

The Implementation Guideline of Educational Practicum at National Taiwan Normal University

On March 10, 2004, it was approved at the Practicum Guidance Meeting at the second semester of the 2003 academic year.

On March 16, 2005, it was amended at the Practicum Guidance Meeting at the second semester of the 2004 academic year.

On March 23, 2006, it was amended at the Practicum Guidance Meeting at the second semester of the 2005 academic year.

On March 19, 2011, it was approved at Teacher Education and Employment Guidance Meeting at the second semester of the 2010 academic year.

On September 26, 2012, it was approved at Teacher Education and Employment Guidance Meeting at the first semester of the 2012 academic year.

On April 8, 2015, it was approved at Teacher Education and Employment Guidance Meeting at the second semester of the 2014 academic year.

On March 30, 2016, it was approved at Teacher Education and Employment Guidance Meeting at the second semester of the 2015 academic year.

On October 12, 2016, it was approved at the Teacher Education and Employment Guidance Meeting at the first semester of 2016 academic year

On October 17, 2018, it was approved at the Teacher Education and Employment Guidance Meeting at the first semester of the 2018 academic year.

October 21, 2020, the amendment was approved at the Teacher Education Meeting at the first semester of the 2020 academic year.

October 20, 2021, the amendment was approved at the Teacher Education Meeting at the the first semester of the 2021 academic year.

On March 23, 2011, the amendment was approved at the Teacher Education Meeting at the second semester of the 2010 academic year.

1. This guideline is in accordance with the "Teacher Education Act", the "Implementation Guideline of Teacher Education", the "Regulation of Teacher Education for Educational University and Education Practice Institutions", and the "Regulation of Qualification Examination for Teacher below senior secondary schools and preschools".
2. The school forms the Teacher Education Meeting to review important matters of practicum, and forms "Educational Practicum Guidance Committee to review special cases and urgent matters.

3. The terminology used in this guideline are defined as follows:

(1) Educational Practice Institution: it refers to domestic and foreign schools below senior secondary schools and preschools, experimental education school, experimental education institution, community teaching assistant center, tribal teaching assistant center.

(2) Practice advisor: it refers to the teacher appointed by the school to guide the teacher students.

(3) Practice mentor: it refers to the full-time teachers in the school to mentor practice students.

(4) Practice student: it refers to practice students who have passed the teacher qualification examination and enroll full-time educational practice for half a year.

(5) Practice contract: it refers to the contract signed by the school with educational practice institutions for the purpose of conducting educational practice.

According to the provisions of the Article 22 of the Teacher Education Act and the relevant regulations, applying for credit for educational practices shall be regulated separately.

4. The provisions of the educational practices are as follows:

(1) Teaching Practice: based on the principle of step-by-step. The first week to the third week is mainly for teaching observation, and teaching starts from the fourth week. The number of hours of teaching practice should be more than one-sixth but less than one-half of a full-time teacher's teaching sessions. If the subjects, fields, and group subjects of secondary education are rare, the teaching practice is flexible.

(2) Practices for homeroom teacher: it is mainly to focus on class management, mentoring practice students and parent-teacher communication. It is three half days per week as the principle during the semester other than summer vacation.

(3) Administrative practice: it is mainly to understand and assist school administrative affairs and school-wide activities. It is to be practiced during winter and summer vacations, and four hours per week during semester as the principle.

(4) Study activities: it is mainly to participate in on-campus and off-campus teaching, class management, student counseling, education policy and study activities for improving professional knowledge and skills. The total number of participation hours should be at least ten hours.

5. The half-year educational practice starts from August each year to January or February to July of the following year. Practice students should report to the educational practice institution on August 1 or February 1 each year. In case of a national holiday, the practice will be postponed to the next day. Practice students should practice in the same educational practice institution for half a year. If there are any circumstances below, the practice is not subject to the restriction of continuous practice in the same educational practice institution:

(1) Obtaining a medical certificate of serious injury and illness and it has been approved by the

school.

(2) For any reasons not attributable to the student self and approved by the school.

