

# National Taiwan Normal University

## Graduate Institute of Social Work

### Working Guidelines for Field Practicums

2005.8.22 Passed during the Institute General Meeting

2008.8.18 Amendment passed during the Institute General Meeting

2011.6.13 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

2017.4.18 Amendment passed during the 7<sup>th</sup> Institute General Meeting of Academic Year 2016-2017

2019.3.4 Amendment passed during the 6<sup>th</sup> Institute General Meeting of Academic Year 2018-2019

#### **Article 1 Arranging a practicum**

Students shall plan for their practicum in the semester preceding the planned practicum. Once the field of their field practicum is confirmed, the student shall follow the instructions of their practicum supervisor, devise an practicum plan, and submit it to the practicum committee for review. Once approved, students may begin their practicum. The process is as follows:

- I. Planning of the practicum
- II. Discussion with the faculty supervisor and obtaining approval from the organization
- III. Submission of preliminary practicum plan
- IV. Confirmation of the plan and discussion with the practicum faculty supervisor
- V. Confirmation of the practicum site supervisor and submission of the final practicum plan (at least two-thirds of the required contents of the practicum plan shall be completed)
- VI. Submission to the practicum committee for review
- VII. Final revision of the practicum plan
- VIII. Official letter to the practicum organization
- IX. Begin practicum (in accordance with the rules stipulated by the organization)

#### **Article 2 Practicum plan**

- I. Please list on the cover the university's name, the practicum faculty supervisor, the student's name, as well as the organization's name, address, telephone number, contact person, and site supervisor. Please also specify whether the field practicum will be held during the summer break or the school semester.
- II. The contents shall include the two following sections
  - (I) Student's name and past experience (including past practicum and work experience) and their performance in their master's studies
  - (II) Description of the practicum
    1. Problem analysis and current situation in practice

2. Motive
3. Goals
4. Practicum description and reason: select the items below that are applicable to the practicum and include them in the practicum description and reason:
  - (1) Independent completion of tasks with the assistance of the site supervisor
  - (2) Practical application of social work theories (including intervention theories, ethics theories, and other theories borrowed from other disciplines)
  - (3) Accumulation of experience in the application of social work methods
  - (4) Assessment of the effectiveness of social work methods in practice
  - (5) Development of discourse about reflexive abilities (including reflexivity and critical reflexivity)

(Note: The five practicum descriptions above are primarily provided for university students with professional knowledge and skills in social work to elevate the significance of their practicum and enhance their training in social work.)
5. Expectations for the practicum (student, faculty supervisor, organization)
6. Planned practicum hours (please make a preliminary plan based on the duration of the planned practicum)
7. Description of planned program direction
8. For an practicum at the same organization, in addition to compliance with the regulations stipulated by the Graduate Institute of Social Work, please describe in the practicum plan the feasibility of the proposed plan (e.g., whether approval has been obtained from the organization's management, the practicum workload and current tasks, the feasibility of recruiting individuals or groups as new members, etc.), so as to prevent excessive discrepancies between the plan and the actual practicum.
9. Bibliography

(III) Appendix

1. Regulations for practicum organizations and site supervisors stipulated by the Graduate Institute of Social Work

**Article 3 Practicum assignments**

- I. Daily journal (summer practicums) or weekly journal (semester practicums)
- II. Service program or research report (choose one)
- III. Practicum report

**Article 4 Outline of practicum assignments**

- I. Daily or weekly journal
  - (I) Time spent on the practicum

- (II) Activities and tasks
- (III) Review and conclusion (including connections between course content, theory, and practicum tasks; skills gained and challenges encountered; and conclusions reached)
- II. Service program or research report
 

After the practicum ends, complete the service program or research report, which shall include the following:

  - (I) Analysis of the background of the problem
  - (II) Literature review
    - 1. Theoretical basis
    - 2. Summary of relevant empirical research findings
  - (III) Field practicum design and planned execution method and progress
  - (IV) Actual progress and tasks executed
  - (V) Analysis of program evaluation
  - (VI) Implications for practical work and the construction of professional knowledge
  - (VII) Bibliography
  - (VIII) Self-evaluation
- III. Practicum report
  - (I) Observations made about the organization
  - (II) Review and summary of practicum goals and tasks.
  - (III) Results review and comparison with the practicum plan
  - (IV) Conclusion (professional development and personal growth)
- IV. The format of practicum assignments may be adjusted according to the needs of faculty supervisors
- V. **These Regulations shall take effect after being passed at the Institute General Meeting. The same applies to all subsequent amendments.**