

National Taiwan Normal University Graduate Institute of Social Work

Regulations for Overseas Internship

2014.9.15 Passed during the Institute Affairs Meeting
2014.10.13 Amendment passed during the Institute Affairs Meeting
2023.3.13 Amendment passed during the Institute Affairs Meeting
2024.3.10 Amendment passed during the Institute Affairs Meeting
2025.6.2 Amendment passed during the Institute Affairs Meeting

Article 1 (Purpose and objectives)

These *Regulations for Overseas Internship* (“the Regulations”) were formulated with the purpose of promoting international academic and cultural exchange, providing students with diverse internship options, and expanding their international and global perspectives.

Objectives of the internship are:

- I. To integrate theory and practice, enhance practical research abilities and develop advanced professional skills.
- II. To cultivate and enhance planning, execution, and evaluation abilities in professional practice.

Article 2 (Definitions)

The term "overseas" referred to in these Regulations include Mainland China, Hong Kong, Macau, and other countries.

Article 3 (Methods of implementation and guidelines)

- I. Students of the Graduate Institute of Social Work (“the Institute”) may engage in overseas internships during the summer or the semester. Students who wish to apply for overseas internships shall prepare the relevant documents before the application deadline for summer or mid-semester internships. In the addition to the provisions provided by these Regulations, other matters not addressed here shall be implemented in accordance with the Institute’s *Regulations for Internships* and *Guidelines for Internship Procedures*.

1. Mid-semester internships: Mid-semester internships shall be at least 200 hours in total. If the internship period exceeds the number of school weeks, it shall be submitted to the student’s internship instructor for approval.
2. Summer internships: Summer internships shall be at least 240 hours in total, and the internship period may not be less than 6 weeks. Special cases that require the distribution of internship hours shall be evaluated by the Internship Committee for approval.

- II. The same applies to foreign students who come to Taiwan for internships.

III. Selection Process:

If the number of students interested in the same organization exceeds the number of internship positions available, a selection process will be conducted by the faculty member in charge of overseas internships. The number of selected applicants will match the number of positions offered by the organization. Selection will be based on the following criteria:

1. Multicultural competence
2. Understanding of the host country, the organization, and the nature of the internship
3. Language proficiency

Article 4 (Responsibilities of students participating in overseas internships)

- I. Students who are interested in engaging in overseas internships may apply through the following two channels:
 1. Contacting universities or institutions overseas with which the Institute has signed exchange and internship cooperation agreements.
 2. Students may connect with social welfare and social work organizations in overseas countries, and submit an application following the Institute's *Regulations for Internships*. Upon confirmation by the Institute, the student may proceed with the formal application process.
- II. Students shall have proficiency in the primary language of the country where the overseas internship will take place, and they shall be responsible for handling the travel documents required for going abroad. Only after confirming that the requirements are met may students begin their application for overseas internships.
- III. Students must submit a plan for the overseas internship, a resume, and proof of contact with the overseas institution.
- IV. Students must comply with the relevant internship regulations of the Institute and the internship employer.
- V. During the internship period, students may not engage in any activities outside of the internship, such as part-time work or educational tours. If it is discovered that a student is engaged in any activity unrelated to the internship, their internship qualification shall be cancelled immediately.
- VI. Upon their return, the students shall share their overseas internship experience at the Internship Presentation held by the Institute, and provide relevant consultation and services to future students who are interested in overseas internships.
- VII. Students are required to purchase travel insurance to protect their own rights and interests in case of any safety-related issues that may arise during the internship period.

Article 5 (Responsibilities of overseas students coming to Taiwan for internships)

- I. Students shall have proficiency in Taiwan's primary language, and they shall be responsible for handling the travel documents required for going abroad. Only after confirming that the requirements are met may students begin their application for overseas internships.
- II. Students must submit a plan for the internship in Taiwan, a resume, and proof of contact with a Taiwanese institution.
- III. Students must comply with the relevant internship regulations of the Institute and the internship employer.
- IV. During the internship period, students may not engage in any activities outside of the internship, such as part-time work or educational tours. If it is discovered that a student is engaged in any activity unrelated to the internship, their internship qualification shall be cancelled immediately.
- V. Students are required to purchase travel insurance to protect their own rights and interests in case of any safety-related issues that may arise during the internship period.

