

National Taiwan Normal University

Implementation Guidelines for Practice Teaching in Programs of International Baccalaureate Educator Certificate

Deliberated and approved at Teacher Education and Career Services Meeting of 2nd Semester, Academic Year
2018-2019 on March 20, 2019

Deliberated and approved at Teacher Education Meeting of 1st Semester, Academic Year 2019-2020 on October
16, 2019

1. National Taiwan Normal University (hereinafter referred to as "NTNU") has established the Implementation Guidelines for Practice Teaching in Programs of International Baccalaureate Educator Certificate (hereinafter referred to as "the Guidelines") to cultivate teachers with international educational perspectives and English teaching capabilities. The Guideline is formulated in accordance with "the Regulations for Practice Teaching Held by Universities with Teacher Education Programs and Practice Teaching Institution", "National Taiwan Normal University Implementation Guidelines for Practice Teaching", and "Guidelines for Programs of International Baccalaureate Educator Certificate".
2. The practice teaching outlined in the Guidelines is jointly planned and organized by the School of Teacher Education (hereinafter referred to as "the School"), Department of Chinese as a Second Language, Department of Mathematics, and Department of Physics with the School serving as the primary organizing unit.
3. The practice teaching institutions used in the Guidelines refers to domestic and international schools that are certified by the International Baccalaureate Organization and have signed Practice Teaching Agreement with NTNU.
4. 4. In addition to the Certificate for Programs of International Baccalaureate Educator Certificate, practice teaching students must have a pre-service teacher education certificate when practice teaching at domestic practice teaching institutions, and a qualified Teacher Certificate when practice teaching at international practice teaching institutions when applying for practice teaching.
The preceding Program Certificate must be issued two years prior to the application date.
5. The Admission Guidelines for the Practice Teaching outlined in the Guidelines will be announced by the School during the first semester of each Academic Year in order to admit the students willing to practice teaching in the International Baccalaureate School during the next Academic Year. Students willing to participate must register, submit the required documents, and take part in the selection process in accordance with the Admission Guidelines.
6. 6. A practice teaching student shall complete their practicum at the same practice teaching institution for a minimum of two months, with the start and end dates to be determined through negotiation between the School and the practice teaching institution.
If a student is deemed unsuitable for the practice teaching, fails to apply

according to the regulations, or demonstrates a poor learning attitude prior to the practice teaching application, the NTNU's Practice Teaching Counseling Committee may, upon deliberation and approval, reject the student's application for the practice teaching or terminate their current practice teaching. NTNU may also refuse to accept the student's application or reinstate their participation in the practice teaching until proper guidance for improvement has been provided.

Students who have served in teaching-related positions at a practice teaching institution specified in the Guidelines for at least two months may apply for recognition of their work as fulfilling the practice teaching of the Programs of International Baccalaureate Educator Certificate.

7. The content of practice teaching shall be arranged by the practice teaching institution depending on the situation.
8. Practice teaching students shall fully participate in their practice teaching during the daily office hours of the practice teaching institutions and shall not pursue further education, hold part-time jobs, or engage in any other businesses.

Students may apply for leave in accordance with the NTNU's relevant regulations. A leave of absence of 8 hours will be counted as one day. For those who fail to request leave when required, their absence will be counted at twice the actual hours missed. The total leave of absence may not exceed six days per month; exceeding this limit will result in the termination of the practice teaching.

9. In principle, the practice teaching instructors shall be full-time faculty members of NTNU. However, individuals with the following qualifications may also be appointed as the practice teaching instructors: adjunct teachers who have taught courses in the International Baccalaureate Educator Certificate Program or external specialists and scholars with teaching experience in international schools.
10. The number of students supervised by a practice teaching instructor per semester shall not exceed twelve. For every six students supervised, one hour of teaching time may be credited (calculated in proportion to the number of students supervised), with a maximum of two hours per week.

To encourage full-time teachers of NTNU to take on practice teaching supervision, the above-mentioned hourly fee will not be included in the calculation of their teaching hours, and may be used to offset any shortfall in required teaching hours.

In principle, domestic travel expenses for counseling visits to the practice teaching institutions may be reimbursed for trips that do not exceed one day. Foreign travel expenses are generally not subsidized, but partial reimbursement may be provided if sufficient funds are available.

11. Practice teaching instructors shall provide in-person or telecommunication counseling at least twice during the practice teaching period and complete the Counseling Record.
Telecommunication counseling may be conducted via phone, video conferencing, or other means of communication that allow for direct contact with the student.
12. The performance evaluation of the practice teaching shall be completed within 14 days after the conclusion of the practice teaching. The evaluation method shall be jointly determined by the School and the practice teaching institution.
13. Students participating in the practice teaching in the Guidelines shall pay for the counseling fees for the practice teaching.
Counseling fees for practice teaching are calculated by credits. Domestic practice teaching for six months is counted for 11 credits. Overseas practice teaching for two months is counted for 8 credits. Days less than a month is calculated on a pro-rata basis.
Students are still required to pay the differences aroused from the aforementioned credit calculation in terms of the counseling fees when participating in the full-time practice teaching for half a year in practice teaching institutions in the Guidelines in accordance with the Guidelines for Practice Teaching.
14. Matters not specified in the Guidelines will be handled in accordance with the relevant laws and regulations of the NTNU.
15. The Guidelines will be implemented after deliberated and approved during the Teacher Education Meeting and submitted to and ratified by the President; and the same shall apply to any amendments to the Guidelines.

National Taiwan Normal University
Programs of International Baccalaureate Educator Certificate
Counseling Record for Practice Teaching

Counseling Date	From : to : on , (time and date)		
Student Name		School Name	
Counseling Methods	<input type="checkbox"/> In school <input type="checkbox"/> By video conferencing <input type="checkbox"/> By phone <input type="checkbox"/> Others:		
Counseling Content and Notes			
Signature for Practice Teaching Instructor			