置(光碟、隨身碟、記憶卡，請自行提供) Storage Device□ 成品壓縮檔(雲端連結)下載Zipped File or Google drive for downloading□ 其他交付形式Other （請填寫）（Please describe.）  |
| 預計交付日期Expected Delivery Date |  |
| 以下由教師發展中心填寫The following should be filled by the Center for Faculty Development |
| 承辦人員Staff： | 日期Date： |
| 陳 核Reviewed by |
| 組長Section Manager |  | 主任Director |  |

注意事項Note:

1. 自行提供之音樂版權問題由提供教師自行負責。If you request specific music, please ensure to provide audio file(s) without copyright issues.）
2. 教師發展中心僅提供一份成品母片，如需較多份數需求，請自行複製。The Center for Faculty Development only offers one copy of finished product. Please duplicate the finished product by yourself if necessary.
3. 製作需15個工作天以上，請申請人衡量工作期程，注意提出申請的日期，避免因時間不足，影響產品品質或無法如期交件。It may take at least 15 days for producing. The applicant must submit the application in advance according to the requirements. The media quality is subject to work time.