Article 6 (Responsibilities of the Institute)

- I. Before students enter the formal application process, the Institute shall

provide relevant information about overseas universities and institutions interested in cooperation for students who wish to apply.

- II. After the student's application has been approved, the Institute shall sign a cooperation agreement on behalf of the student with the overseas university or institution if requested by the overseas institution
- III. The Institute shall inform the students of any relevant government or school subsidies that they may apply for during their internship application.
- IV. The Institute shall provide any relevant regulations and assessment forms for evaluating the student's internship performance to the partnering overseas universities and institutions.
- V. The Institute shall assist overseas students coming to Taiwan for internship in their visa application, internship institution arrangements, and providing them with relevant information about living in Taiwan.

Article 7 (Responsibilities of the faculty members of the Institute)

- I. Faculty members shall assist in arranging internships for overseas students to come to Taiwan for an internship and arranging overseas internships for students of the Institute.
- II. Faculty members shall provide relevant information about other countries to internship students, and offer advice on overseas internship based on the students' interests to facilitate their selection of internship institutions.
- III. Supervising instructors shall regularly supervise their students' internship through email, video conferencing, or other methods during the internship period.
- IV. The supervising instructors for overseas internships shall be selected from among the supervising instructors for the semester and assigned students.
- V. All overseas internship students (including those coming to Taiwan or going abroad), shall be included in the total count of the students supervised by the Institution.
- VI. The internship instructor shall confirm with the student their residence, transportation, and essential arrangements for living before the student goes abroad.
- VII. For overseas internships in non-English-speaking regions, the supervising instructor will design English-related assignments based on the student's local learning experience, in order to support diverse learning opportunities.

Article 8 (Qualifications for the selection of overseas internship institutions)

- I. Institutions recognized by overseas internship partnering universities.
- II. Professional social work organizations at the foreign country.
- III. The recognition of other overseas institutions shall be evaluated by the Institute Internship Committee. Any disputes shall be submitted to the Institute Affairs Meeting for deliberation.
- IV. Students may not apply for an internship at any travel advisory country or region announced by the Bureau of Consular Affairs at the Ministry of Foreign Affairs.

Article 9 (Supervision of overseas internship universities and institutions)

- I. The on-site supervision of students engaged in overseas internship shall be provided by instructors from the partnering universities or sought out by the students from local university social work instructors. The on-site supervisor

is responsible for the assessment of the student's internship performance. If there are no on-site supervisors available, then a full-time faculty member of the Institute shall serve as the internship supervisor.

- II. The institutional supervisor of students engaged in overseas internship shall be an instructor at the internship institution. The instructor shall have more than 3 years of practical experience in social work and is responsible for filling out the "institutional supervisor assessment" section of the student's internship performance.

Article 10 (Overseas internship performance assessment)

1. The Institute shall send the Internship Performance Assessment Form (refer to Appendix 1) to the institutional supervisor for completion at the beginning of the internship.
2. The student's internship performance shall be assessed separately by the university supervisor and institutional supervisor, each accounting for 50% of the final grade.

Article 11 (Overseas internship proposal and assignments)

- I. Refer to Appendix 2 for the detailed outline of the overseas internship proposal.
- II. Refer to Appendix 3 for the detailed outline of overseas internship assignments.

Article 12 (Relevant expenses for the overseas internship)

- II. All relevant expenses for the overseas internship, including transportation, living expenses, visa application, insurance, and institutional supervision fees shall be funded by the student. The student shall also be responsible for applying for relevant scholarships.
- III. The same applies to overseas students who come to Taiwan for internships.

Article 13 Other matters not discussed in these Regulations shall be determined by the Institute's Internship Committee.

