

National Taiwan Normal University

Directives for the Implementation of Educational Practicum

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Article 1 National Taiwan Normal University (hereinafter referred to as “NTNU”) has formulated following directives in accordance with the *Teacher Education Act* and its *Enforcement Rules*, the *Regulations Governing Educational Practicum at Teacher Education Universities and Practical Training Institutions*, and the *Regulations Governing the Qualification Examinations for Teachers of Kindergartens and Senior High School Level or Below*.

Article 2 NTNU shall establish a Teacher Education Meeting to review important matters related to educational practicum and an Educational Practicum Advisory Committee to review extraordinary and urgent cases.

Article 3 Definitions:

- 1) “Training Institution”: A domestic or overseas senior high school level or below, kindergarten, special education institution (class), experimental school, experimental education institution, or community or tribal cooperative-style educare service institution which offers educational practicum opportunities.
- 2) “Advisor”: A faculty member at NTNU who is in charge of advising students undertaking educational practicum.
- 3) “Instructor”: A quota-based teacher hired by NTNU to provide counseling service to students undertaking educational practicum.
- 4) “Coach”: A staff member hired by the teacher education university who supports Instructors in implementing educational practicum tasks.
- 5) “Trainee”: A student who have passed the teacher qualification examination and are currently enrolled in a six-month full-time educational practicum program.
- 6) “Contract”: An agreement signed by NTNU and a Training Institution.

A separate set of guidelines shall be formulated for students who are exempt from educational practicum under Article 22 of the *Teacher Education Act*.

Article 4 The rules governing educational practicum shall be as follows:

- 1) Teaching practice shall be carried out in a gradual manner: Trainees shall observe classroom activities in their first to three weeks of training and shall begin gradually take on teaching or caregiving duties in the fourth week. The hours of teaching and caregiving duties shall be as follows:
 1. Senior high school: At least $\frac{1}{6}$ but no more than $\frac{1}{2}$ of the teaching hours required of a full-time teacher (adjustments allowed for rare subjects, disciplines, or specialized field).

2. Elementary or junior high school: At least $\frac{1}{6}$ but no more than $\frac{1}{2}$ of the teaching hours required of a full-time teacher.
3. Kindergarten or community or tribal cooperative-style educare service institution: At least $\frac{1}{6}$ but no more than $\frac{1}{2}$ of the caregiving hours required of a full-time teacher.
- 2) Homeroom (classroom management): Three half days per week of practice in classroom management, student advising, and parent communication (excluding summer and winter vacations).
- 3) Education administration: Practice in school administration support and campus-wide event management over summer and winter vacations (or up to four hours per week during the regular school year).
- 4) Professional development: At least 10 hours of on-campus or off-campus professional development in teaching, classroom management, student advising, education policy, and gender equality (gender equality training must account for at least two hours).

Article 5 Half-year educational practicum shall start in August or February and conclude in January (of the following year) or July. Trainees shall report to their assigned Training Institutions on the first school day of August or February and shall undertake educational practicum at the same Training Institution for six months continuously; Trainees may be exempt from the preceding restriction if they have:

- 1) A major injury or illness (proof from medical institution and approval from NTNU required).
- 2) A force majeure event unattributable to the Trainee (approval from NTNU required).
- 3) Application for a total of six months of combined domestic and overseas educational practicum (approval from the Ministry of Education required).

Before reporting to a Training Institution, Trainees shall sign a training agreement in accordance with NTNU announcements and shall attend a pre-training seminar organized by NTNU.

Article 6 Methods of educational practicum advising:

- 1) Regular advising: Advising provided by a Training Institution.
- 2) On-site advising: Advising provided by NTNU's Advisors at a Training Institutions, including consultations with faculty members and the head of the Training Institution.
- 3) Professional development: Monthly workshops and seminars organized by NTNU.
- 4) Advisory publications: Advisory publications issued by NTNU to be circulated among Trainees.
- 5) Consultation: Educational practicum consultation hotlines set up by NTNU or another professional development institution.
- 6) Results sharing: Results and experiencing sharing events organized by NTNU.

