

National Taiwan Normal University Graduate Institute of Social Work Internship Guidelines

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Article I. Internship Arrangement

Students shall complete internship planning in the semester prior to the intended internship period. After confirming the desired field of internship, students shall, under the guidance of the faculty internship supervisor, prepare an Internship Plan and submit it to the Internship Committee for review. Upon approval, the internship may formally commence. The workflow is shown in the attached table.

Article II. Internship Plan

(I) The cover page shall list the internship agency, agency address, agency telephone number, agency contact person, agency supervisor, university, university supervisor, intern, and whether the internship is a summer internship or a semester (mid-term) internship.

(II) The content shall include the following two items:

1. Student name, educational and professional background (including previous internship experience and work experience), and coursework completed in the master's program.

2. Proposed internship content:

(1) Problem analysis and current practice conditions

(2) Internship motivation

(3) Internship objectives

(4) Proposed internship content and rationale: Select applicable items from the following and integrate them into the description of the proposed internship content and rationale:

- A. Independently carrying out a specific task under the guidance of the agency supervisor.
- B. Applying social work theories (including intervention theories, ethical theories, and theories borrowed from other disciplines) to practice.
- C. Accumulating experience in the application of social work methods.
- D. Attempting to evaluate the effectiveness of applied social work methods.
- E. Presenting analysis with reflective capacity (including reflexive and critically reflexive analysis).

(Note: These five internship components are primarily intended for students who already possess foundational social work knowledge and skills from their undergraduate education, in order to enhance the depth of internship content and strengthen professional social work learning.)

- (5) Internship expectations (self, university supervisor, agency)
- (6) Internship hours arrangement (please conduct preliminary planning according to the proposed internship dates)
- (7) Description of the proposed topic direction
- (8) References

Article III. Internship Assignments

- (I) Internship Daily Log (for summer internships) or Internship Weekly Log (for semester internships)
- (II) Service Program or Special Topic (Research) Report (choose one)
- (III) Final Internship Reflection Report

Article IV. Outlines for Internship Assignments

- (I) Internship Daily Log or Weekly Log
 - 1. Internship period
 - 2. Internship content
 - 3. Review and reflections (including connections among coursework, theory, and practice; professional gains; challenges encountered; and overall internship reflections)
- (II) Service Program or Special Topic (Research) Report

After completion of the internship, students shall submit a comprehensive service program or special topic (research) report, including:

1. Background and problem analysis
2. Literature review
 - (1) Theoretical foundations
 - (2) Summary of relevant empirical research findings
3. Internship program design, implementation methods, and schedule
4. Actual implementation progress and content
5. Analysis of program evaluation
6. Implications for practice and professional knowledge development
7. References
8. Self-evaluation

(III) Final Internship Reflection Report

1. Agency observation
2. Review and synthesis of internship objectives and internship content
3. Comparison with and evaluation of the original internship plan
4. Internship reflections (professional learning outcomes and personal growth)

(IV) The formatting requirements for internship assignments may be adjusted according to the requirements of the supervising faculty member.

Article V. These Guidelines shall take effect after approval by the Institute Affairs Meeting. The same procedure shall apply to any amendments.