

National Taiwan Normal University
Department of Educational Psychology & Counseling
Undergraduate Course Essentials for “Teaching Practicum”

Passed on the 2005 Academic Year Fifth Department Affairs Committee on May 23, 2006
Revision Passed on the 2007 Academic Year Third Department Affairs Committee on January 10, 2008
Revision Passed on the 2012 Academic Year Fourth Department Affairs Committee on March 28, 2013
Revision Passed on the 2013 Academic Year Second Department Affairs Committee on November 28, 2013
Revision Passed on the 2015 Academic Year Third Department Curriculum Committee on April 21, 2016
Report Examined on the 2015 Academic Year Fifth Department Affairs Committee on May 5, 2016
Report Examined on the 2018 Academic Year Sixth Department Affairs Committee on June 13, 2019
Revision Passed on the 2020 Academic Year Fifth Department Curriculum and Practicum Committee on April 22, 2021
Revision Passed on the 2021 Academic Year Second Department Practicum Committee on September 23, 2021
Report Examined on the 2021 Academic Year First Department Affairs Committee on October 21, 2021
Revision Passed on the 2021 Academic Year Third Department Practicum Committee on January 13, 2022
Revision Passed on the 2021 Academic Year Fourth Department Affairs Committee on March 24, 2022
Revision Passed on the 2024 Academic Year Forth Department Practicum Committee on May 22, 2025
Passed on the 2024 Academic Year Sixth Department Affairs Committee on June 5, 2025

1. Before each new academic year begins (in August), the Department must convene with all schools that serve as practicum placement schools, or practicum students must communicate directly with the practicum placement school.
2. Both the student and the school should mutually determine the number of weekly hours to be spent at the practicum placement school. The beginning of the first semester and the conclusion of the second semester should follow NTNU’s academic calendar. The conclusion of the first semester and the beginning of the second semester should follow the practicum placement school’s academic calendar. Both parties can further confer when necessary.
3. The practicum placement school for each practicum student must be arranged and approved by the department. The instructor of this course is required to visit the practicum school at least once per semester to exchange insights and feedback with school personnel. Practicum students are expected to fulfill the following classroom requirements: conduct mock teaching sessions, write reflections on various practicum-related topics, compile and organize materials into a personal growth portfolio, and assist in organizing practicum-related meetings or exhibitions.
4. Practicum students should receive regular guidance or supervision from guidance teacher assigned by the practicum placement school who will oversee the student’s performances in pedagogy, administration, counseling, small-group guidance, and other practicum duties.
5. Each practicum student should complete the following items included in this course essentials:
 - a. Teaching practicum: Teaching practicum refers to traineeship or internship experience in general activity or guidance-related curriculum domains (including testing and test score explanation sessions). First-semester practicum students placed in junior high schools will observe 12-15 class periods as trainees. Depending on circumstances, practicum students may conduct teaching for no more than 6 class

periods after November. Practicum students placed in senior secondary schools will observe 6-8 class periods as trainees. If related courses are not available for observations in the first semester, practicum students can substitute by observing small-group guidance, class counseling, or testing and test score explanation sessions. Depending on circumstances, practicum students may conduct teaching for no more than 3 class periods. Second-semester practicum students placed in junior high school need to conduct teaching for 8-12 class periods. Practicum students placed in senior secondary schools need to conduct teaching for 6-10 class periods, including one lecture that is open for public observation. Course practicum instructor from the Department needs to provide relevant guidance to the practicum students at the practicum placement school.

- b. Administration: As a general principle, practicum students placed in junior high school should engage in four hours of activities a week during the academic year, and practicum students placed in senior secondary school should engage in 4-6 hours of activities a week during the academic year.
- c. Individual counseling: Each semester practicum student should serve 15-20 individual cases (must correspond to course requirements of “Practicum in School Counseling(I)(II)”).
- d. Group counseling: Each group has two coleaders who design and conduct group counseling activities for about 8 times in consultation with the time schedule of the practicum placement school. Group counseling can be conducted either in the first or second term.

6. Important notes for practicum placement schools:

- a. Practicum placement schools should strive to provide guidance and supervision, and assist practicum students complete the respective requirements summarized in this course essentials. Taking into consideration that practicum students are beginners, practicum placement schools should provide students with the necessary supervision and guidance.
- b. Practicum placement schools should arrange onsite practicum hours in consultation with practicum student’s academic course schedule and needs of the practicum placement school (taking into consideration that each practicum student has different needs).
- c. Practicum placement schools should determine the number of practicum students to accept according to the needs of each practicum student and the capacity of the practicum placement school.
- 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.

7. 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.