Article 7 The principles for Advisor selection at NTNU shall be as follows:

- 1) An Advisor should be a full-time teacher at NTNU.
- 2) Priority shall be given to faculty members who have at least one year of teaching experience at a senior high school level or below, kindergarten, special education institution (class), experimental school, experimental education institution, or community or tribal cooperative-style educare service institution.

Article 8 In principle, each Advisor shall be responsible for no more than 12 Trainees and may receive a reduction in minimum teaching hour requirements by one hour for

every four Trainees (up to three hours per week).

To encourage full-time teachers of NTNU to take on Advisor roles, the payment of hourly Advisor fees shall be exempt from their hourly lecture pay limits. Advisors shall be eligible for travel expenditure reimbursements for transportation between Training Institutions and NTNU.

Article 9 The responsibilities of Advisors shall be as follows:

- 1) Advising Trainees in formulating educational practicum plans.
- 2) Coordinating the communication between Trainees, Training Institutions, and NTNU.
- 3) Performing at least two on-site visits for each Trainee.
- 4) Observing Trainees' performance and providing feedback.
- 5) Organizing or participating in workshops and seminars.
- 6) Reviewing and grading Trainees' teaching demonstrations, training portfolios, and overall performance.
- 7) Assigning each Trainee a final educational practicum grade.
- 8) Supporting Trainees in attending the teaching qualification examination.
- 9) Other Trainee advising-related tasks.

Article 10 NTNU shall sign Contracts with Institutions selected from among the list of qualifying education institutions published on the Educational Internship Information Platform by the competent authorities. A qualifying Institution must meet the following criteria (experimental schools, experimental education institutions, overseas institutions, and institutions offering training in rare subjects, disciplines, and specialized fields are exempt from Subparagraphs 1 through 3):

- 1) Having a robust administrative system.
- 2) Having sufficient qualified teachers.
- 3) Equipped with adequate hardware, software, and facilities.
- 4) Having excellent performance in education.

Domestic experimental education institutions must have more than 30 students across all educational stages and must have passed the most recent evaluation.

Article 11 An Instructor must be a quota-based full-time teacher at NTNU with at least three years of teaching experience who possess at least one of the following qualities:

- 1) Ability to demonstrate teaching techniques informed by educational theories and practical experience.
- 2) Ability to provide timely counseling and guidance for Trainees.
- 3) Understanding of the administrative systems at Institutions.

Instructors shall provide counseling services in accordance with Contracts and educational practicum plans. In principle, each Instructor may only be paired with one Trainee every semester, but the number of Trainees may be increased to three in any of the following circumstances:

- 1) The Instructor specializes in a rare subject, discipline, or field.
- 2) The Institution is located overseas or in a rural or remote area.
- 3) The Instructor specializes in a subject area designated by the central competent authority.

If a co-counseling system is adopted, the Instructor shall require Trainees to teach at least three classes during educational practicum.

A Coach shall have at least two years of teaching experience in a discipline that is the same or similar to the subject they are assigned to coach and must meet the following criteria:

- 1) They must currently be a full-time teacher, substitute teacher, part-time teacher, teaching support staff member, national defense instructor, professional and

technical teacher, or professional technicians.

- 2) They must meet other qualifications stipulated by the central competent authority.

Coaches should support Instructors in providing counseling services in accordance with Contracts and educational practicum plans.

Article 12 The responsibilities of Instructors shall be as follows:

- 1) Guiding Trainees to practice teaching and classroom management.
- 2) Coordinating Trainees' administrative practice and professional development.
- 3) Helping Trainees adopt to new environments and adjust their mindsets.
- 4) Reviewing and grading Trainees' teaching demonstrations, training portfolios, and overall performance.
- 5) Other relevant assistance and guidance for Trainees.
- 6) Participating in professional development activities organized for Instructors by teacher education universities and competent authorities.

Article 13 Trainees must be supported by an Instructor, a full-time teacher, or a coach when performing educational practicum tasks. Trainees are prohibited from performing the following duties:

- 1) Serving as a crossing guard by themselves.
- 2) Chaperoning students in off-campus activities by themselves.
- 3) Caring for students with disabilities by themselves.
- 4) Serving as a substitute homeroom teacher or performing administrative duties.
- 5) Performing duties that belong to a full-time faculty member.