Article 14 These Regulations shall take effect following the approval of an Institute Affairs Meeting. The same shall apply to future amendments hereto.

National Taiwan Normal University Graduate Institute of Social Work
Social Work Internship Performance Assessment Form

Student Name: _____ University Supervisor: _____

Internship Institution: _____ Institutional Supervisor: _____

Internship Period: From (mm/dd/yyyy) _____ To _____, Total Internship Hours _____
hours.

I. Assessment Items

Items	Very Poor			Very Good	Not Applicable
1. Mutual help and altruistic qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Critical thinking and reflective abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Care for vulnerable groups and respect for cultural diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Self-awareness and self-monitoring abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Attitude of striving to improve professional knowledge and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Understanding and compliance with professional ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Professional identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Professional relationship with clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Relationship with staff members of the internship institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Knowledge of case work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Knowledge of group work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Understanding of the institution and its goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Knowledge of community work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Ability to collect personal, family, and community information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Ability to assess clients' needs and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Ability to handle and solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. Ability to use social resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Ability to design and evaluate plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Communication, coordination, and teamwork abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Ability to keep written records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Ability to integrate theory with practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Ability to integrate research with practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Very Poor		Very Good	Not Applicable	
25. Proactive and responsible attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Emotional management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please give the student a total score for the internship (0-100):					

II. Overall Evaluation and Suggestions

(I) Feedback on the student:

1. Strengths:

2. Areas for improvement:

(II) Suggestions for the university:

(III) Other suggestions:

Internship Supervisor _____ (please sign here)

Thank you for supervising our university's students during their

internship and for filling out this evaluation form!

Appendix 2 Outline of the Overseas Internship Proposal

- I. The cover page shall include the name, address, phone number, contact person, and supervisor of the internship institution, the name of the university and the university supervisor, the name of the internship student, and the internship period (summer or mid-semester).
- II. The contents of the proposal shall include the following 2 sections:
 - (I) Student's name, academic background (including past internship experiences and work experience), and courses taken in the master's program.
 - (II) Proposed internship program
 1. Problem analysis and current practices
 2. Internship motivation
 3. Internship objectives
 4. Proposed internship contents and reasons: choose applicable items for the internship from the following list:
 - (1) Independently executed a task with the assistance of the institutional supervisor.
 - (2) Applied social work theories (including intervention theory, ethics theory, and theories from other disciplines) to practice.
 - (3) Accumulated experience in the application of social work methods.
 - (4) Attempted to evaluate the effectiveness of social work methods.
 - (5) Developed the ability to engage in reflective and critical discourse.

(Note: These 5 items are mainly provided for university students who have relevant social work knowledge and skills, in order to enhance the quality of the internship and students' knowledge of professional social work.
 5. Expectations for the internship (from the perspectives of the student, university supervisor, and institutional supervisor)
 6. Proposed internship hours (initial plan based on the expected internship dates)
 7. Explanation of the proposed topic of focus.
 8. Reference list

Appendix 3 Outline of Overseas Internship Assignments

I. Internship journal or weekly journal

(I) Internship schedule

(II) Internship contents

(III) Review and reflections (including the connections between course contents, theory, and practice; professional gains and difficulties at work; internship experiences, etc.)

II. Service plan or topic (research) paper

After the internship, complete a final report on your service plan or topic (research) paper.

(I) Problem background analysis

(II) Literature review

1. Theoretical basis

2. Compilation of relevant empirical research findings

(III) Design, execution, and progress of the internship plan

(IV) Actual progress and contents

(V) Evaluation analysis of the plan

(VI) Significance for practical work and professional knowledge construction

(VII) Reference list

(VIII) Self-evaluation

III. Final report on the internship

(I) Institution observation

(II) Review and summary of internship objectives and contents

(III) Comparison with and review of the internship proposal

(IV) Internship experience and takeaway (professional gains and personal growth)

IV. The format for the internship assignments may be adjusted based on the supervising instructor's requirements.