

## **The Implementation Guideline of Teacher Cultivation for Mentor at National Taiwan Normal University**

On October 3, 2011, it was reviewed and approved at the 5th executive meeting of the first semester of the 2011 academic year

On September 8, 2015, it was reviewed and approved at the first administrative meeting of the first semester of the 2015 academic year

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On September 13, 2017, it was reviewed and approved at the 7th executive meeting of the second semester of the 2016 academic year

On June 12, 2019, it was reviewed and approved at the 5th administrative meeting of the second semester of the 2018 academic year

On November 10, 2021, it was amended at the 5th administrative meeting of the 1st semester of the 2021 academic year of the School of Teacher Education

1. This guideline is in accordance with "Teacher Education Scholarship Awarded Student Guidance Implementation Plan" and the "State Financed Student Guidance Implementation Plan".

2. Counseling targets and Staffing

(1) The Counseling targets are state-financed students and teachers education scholarship awarded students (hereinafter referred to as awarded students).

(2) The Staffing of mentors is based on grades. One mentor for each grade as the principle.

The dean of the School of Teacher Education (hereinafter referred to as the school), is the dean is the chief mentor, responsible for the coordination and supervision.

3. Appointment of mentors

(1) Mentors are recruited by the dean of the school.

(2) The appointment letter of the mentor may be renewed once per academic year as the principle.

4. Responsibilities of Mentor

(1) The mentor should arrange a discussion with the students within two weeks after the registration of each semester and guide the students in matters such as course selection, study plans, career planning, life counseling, etc., and make a record of mentoring activities.

(2) Mentors should understand the students' life, grades, and the selecting out the awarded students. They may contact the students' parents, and make early warning and mentoring records if necessary, so as to facilitate close cooperation with relevant units and assist students in solving problems.

(3) If state financed students and awarded students have mental health issues, they can be referred to relevant units inside and outside the school for counseling.

(4) If state financed students and awarded students withdrew from the mentoring due to factors such as suspension, dropout, grades, conduct, etc., mentors should arrange another individual discussion to comfort them, help them encounter the problems, and encourage them. Mentors should keep the early warning counseling records to complete the counseling procedures.

(5) Mentors for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grade should coordinate and arrange advanced service-learning courses.

(6) Mentors should submit the counseling records of the item 1 to 4 mentioned above to the Division of Educational Practicum and Professional Development at the beginning of the next semester.

5. In order to encourage full-time teachers to work as mentors, the hourly rate for mentors is not subject to the limit of teaching hours.

6. In order to facilitate mentors to guide students, the school provides administrative support such as assistance in renting venues, meal reimbursement, printing study certificates, and renting equipment. Please coordinate with students to apply one week before the event.

7. This guideline and amendments shall be implemented after being approved by the administrative meeting.