With the approval of NTNU, Trainees may perform the following educational tasks at an Institution during educational practicum:

- 1) Serving as a learning support counselor, student club advisor, examination proctor, or other appropriate education roles at a senior high school level or below.
- 2) Serving as a substitute teacher at a senior high school level or below or a substitute caregiver at a kindergarten for a period of no longer than three months.

The educational tasks described in the preceding paragraph may not exceed 10 classes (hours) per week; the substitute duties described in Subparagraph 2 of the preceding paragraph may not exceed 20 classes (hours) per month. The preceding classes (hours) shall not be included in the calculation of classes (hours) and days described in Article 4 herein.

The aforementioned educational tasks may only be performed at the Institution where the Trainee is undertaking educational practicum.

Article 14 Full-time educational practicum shall require Trainees to commit to full-day training at an institution throughout normal school hours. Trainees are prohibited from pursuing continuing education, part-time employment, or other similar engagements during the training period.

Matters related to leaves of absence and leave allowances shall be subject to the applicable regulations set for by each Institution.

Every eight hours of approved absence shall be recorded of one day of leave. Trainees who miss training without requesting leave shall have their time of leave doubled.

Institutions shall notify NTNU of abnormal absences on Trainees' part to help NTNU conduct accurate performance assessment and keep track of Trainees' progress.

Article 15 Advisors, Instructors, Coaches, and performance reviewers who are a Trainee's

spouse, ex-spouse, blood relative within the fourth degree of kinship, or in-law within the third degree of kinship shall recuse themselves from any duties related to the Trainee.

Article 16 The grading process for educational practicum shall be completed in three categories by the 15th day of the month in which the training concludes.

- 1) Teaching demonstration: A formative assessment conducted by the Advisor, Instructor, and a full-time quota-based teacher (including retired teacher) with at least three years of teaching experience.
- 2) Training portfolio: A formative assessment conducted by the Advisor and Instructor.
- 3) Overall performance: A summative assessment conducted by the Advisor and Instructor.

Pursuant to standards set forth by the central government authority, the passing grade requires achieving “Excellent” or “Satisfactory” in over 60% of the criteria. If a co-counseling system is adopted, the Coach shall be included in the grading process.

The grading results described in the preceding three paragraphs shall be presented to the Institution’s educational practicum committee for review and then forwarded to the Advisor for finalization.

The grading process shall be performed by NTNU and the Institution. Trainees who receiving a failing grade may apply to undertake educational practicum again at the same Institution by paying the necessary fees (only one retake permitted).

Trainees who submit falsified documents or whose educational practicum grades contain falsifications or inaccuracies shall have their trainee status terminated (if the training is still ongoing), their grades rescinded, and their teaching certificate (if issued) revoked; those who are criminally liable shall be referred to the competent law enforcement agency for processing.

Article 17 Trainees who wish to dispute their grades or trainee status termination may do so with NTNU within 30 days (counting from the day following the delivery of notification) by specifying concrete reason(s) for the dispute. NTNU shall review each dispute and notify the Trainee of its resolution.

Article 18 Those applying to undertake full-time half-year educational practicum promotion and those who are exempt from educational practicum under Article 22 of the *Teacher Education Act* shall pay an educational practicum fee equivalent to four credits worth of tuition. For training taking place at an overseas Institution, the training fee may not exceed 12 credits worth of tuition. Trainees may request a prorated refund of the training fee if their trainee status is terminated within three months.

Article 19 Those with prior teaching experience may apply for exemption from educational practicum in accordance with the *Regulations Governing Educational Practicum at Teacher Education Universities and Practical Training Institutions*, provided that they can produce proof of prior teaching experience or teaching qualifications in the same subject (area), discipline, or specialized area. Applicants must also submit proof of outstanding teaching performance for at least three semesters, proof a passing grade in teaching demonstration, and proof of service or termination to NTNU for review.

Article 20 Trainees undertaking in half-year educational practicum may apply for a military draft deferral pursuant to the regulations applicable to government-sanctioned training. Trainees who terminate their training early shall immediately notify NTNU or the conscription administration in the administrative region where

Trainees' household registration is located.

