

# National Taiwan Normal University

## Graduate Institute of Social Work

### Regulations for Field Practicums

2005.8.22 Passed during the Institute General Meeting  
2007.6.25 Amendment passed during the Institute General Meeting  
2008.8.18 Amendment passed during the Institute General Meeting  
2009.3.16 Amendment passed during the Institute General Meeting  
2009.6.15 Amendment passed during the Institute General Meeting  
2011.6.13 Amendment passed during the Institute General Meeting  
2012.10.15 Amendment passed during the Institute General Meeting  
2013.5.13 Amendment passed during the Institute General Meeting  
2013.12.16 Amendment passed during the Institute General Meeting  
2014.9.15 Amendment passed during the Institute General Meeting  
2014.10.13 Amendment passed during the Institute General Meeting  
2015.12.14 Amendment passed during the Institute General Meeting  
2016.6.13 Amendment passed during the 10<sup>th</sup> Institute General Meeting of Academic Year 2015-2016  
2017.4.17 Amendment passed during the 7<sup>th</sup> Institute General Meeting of Academic Year 2016-2017  
2017.9.18 Amendment passed during the 1<sup>st</sup> Institute General Meeting of Academic Year 2017-2018  
2019.9.16 Amendment passed during the 1<sup>st</sup> Institute General Meeting of Academic Year 2019-2020  
2021.6.21 Amendment passed during the 9<sup>th</sup> Institute General Meeting of Academic Year 2020-2021

These Regulations are applicable to domestic practicums. International practicums are subject to the *Regulations for International Field Practicums*.

#### Article 1 Practicum goals

- I. To combine theory with practice to improve practical research capabilities and develop advanced professional knowledge and skills
- II. To develop and enhance the ability to plan, execute, and assess in professional settings

#### Article 2 Practicum duration, hours, and credits

- I. Practicum duration and hours: for semester or summer practicums
  - (I) Semester practicums: A minimum of 200 hours is required. If the practicum is longer than the number of weeks of the given semester, approval from the student's faculty supervisor is required.
  - (II) Summer practicums: A minimum of **240** hours is required, and the practicum may not be shorter than six weeks. If the field practicum has special requirements that conflict with the above, the desired allocation of hours shall be submitted to the review committee for review.
  - (III) Students who meet the criteria set forth in Article **3**, **Subparagraph 5** of **the Graduate Institute's Rules for Graduate Studies and Graduate Degree Examinations** may request an exemption for either of the two practicums required.
- II. Credit and grade reporting:

- (I) Three credits shall be received for each of the two required practicums for a total of six credits.
- (II) Grades for summer practicums shall be reported in the fall semester of the following academic year. Grades for semester practicums shall be reported in the spring semester of the same academic year as the practicum.
- (III) For students who have completed their practicum but who wish to take a leave of absence in the semester in which the grade was to be reported, the practicum grade will be reported in the following academic year.

Article 3 Composition and responsibilities of the review committee

The fall semester Curriculum Committee will convene annually in December to discuss the appointment of faculty supervisors for the summer and semester practicums in the following academic year, as well as to assist students with practicum arrangements (changes to faculty supervisors require further discussion by the Curriculum Committee). The Practicum Committee shall consist of the faculty supervisors for the given academic year, one of whom shall serve as convener; the committee shall carry out the planning, devising, and review of practicums and related matters.

Article 4 Practicum arrangement process

I. Domestic practicums:

- (I) Students shall choose a field practicum in their field of interest and contact the organization to discuss potential practicum opportunities.
- (II) After discussion with their faculty supervisor and obtaining the supervisor's signature, students shall submit a preliminary practicum plan (one copy) to the Graduate Institute Office by the stipulated deadline.
- (III) After the practicum committee has completed the review of the practicum plan, the student shall revise the plan in accordance with the opinions of the committee, obtain the signature of their faculty advisor, and submit their revised practicum plan (executed in duplicate) before the stipulated deadline.
- (IV) An official letter shall be sent to the organization.

