

Education Practicum Guidelines of Program of International Baccalaureate Educator Certificate at National Taiwan Normal University

Approved by the 2nd teacher education and and career service meeting in 107 academic year on 20th March 2019
Approved by the 1st teacher education meeting in 108 academic year on 16th October 2019

1. National Taiwan Normal University (hereinafter NTNU) stipulated education practicum guidelines for the International Baccalaureate Educator Certificate (hereinafter IBEC) according to ‘Education Practicum Regulations of Teacher Education University and Education Practicum Institution’, ‘NTNU Education Practicum Guidelines’ and ‘IBEC Subject Selection Guidelines’ to cultivate educators with the ability of international education thinking and english proficiency.
2. The School of Teacher Education mainly conducted this program, the Department of Chinese as a Second Language, the Department of Mathematics and the Department of Physics were simultaneously handled relevant affairs.
3. The education practicum institutions that mentioned in the guidelines were schools where officially in contract with the NTNU. The schools were also domestic and international practicum institutions certified by the IBEC.
4. For the student(s) who followed the guidelines and participated in an practicum program should hold the IB certificate and the ‘Certificate of Completion for Perservice Teachers’ certified by the domestic education practicum institution; student(s) who plan to enroll in an practicum program conducted by international education practicum institution should hold the teacher certificate before submitting an application. The issued date of the IBEC must be 2 years before the application date.
5. The education practicum audition guidelines will be annouced by the School of Teacher Education on the 1st semester, and will be recruiting students for the enrollment of IB practicum program on the next academic year. Practicum students should apply the audition by following the terms and requirements of the recruitment guidelines.
6. Student(s) who enrolled in the practicum should stay at the same practicum institution no less than 2 months or above, the starting date and the date of completion will be considered by the School of Teacher Education and distributed education practicum institution. Practicum student(s) who disqualified or did not follow to the application date or with negative learning attitute will be reviewed by the ‘NTNU Education Practicum Counseling

Committees Meeting’, student(s) who did not qualified by the committees will not be allowed to participate in or complete the education practicum. The NTNU will not be giving responses on student(s) who not yet completed the counselling. Student(s) who involved in teaching in the education practicum institutions for more than 2 months will be allowed to apply for recognition of IB education practicum.

7. The practicum content will be arranged by the education practicum institutions based on variable situation.
8. The education practicum should be carried out on the daytime working hours of the education practicum institution, advanced study(s), part-time or other personal duty(s) will not be considered as the education practicum. Leave application will be handled with ‘NTNU Leave Application Rules’, student(s) who apply for 8 hours leave will be counted as absence for 1 day; student(s) who required to take a leave but not yet achieved will be counted twice on the hours of absence. Application for leave should not more than 6 days in a month, student(s) who absence more than 6 days in a month will be advised to suspend the education practicum.
9. The instructor(s) will be required to follow the principle as NTNU full-time teachers. Instructor(s) will be invited as part-time lecturer(s) for IBEC lessons or visiting scholars with international schools teaching experience.
10. Each instructor will be following the principle on giving advices to no more than 12 practicum students in each semester. 6 students will be counted 1 teaching hour (teaching hour(s) will be calculated according to the number of student(s)), each week should not be more than 2 hours. In order to encourage NTNU full-time teachers to serve as the education practicum advisors, the teaching hours above can be considered as the supplementary teaching hours for inadequate teaching hours. Domestic transportation including round-trip tickets within a day will be offered; international transportation will only be offered according to the sufficiency of expenses.
11. Instructor should implement at least 2 times of counseling (including in person counseling, voice call or video call counselling) regarding student’s practicum situation and should provide notes and feedback by filling out the ‘Teacher-Counselor Form’.
12. Assessment of the education practicum results should be submitted within 14 days after the completion of practicum. The evaluation method will be discussed by the NTNU and the education practicum institutions.
13. An education-counselling fee will be required for each student who participated in the education practicum. The amount of the payment will be

calculated according to credits, 6 months of domestic education practicum will be 11 credits; 2 months of international education practicum will be 8 credits, insufficient months will be counted according to the percentage. According to 'NTNU Education Practicum Guidelines', student(s) who participated in a half-year education practicum in the institutions will be required to complete supplementary education-counselling payment from the credit(s).

14. Any matters not specified shall be handled in accordance with relevant rules and regulations of NTNU.
15. The 'NTNU IBEC Education Practicum Program Guidelines' was reviewed by the School of Teacher Education meeting and was certified by the principle of NTNU. Revision is similarly effective if necessary.

National Taiwan Normal University
 International Baccalaureate Educator Certificate
 Education Practicum Teacher-Counselor Form

Date	Year Month Day, from : to :			
Student's Name		School		
Counselling Method	<input type="checkbox"/> In person counselling <input type="checkbox"/> Video call counselling <input type="checkbox"/> Voice call counselling <input type="checkbox"/> Others			
Notes and Feedback				

Signature of Teacher-Counselor