Article 21 Trainees shall pay for NTNU's student group insurance out of pocket. Those who are insured elsewhere may submit a signed affidavit to NTNU to opt out of the student insurance, in which event a written notification will be delivered to the Trainees' family members.

Article 22 If a trainee commits any of the following violations, appropriate actions shall be taken based on the timing of discovery: If identified before the educational practicum, their qualification of the practicum shall be revoked; if identified while the educational practicum is still ongoing, the practicum shall be terminated; if identified after the practicum but before the announcement of grades, their grades rescinded; if identified after the announcement of passing grades, the qualification for passing the practicum shall be revoked; and if their teaching certificate has already been issued, the certificate shall be revoked. Those who are criminally liable shall be referred to the competent law enforcement agency for processing:

- 1) The Trainee is absent from training for more than 40 days.
- 2) The Trainee has been sentenced to (short-term) imprisonment or a more severe punishment (including similar punishments that are replaced with labor or community service, but excluding probation or punishments commuted to a fine).
- 3) The Trainee is subject to observation, rehabilitation, or a compulsory rehabilitation for violation of the *Narcotics Hazard Prevention Act*.
- 4) The Trainee is subject to a detention, remand, placement, or custody order by a law enforcement agency.
- 5) The Trainee has been found guilty of a criminal offense against the internal or external security of the state, committed after the Period of National Mobilization for Suppression of the Communist Rebellion, and convicted with no further right of appeal.
- 6) The Trainee has been found guilty of corruption while employed in civil service and convicted with no further right of appeal.
- 7) The Trainee has been found guilty of a crime as defined in Article 2, Paragraph 1 of *Sexual Assault Crime Prevention Act* and convicted with no further right of appeal.
- 8) NTNU's (or the Institution's) Gender Equity Education Committee or another appropriate committee set up in accordance with the law has investigated and confirmed that the Trainee committed a sexual assault.
- 9) NTNU's (or the Institution's) Gender Equity Education Committee or another appropriate committee set up in accordance with the law has investigated and confirmed that the person committed serious sexual harassment or sexual bullying.
- 10) The Trainee has been penalized in accordance with the provisions of the *Child and Youth Sexual Exploitation Prevention Act*, or the provisions of Article 20 or 25 of the *Sexual Harassment Prevention Act*, and NTNU's Gender Equity Education Committee or the Ministry of Education has determined that it is necessary to terminate the Trainee's training status.
- 11) The Trainee has been penalized in accordance with the provisions of Article 97 of the *Protection of Children and Youths Welfare and Rights Act* by the competent social welfare authority at any level, and NTNU or the Ministry of Education has determined that it is necessary to terminate the Trainee's training status.
- 12) The Trainee has acted in violation of any pertinent laws or regulations, and the

matter has been investigated and verified by NTNU or the Ministry of Education, which deems it necessary to terminate the Trainee's training status.

- 13) The Trainee is subject to commencement of guardianship or assistantship and has not yet revoked those orders.

NTNU shall report Trainees who commit acts described in Subparagraphs 7 through 10 of the preceding paragraph while performing actual teaching duties in accordance with the *Regulations Governing the Reporting, Collection, and Processing of Information on Incompetent Educators* and the *Regulations Governing the Reporting, Collection, and Processing of Information on Incompetent Educators Involved in Gender Equality Incidents*.

A Trainee who commits the following violations during the educational practicum application or the actual training process shall be referred to NTNU's Educational Practicum Advisory Committee for disciplinary action:

- 1) The Trainee is found to have committed a minor infraction of the *Gender Equity Education Act* and has been ordered to receive counseling services by the Gender Equity Education Committee.
- 2) The Trainee has been reported by the Institution or the Advisor for violating applicable laws in a way that severely affects their educational practicum performance.

Article 23 NTNU shall formulate a separate set of guidelines for overseas educational practicum in accordance with the Ministry of Education's *Principles Governing Overseas Educational Practicum Organized by Teacher Education Universities*.

Article 24 Matters unaddressed herein shall be subject to the applicable laws and regulations.

Article 25 These directives and any amendments made hereto shall be implemented upon passage by the Teacher Education Meeting and approval by NTNU President.