(3) Conducting a six-month educational practice at domestic and overseas institution, and it has been approved by the Ministry of Education.

Practice students should submit an application for educational practice according to the announcement, sign the consent form, and should attend the pre-practice briefing session held by the school.

6. Educational practice coaching is in the following ways:

(1) General guidance: guidance is provided by the educational practice institution at the institution.

(2) On-campus guidance: The advisor of the school will go to the educational practice institution to guide the practice students and may interview the head of the educational practice institution and the practice mentor if it is necessary.

(3) Study activities: The school will organize the back-to-school discussion or study activities on a monthly basis.

(4) Communication guidance: The school publishes guidance publications for educational practice students.

(5) Consultation: The school or other practice institutions will set up a hotline to provide consultation for educational practice.

(6) Experience sharing: The school organizes the activities for educational practice students to share the results of educational practice and experience.

7. The selection principle of the educational practice advisors are as follows:

(1) The advisors are mainly full-time teachers of the school.

(2) Those with more than 1 year teaching experience in secondary schools and below, pre-school, special education schools (classes), experimental education school, experimental education institution, community teaching assistant center will be given priority for selection.

8. The advisor shall guide no more than 12 practice students. The teaching hour is calculated as an hour for 4 practice students (according to the ratio to the number of practice students), and the maximum teaching hours is three hours per week.

In order to encourage the full-time teachers of the school to serve as educational practice advisor, the hourly rates for educational practice guidance will not be counted in the teaching hours. When visiting an educational practice institution for guidance, the advisors may apply reimbursement for the costs of transportation.

9. The responsibilities of the educational practice advisors are as follows:

(1) Guiding practice students to develop educational practice plans.

(2) Communicating and coordinating the opinions between the practice students, the school and educational practice institutions.

(3) There shall be no less than two times on-campus guidance for each student.

(4) Observing the teaching practice of the practice students and giving feedback.

(5) Hosting or participating in the discussion for back-to-school conference.

(6) Reviewing the teaching demonstrations, practice files, and overall performance of the practice students.

(7) Evaluating the educational practice achievements of practice students.

(8) Guiding the practice students to participate in the teacher selection examination.

(9) Coaching other matters related to guidance of practice students.

10. The school selects the educational practice institutions after the announcement on the National Educational Practice Information Platform and signs the practice contract with educational practice institutions. The institutions shall meet the requirements as below.

Experimental education schools, experimental education institutions, rare subjects, disciplines, fields, and group subjects of educational practice, foreign education institutions may not be subject to the restrictions in item 1 to 3:

(1) The administrative organization is sound.

(2) There are enough qualified teachers.

(3) Sufficient hardware and software facilities and equipment.

(4) Good performance.

If the experimental educational institutions at home domestic, the total number of practice students at each educational grade shall exceed 30 and shall pass the latest evaluation.

11. Education practice mentor should be full-time teachers with more than three years of teaching experience and meet one of the following requirements:

(1) Demonstrating effective teaching skills by combining theory and practical teaching experience.

(2) Having the ability to provide guidance to practice students, and provide timely assistance and guidance.

(3) Familiar with the administrative affairs at the educational practice institutions.

Education practice mentors shall provide guidance in accordance with the guidance contract and the education practice plan. It is limit to one student per semester. If the subject, field, or group subject of educational practice is rare or the educational practice institution is located in remote areas, rural areas or overseas, it is not the limit to the number of practice students.

12. The responsibilities of the mentor at the education practice institution are as follows:

(1) Guiding practice students to engage in teaching practice and homeroom teacher practice.

- (2) Coordinating and providing administrative practice and study activities for practice students.
- (3) Guiding practice students on environmental adaptation and psychological adjustment.
- (4) Evaluating the teaching demonstrations, practice files and overall performance of the practice students.
- (5) Other assistance and guidance for practice students.
- (6) Participating in teacher training and activities related to educational practice mentor training conducted by the competent authority.