II. International practicums: in accordance with the Graduate Institute's *Regulations for International Field Practicums*

Article 5 Students may complete both practicums at the same organization; however, the organization must be included in the discussion, and the student must present a practicum plan that demonstrates continuity or relevance. Applicants shall submit their practicum plan with a letter of approval for doing two practicums at the same organization to the practicum committee.

Article 6 In principle, in-service students may do one of their practicums at the organization at which they are serving. Students must describe how they plan to improve their work performance in a report and submit it to the practicum committee for review. In-service students who are doing a practicum at their current organization should not simultaneously serve as a practicum site supervisor over other students; for site supervisors whose supervision of students is a part of their own practicum, the submission of a report to the practicum committee for review is required.

Organizations where in-service students serve must also be in compliance with the

Graduate Institute's regulations for practicum organizations.

Article 7 Obligations of students

- I. To contact the organization where the student is planning to do their practicum and ensure that the number of practicum hours offered fulfills the requirements stipulated by the Graduate Institute. Students shall then draft a practicum plan and discuss it with their faculty supervisor.
- II. To accept the practicum committee's review result
- III. To complete the practicum in accordance with the practicum plan
- IV. To accept supervision from NTNU and the organization
- V. To hand in practicum assignments
- VI. To provide proof of casualty insurance, which can be any of the following supporting documents: (1) proof of premium payment for student group insurance, (2) proof of self-insured commercial insurance, or (3) proof of additional insurance from the practicum organization.

Article 8 Responsibilities of faculty supervisors

- I. To assist students with the drafting of their practicum plan and selection of organization
- II. To discuss matters related to the practicum with both the student and the organization
- III. The Graduate Institute Office shall compile a list of international students and students without an undergraduate degree in social work for faculty supervisors to provide assistance to.
- IV. To provide students with individual and group supervision sessions, which shall be held at least once every two weeks for semester practicums and once a week for summer practicums
- V. To review student assignments
- VI. To maintain contact with the practicum organization
- VII. To evaluate and grade students' performance

Article 9 Practicum organizations

- I. Qualifications for practicum organizations: The organization must have a field practicum, employ at least one full-time licensed social worker or full-time professional personnel with a background in social work, and meet any of the criteria listed below:
  - (I) Government social welfare, labor, judicial, or health agencies/organizations
  - (II) Registered non-governmental social welfare, labor, judicial, or health agencies/organizations
  - (III) Registered groups (precedence shall be given to groups whose articles of association state as their purpose or mission matters related to social work and/or social welfare)
  - (IV) Public and private universities/colleges, senior/junior high schools, or elementary schools

- (V) Other organizations that have received certification from the central competent authority
- II. Qualifications for practicum site supervisors: Licensed social workers or professional personnel with a background in social work who have passed the senior technician licensing examination for social workers, and who have at least two years of practical experience in work or teaching
- III. Number of supervised students: Each qualified practicum site supervisor may supervise up to four students. The number of supervised students in a practicum may not exceed 15.
- IV. Site supervisors shall help students with the planning and execution of the practicum plan and provide students with individual or group supervision sessions. For in-service students who are doing a practicum at their current organization but who are unable to find a suitable site supervisor within the organization due to their position as management, an external expert or scholar who specializes in the field in question may be chosen to serve as the student's site supervisor once approval is received from the practicum committee.
- V. To assess students' practicum performance and issue social work (welfare) practicum or fieldwork certificates

#### Article 10 Evaluations

- I. At the start of the practicum, the Graduate Institute shall mail the practicum evaluation form to the site supervisor to be filled out (see the appendix for the practicum evaluation form).
- II. Students are graded jointly by their faculty supervisor and site supervisor, who shall each assign a grade that accounts for 50% of the student's grade.

Article 11 Students who for substantive reasons wish to change their faculty supervisor shall first discuss this with their current faculty supervisor and undergo a mediation held by all NTNU faculty supervisors for that semester. In case of a dispute, the matter may be taken to the practicum committee for further discussion.

Article 12 If a student wishes to dispute the review result given by the practicum committee, the matter may be handled by the head of the Graduate Institute. If deemed necessary, the practicum plan may be submitted to the Institute General Meeting for deliberation.

Article 13 These Regulations shall take effect after being passed at the Institute General Meeting. The same applies to all subsequent amendments.