

**National Taiwan Normal University**  
**Department of Educational Psychology and Counseling**  
**Undergraduate “Practicum in School Counseling” Curriculum Implementation Essentials**

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1. Target: Students enrolled in the Department’s “Practicum in School Counseling (I), (II)”
2. Application Process for Practicum Course: During the second semester of the academic year preceding the practicum course, students are required to submit transcripts and other relevant documents. The department will then review the students' application eligibility according to the course requirements, while the practicum course teacher will engage in a discussion with the students.
3. Teaching Goal:
  - a. Facilitate students to gain knowledge and experience of practical school guidance and counseling activities.
  - b. Facilitate students to be placed in schools to gain practicum experiences with client cases, and to enhance counseling competencies through supervision.
  - c. Facilitate students to apply counseling theories when conducting interviews with pupils in junior and senior high schools.
  - d. Through practicum opportunities, promote student identification with the counseling profession, and develop competencies to apply counseling.
4. Practicum Placement Schools:
  - a. Public and private junior high schools and senior high schools.
  - b. All practicum placements must be arranged by the Department. Once a student begins the practicum at the placement school, they are designated as a “practicum student.”

- c. The placement school must have a designated practicum supervisor, who is either an experienced guidance teacher or a licensed counseling psychologist and is qualified to provide professional supervision in school counseling.
- d. The designated practicum supervisor is responsible for overseeing the practicum student's individual counseling work. Responsibilities include assigning cases appropriate to the student's competency level, conducting regular case discussions and supervision, and completing the practicum performance evaluation at the end of the semester.

5. Practicum Course Content:

- a. Gain knowledge of school's general organization and community culture, particularly the collaboration between the counseling unit and other school operational units.
- b. Gain knowledge of concepts and principles of school counseling practice, with primary focus on individual counseling, group counseling, adoption guidance system, characteristics of students who need guidance and counseling, case management protocol, and crisis management mechanism.
- c. Practicum student should practice counseling according to Counseling and Guidance Professional Ethics Code that apply to working in junior and senior high school systems. Each semester, the placement shall assign two individual clients per week to the student for 10-12 consecutive weeks.
- d. Given that practicum students are beginners and have limited time at the practicum school, they should not be assigned cases that require immediate or emergency intervention. Practicum schools should primarily assign level 1 or level 2 cases within the three-tiered counseling prevention framework.
- e. The practicum student shall receive supervision from the practicum site supervisor at the placement school, as well as course supervision from the practicum instructor of this course.
- f. At the beginning of the semester per the placement school's academic calendar, practicum student initiates contact with practicum supervisor and attend to practicum duties regularly during the scheduled time periods. Before individual clients are assigned, initial learning content should focus primarily on 5a and 5b above. After individual clients are assigned, practicum student should conduct counseling sessions regularly and engage in case discussions with practicum supervisor at the placement school.

6. Practicum assignments include: Complete case note for each individual session; reflection of counseling practicum experience; small-group interview experience, etc.

7. Ethical conduct during the course of practicum:

- a. Tidy and presentable attire
- b. Punctuality, no unexcused absences (must obtain advance approval for absence, and clearly delegate duties to the responsible substitute).
- c. Show responsible and genuine attitude toward work.
- d. Comply with institution's regulations and Counseling and Guidance Professional Ethics Code.

8. Guidelines for the Matching Process of Counseling Supervision Practicum Placements by the Department:
  - a. The instructor of this course may participate in coordination meetings convened by the lead instructor and coordinator of the doctoral-level course “Counseling Supervision and Practicum (I) and (II).”
  - b. Supervisee students shall provide supervision feedback to their supervisors, who are doctoral students enrolled in the Department’s “Counseling Supervision and Practicum (I) and (II)” course.