

National Taiwan Normal University
Department of Educational Psychology and Counseling
Undergraduate "Special Topics on Educational Psychology and Counseling"
Course Implementation Guidelines

Revision Passed on the 2021 Academic Year Forth Department Practicum Committee on May 19, 2022

Revision Passed on the 2021 Academic Year Sixth Department Affairs Committee on June 9, 2022

Revision Passed on the 2024 Academic Year Third Department Curriculum Committee on October 24, 2024

Revision Passed on the 2024 Academic Year Fifth Department Affairs Committee on May 1, 2025

1. To deepen students' learning experiences and achievements, and provide students with learning, experiencing, exploring future career choices, accumulating career opportunities, and preparing for future employment or further education, the Department have developed and offered a Capstone Course for teacher education program students and non-teacher education program students in the undergraduate program.
2. The Capstone Course for teacher education program students in the bachelor's degree program is "Teaching Practicum: Guidance (I), (II) (Teaching)" or "Teaching Practice in Career Planning (I), (II) (Teaching)". The Capstone Course for non-teacher education program students is "Special Topics on Educational Psychology and Counseling". All courses are offered in the fourth year.

Non-teacher education program students may also take "Industry Practice & Practical" and "Creative Development & Practice" courses in "Industrial Internship Program" under College of Education as credits for the Department's bachelor's degree program in "Special Topics on Educational Psychology and Counseling".

3. Eligibility for Enrolling in This Course:
 - a) Students currently enrolled in the undergraduate program of the Department.
 - b) Undergraduate students from other departments who are in their fourth year or above, have completed a minor in their original department, and have not completed a double major program (certification from the original department is required). Those who intend to graduate from the Department must complete all required courses and at least 8 credits of elective courses within the Department. A study plan must be submitted and approved by the Department in the semester prior to enrolling in this course.
4. Non-teacher education program students in the department's bachelor's degree program who are taking "Special Topics on Educational Psychology and Counseling" may take any of the following methods plus submitting a report at the end of the semester to fulfill course requirements:
 - a) To undertake clerkships or practicums in relevant departments or organizations

during their study period (including summer vacations) on topics related to their fields of study. Relevant departments or organizations include public departments, private enterprises, or third sectors (corporation aggregate, foundations, non-governmental organizations, or non-profit organizations) that have been registered and approved by the government and have a good system and reputation.

- b) Completion of a research project or action plan (in the form of a thesis, technical report, program planning, or demonstration of results, etc.).
 - c) Completion of personal study files or portfolios.
5. The clerkship/practicum organization should meet the following requirements and is agreed by lecturer:
- a) A government-registered and approved facility with a good system and reputation.
 - b) Are able to provide a safe and suitable practicum/clerkship environment.
 - c) Provide practical training for practicum/clerkship students and assign personnel familiar with the contents of the practicum/clerkship program to act as supervisors. The supervisor will be responsible for supervising the practicum student/trainee and evaluating the student's performance at the end of the practicum/clerkship program.
6. The requiring number of hours of practicum/clerkship is 60 hours. If the total number of practicum/clerkship hours exceeds the number of hours required by the courses, the practicum/clerkship organization may provide the student salary or transportation fee corresponding to the extra hours of work.
7. Students who choose to do practicums or clerkships should comply with the following matters:
- a) To draw up a practicum plan, which should include: practicum organization, practicum objectives, duration and number of hours, target population, practicum contents and other related regulations.
 - b) A written contract with the practicum/clerkship organization, which should include: the duration of the practicum, practicum contents, and evaluation grids, etc.
 - c) Practicum/clerkship organizations should set up guidance counselor to follow up with students from time to time and assist them in solving problems related to professional knowledge, adaptation in workplace and other related issues.
8. If there is any provision that is not listed in this point, it will be handled in accordance with the relevant provisions of the "Guidelines for Off-Campus Internship" of the University.