

Kainan University Resource Center Services Implementation Guidelines

*Approved in the 112th Administrative Meeting on January 15, 2008.
Amended and approved in the 145th Administrative Meeting on July 24, 2012, amending Articles 4 and 6.
Amended and approved in the 184th Administrative Meeting on January 9, 2018, amending Articles 3-7.*

I. **Basis:**

These guidelines are established in accordance with the Special Education Act, Regulations for the Implementation of the Special Education Act, and Implementation Guidelines for Supporting Higher Education for Students with Disabilities.

II. **Purpose:**

The purpose of these guidelines is to provide **tailored** learning support and create an accessible living environment for students with disabilities at Kainan University.

III. **Organization:**

The Resource Center operates under the jurisdiction of the Office of Student Affairs and is responsible for coordinating various services.

IV. **Service Recipients:**

These services are available to:

- (1) Students holding a disability certificate and/or ID card or those identified as having a disability by municipal or county (city) governments, as well as those recognized by the Special Education Student Assessment and Educational Guidance Committee, who require educational placement.
- (2) Students holding student IDs issued by Kainan University.

V. **Services:**

(1) **Development of Individualized Support Service Plans:**

Using a collaborative approach with a professional team, specialized education, and related service plans are developed based on the individual characteristics of students with disabilities. Those involved in creating individualized support service plans include representatives from our university's Disability Support Committee, teachers, parents, relevant professionals, and students may also be invited to participate. The individualized support service plan includes:

- Assessment of the student's cognitive abilities, communication skills, mobility, emotions, interpersonal relationships, sensory functions, health status, daily living skills, and family functioning.
- **Tailored** assessment methods to the student's individual course requirements.
- Special education and related professional services needed by the student.

After confirming the individualized support service plan, the original copy is retained by the Resource Center, and copies are sent to respective departments.

(2) **Living Assistance Support Services:**

- **Accessibility Services:** Ensuring a barrier-free campus environment by proactively establishing accessible pathways and providing detailed maps of accessible facilities.
- **Social Engagement Initiatives:** Facilitating regular events such as orientations, mid-term gatherings, movie screenings, small group discussions,

and various social activities to promote inclusive participation.

- **Information Dissemination:** Disseminating updates about Resource Center activities, guidelines for service applications, and thought-provoking articles through email, online announcements, and telephone notifications.
- **Library and Media Resources:** Offering a collection of inspirational materials, including books and videos related to disabilities, available for borrowing by both students and faculty in the field of special education within the university.
- **Medical Support Coordination:** Collaborating closely with the campus health and hygiene department and external medical institutions to provide proactive assistance to students with special medical needs.

(3) Academic Learning Support Services:

- **Voluntary Peer Tutoring:** Actively engaging fellow students to provide voluntary classroom support, which may include recording lectures, creating educational videos, and aiding in classroom communication, among other responsibilities.
- **Work-Study Peer Tutoring:** Tailoring peer tutoring services to individual student needs, with a particular focus on assisting students in various aspects of their daily lives and academic pursuits.
- **Academic Enhancement Services:** Offering academic counseling for students whose disabilities impact their learning, as determined through professional assessments. Weekly academic counseling sessions are limited to a maximum of six hours per student.
- **Accessibility Services for Visual and Hearing Impairments:** Employing sign language interpreters and Braille professionals as needed to support students with visual or hearing impairments in their academic endeavors.
- **Assistive Technology Support:** Assisting students in applying for the assistive technology necessary for their studies and facilitating connections with relevant assistive technology centers to fulfill their specific requirements.
- **Classroom Adaptations and Arrangements:** Proactively collaborating with the Office of Academic Affairs and the Office of General Affairs to ensure classrooms are adapted and equipped to create an accessible learning environment for all students.
- **Exam Accommodations:** Providing students the opportunity to request exam accommodations, including individual exam rooms, computer-based exams, scribes, extended exam time, and other necessary adjustments, two weeks before mid-term or final exams.
- **Scholarship Application Assistance:** Offering guidance and support to students in the scholarship application process.

(4) Transition Support Services:

- **Reporting and Data Archiving:** Collecting comprehensive information about incoming students prior to their enrollment and maintaining meticulous

records to facilitate various pre-entry activities. Detailed data compilation for graduates to provide ongoing assistance to social welfare, labor, and education agencies.

- **Freshmen Orientation and Guidance:** Assisting incoming freshmen in familiarizing themselves with the campus environment, including accessible facilities, and organizing orientation activities aimed at expanding their social networks.
- **Job Placement Counseling:** Tailoring workplace information and career counseling services to meet individual student needs. Assisting graduates in deliberating their future career paths, arranging career counseling assessments, and providing job placement counseling services.
- **Graduate Employment Tracking:** Actively tracking and gathering information on graduates' employment trends. Regularly disseminating updates, extending invitations to graduates to return to campus for Resource Center activities, and facilitating the exchange of valuable learning experiences with current students.

(5) **Counseling and guidance services:**

- **Individual Counseling:** Offering one-on-one counseling sessions to address the unique needs of students.
- **Group Counseling:** Providing group counseling sessions to address common concerns and foster a sense of community and support.

VI. **Application Process:**

- (1) Students should visit the Resource Center in person during the first week of each semester, complete a needs assessment application, and receive feedback on their assessed needs from the Resource Center. Generally, relevant services will begin in the third week of the semester.
- (2) Applications for peer tutoring by work-study peers and professionals will be handled by designated personnel assigned by the Resource Center.
- (3) For regular exam assistance, students should apply two weeks before the exams to allow for advance planning and coordination with the course instructors. Approval for regular exam assistance will be communicated to students one week before the exams.

VII. ***These guidelines have received approval from the Administrative Meeting and will become effective upon ratification by the University President. Any future amendments will undergo the same formal procedure.***