13. The practice students shall not do the activities alone as following and shall be guided by a full-time teacher

- (1) Acting as a traffic guide alone.
- (2) Taking students to participate in off-campus activities alone.
- (3) Taking care of students with disabilities alone.
- (4) Acting as a mentor or administrative officer.
- (5) Working as a full-time teacher.

With the approval of the school, the practice students may cooperate with the educational practice institution to carry out the following teaching activities during the education practice period:

- (1) Serving as learning assistance, community activity guidance, invigilation or other teaching activities in schools below senior schools
- (2) Serving as a substitute teacher for schools below secondary schools for less than three months and for pre-school for less than three months.

For the teaching activities in the items mentioned above, the cumulative teaching sessions (hours) per week is up to ten sessions (hours), and the maximum number of sessions (hours) per month for the substitute lessons or education assistance in item 2 mentioned above is twenty sessions (hours). It shall not be counted into the number of sessions (hours) or days in item 4.

The teaching activities referred are limited to organized by the educational practice institution of the practice students.

14. Full-time educational practice means that practice students shall conduct the educational practice during the daytime office hours of the educational practice institution, and shall not pursue further studies, part-time jobs or engage in other businesses.

The types of leave requests during the full-time educational practice shall be in accordance with the leave requests for the teaching staff of the educational practice institution.

Practice students who ask for leave for eight hours are counted as one day. Those who should ask for leave but do not ask for leave are counted as double the number of leave hours. If the

accumulated leave exceeds 40 days, the educational practice shall be terminated.

The educational practice institution shall notify the school the abnormal situation of the student's request for leave, so as the school will conduct the assessment on the educational practice performance and follow-up counseling.

15. Those who serve as practice advisors, practice mentors, or participate in assessment are the spouses, ex-spouses, fourth-degree relatives, three-degree relatives in-laws of the practice student, or those who have had such a relationship mentioned above should recuse oneself to avoid conflicts of interest.

16. The assessment of educational practice results shall be completed before the 15th day of the last month of the practice and shall be carried out in three stages.

(1) "Teaching Demonstration": It is a formative assessment, which is jointly assessed by practice advisors, practice mentors, and full-time teachers or retired teachers with more than three years of teaching experience.

(2) "Practice File": For formative evaluation, the practice advisors and the practice mentors jointly evaluate.

(3) "Overall performance": It is a summative assessment, which is assessed by practice advisors and the practice mentors.

The detailed indicators of the performance assessment in items mentioned above are excellent or pass over 60% are regarded as pass. The details of the performance assessment and the qualification criteria shall be determined by the central authority.

The assessment results of the two items mentioned above shall be submitted to the school's advisors for decision after reviewed by the educational practice guidance group of the educational practice institution.

The assessment of educational practice results is conducted by the school and educational practice institutions. Those who fail the assessment may re-apply for educational practice and should pay the educational practicum tuition fee. It is limit to re-practice once at the original educational practice institution.

17. Practice students who are dissatisfied with the termination of the educational practice and the results of the assessment of the practice results may file an appeal to the school. The appeal should be filed within 30 days from the day after receiving the notice with reasons; the school should make a decision on the appeal and notify the practice students.

18. Apply for a half-year full-time educational practice course and comply with the provisions of Article 22 of the Teacher Education Act.

Applicants who apply for an educational practice shall pay 4 credits of educational practicum tuition at the time of application. If the educational practice institution is overseas, the educational practicum tuition shall not exceed the three times of the tuition mentioned above. Termination of the practice within three months of the start of the practice, the applicants may

request refunds on a prorated basis according to the school's educational practicum tuition refund standard.

19. The exemption of teaching years should be consistent with the same teacher's subject, field and group subject as stated in the certificate or the certificate of previous education institution and passing the teacher qualification examination. This guideline is in accordance with the "Regulations on the Educational Practice by Universities and Educational Practice Institutions for Teacher Education".

Applicants who are exempted as educational practice should submit their application to the school by attaching the certificate of excellent performance in three semesters of teaching experience, teaching demonstration certificate, service certificate or resignation certificate.

20. During the half-year educational practice period, practices may apply for an extension due to recruitment or admission to the mandatory military service. Those who terminate the practice for any reasons shall notify the school or the municipal (county) authorities where their household registration is located as soon as possible.

21. Practice students should participate in the student insurance of the school at their own expense. Those who have already applied for other insurances and refuse student insurance should sign a consent letter with the school. The school will notify the families of the students in writing.

22. The application for an educational practice will not be accepted if the practice student is under any of the following circumstances:

(1) Committing the crime of the Article 2 Item 1 of the Sexual Assault Crime Prevention Act, and the conviction is affirmed.

(2) Committing sexual assault, and the offense is affirmed by the gender equality education committee of the school or the educational practice institution or the relevant committee constituted according to law

(3) Sexual harassment or sexual bullying has been confirmed through investigation by the school or the Gender Equality Education Committee of the educational practice institution or the relevant committee formed by law.

(4) Those who are sentenced by the Child and Youth Sexual Exploitation Prevention Act or sentenced by Article 20 or Article 25 of the Sexual Harassment Prevention Act, which has been confirmed by the Gender Equality Education Committee of the school or the central authority, are not allowed to participate in educational practice if necessary.

If a practice student violates the Gender Equity Education Act during the practice, which has been confirmed after investigation, but the circumstances are minor. After the Gender Equality Education Committee has decided on the follow-up guidance, it will be sent to the school's Education Practice Guidance Committee for consideration.

Practice students who have one of the following circumstances during the practice shall

terminate the educational practice:

- (1) The accumulated leave exceeds 40 days.
- (2) Those who have been sentenced to fixed-term imprisonment, criminal detention, labor service, community service, except the suspended sentence or fine.
- (3) Observing, rehabilitating, and compulsory rehabilitating in accordance with the Narcotics Hazard Prevention Act.
- (4) Detained, arrested, custodied, or managed by judicial authority.
- (5) Committing the crime of civil unrest or foreign aggression after the period of national mobilization, and the conviction is affirmed.
- (6) Convicted by a verdict of corruption when serving official duties
- (7) Committing the crime of the Article 2 Item 1 of the Sexual Assault Crime Prevention Act, and conviction is affirmed.
- (8) Committing sexual assault, and the offense is affirmed by the gender equality education committee of the school or the educational practice institution or the relevant committee constituted according to law.
- (9) Sexual harassment or sexual bullying has been confirmed through investigation by the school or the Gender Equality Education Committee of the educational practice institution or the relevant committee formed by law.
- (10) Those who are sentenced under the Child and Youth Sexual Exploitation Prevention Act or Article 20 or Article 25 of the Sexual Harassment Prevention Act, which has been confirmed by the Gender Equality Education Committee of the school or the central authority, and it is necessary to terminate the practice.
- (11) After being sentenced by the authorities at all levels in accordance with Article 97 of the Protection of Children and Youths Welfare and Rights Act and confirmed by the school or the Ministry of Education, it is necessary to terminate the practice.
- (12) Violating relevant laws and regulations, which are confirmed by the school or the Ministry of Education, and it is necessary to terminate the practice.
- (13) The declaration of guardianship or assistance has not been revoked.

If a practice student with the situations in item 7 to 10 mentioned above during practice, the school shall apply the use of information collection, inquiry, processing and utilization for incompetent personnel of the school related to gender-related incidents.

If a practice student with following incidents during the practice, it will be submitted to the school's Educational Practice Guidance Committee for decision:

- (1) Violation of the Gender Equality Education Act, etc., which are confirmed after investigation, but the circumstances are minor, and the follow-up counseling has been completed after the resolution of the Gender Equality Education Committee.

(2) It is proposed by the educational practice institution or the practice mentors that the practice student's behavior violates the relevant laws and regulations and seriously affects the educational practice.

23. Matters not stipulated in this guideline shall be handled in accordance with relevant laws and regulations.

24. This guideline has been reviewed and approved by the Teacher Education Meeting, and it shall be implemented after the approval by the principal of the university, and the same process for amendment.