

## Principles for External Internships of the Counseling and Guidance Program

### Operating Principles for External Internships of the Department of Educational Psychology and Counseling, National Pingtung University

1. The Operating Principles of External Internships of the Department of Educational Psychology and Counseling (hereafter referred to as “the Principles”) were formulated to provide students of the Department with internship guidelines. Students should engage in professional work at the host institutions in accordance with these regulations and meet the requirements of the internship courses and host institutions.
2. The Principles are applicable to two internship courses in the master’s programs: Counseling Practicum and Internship in Counseling.
3. Eligibility for internship courses:
  - (1) Counseling Practicum (curricular practical training): Master’s students who have completed Counseling Theories, Individual Counseling, and Group Counseling may enroll in Counseling Practicum (I) and Counseling Practicum (II), which are offered as part of the master’s programs, from the next semester onward.
  - (2) Internship in Counseling (on-site work placement): Master’s students who have completed all practical courses at the master’s level may enroll in Internship in Counseling from the next semester onward.
4. Application procedure:
  - (1) Students should file their application by the eighth week of the current semester before taking the practicum or internship course in the next semester and submit the practicum/internship Application Form to the Internship Committee of the Department for review. The approved application will be submitted to the departmental office for reference.
  - (2) Upon approval by the departmental office and confirmation by the host institution, applicants should complete the Internship Contract one semester before commencing the internship and submit it to the host institution and faculty internship instructor for reference.
5. Requirements for host institutions:
  - (1) The selection of host institutions should be reviewed and finalized by the Internship Committee of the Department.
  - (2) Host institutions for Counseling Practicum should fulfill the following requirements:
    - I. They should be medical care institutions that have passed the teaching hospital accreditation and are accredited to offer practical training in counseling psychology or the places of practice of counseling psychologists as designated by the central competent authority. (These include drug abuse correctional centers and prisons, addiction treatment centers, and correctional centers affiliated to the Ministry of Justice; units in government schools that provide psychotherapy or psychological counseling services to employees or teachers and students; medical and health care units providing psychotherapy or counseling services established by enterprises as stipulated by the Labor Safety and Health Act; units of psychotherapy or psychological counseling services affiliated with foundations under the permission of the competent authority; community mental health centers under the departments of health of the county and city governments; and other institutions.)

- II. There should be at least one qualified counseling psychologist practicing in the institution.
- (3) Host institutions for Internship in Counseling should fulfill the following requirements:
- I. They should be medical care institutions that have passed the teaching hospital accreditation and are accredited to offer practical training in clinical counseling psychology or the places of practice of counseling psychologists as designated by the central competent authority. (These include drug abuse correctional centers and prisons, addiction treatment centers, and correctional centers affiliated with the Ministry of Justice; units in government schools that provide psychotherapy or psychological counseling services to employees or teachers and students; medical and health care units providing psychotherapy or counseling services established by enterprises as stipulated by the Labor Safety and Health Act; units of psychotherapy or psychological counseling services affiliated with foundations under the permission of the competent authority; community mental health centers under the departments of health of the county and city governments; and other institutions.)
- II. There should be at least one qualified counseling psychologist practicing in the institution.
- (4) The host institutions should assign or employ professionals to supervise the student interns and provide them with on-the-job training.
- (5) The host institutions should ensure that the scope of work and number of internship hours of each student intern meet the requirements stipulated in Article 7.
- (6) The host institutions must at least have an individual and a group counseling room and be able to provide related equipment such as audio or video recorders and office desks and chairs.
- (7) The host institutions should allow for audio recording or videotaping. In the case of difficulties in execution, the faculty internship instructor will serve as a coordinator.
- (8) Students shall not take up any internship at an institution where they are currently volunteering, employed on a full-time or part-time basis, or resigned from less than a year before the internship program.
6. Requirements for the host institution supervisor:
- (1) The institution supervisor for Counseling Practicum should fulfill one of the three requirements below:
- I. To have obtained a master's or doctoral degree in guidance, counseling, psychology and such, and have had practical experience in guidance and counseling.
- II. To be a certified psychologist with practical experience in guidance and counseling.
- III. To be a practicing psychiatrist with practical experience in counseling and psychotherapy
- (2) The institution supervisor for Internship in Counseling should be a counseling psychologist with more than two years of practicing experience. Any supervisor who is a clinical psychologist, psychiatrist, or social worker should specialize primarily in psychotherapy in terms of clinical practice and co-supervise with a counseling psychologist with more than two years of practicing experience for more than half the total hours of supervision.
- (3) Each supervisor employed by the host institution should supervise a maximum of two interns.

7. Scope of work and internship hours:

(1) Counseling Practicum: The counseling practicum should take up 300 hours in total for both the first and second semesters, including 100 to 150 practicum hours for Counseling Practicum (I) and 150 to 200 practicum hours for Counseling Practicum (II). At least 150 hours of the total practicum hours at the host institution should be spent on providing cases with professional services such as direct guidance and counseling or psychological testing. The scope of work of the practicum programs is as follows:

I. Counseling Practicum (I)

- (I) Professional practice in counseling: A minimum of 15 sessions of individual counseling, 10 hours of independent group counseling sessions (only half the hours are counted for co-led sessions), and 10 hours of case evaluation and psychological assessment.
- (II) Other direct services: 20 hours of helping services including classroom guidance, supervision or training services, psychological consultation, and promotion of mental health
- (III) Supervised training: 25 hours of individual supervision, group supervision, case study, and professional studies
- (IV) Administrative work: 20 hours of related work including filing and assisting in the organization of activities

II. Counseling Practicum (II)

- (I) Professional practice in counseling: A minimum of 20 sessions of individual counseling, 15 hours of independent group counseling sessions (only half the hours are counted for co-led sessions), and 15 hours of case evaluation and psychological assessment
- (II) Other direct services: 30 hours of helping services including classroom guidance, telephone counseling, meetings with family members, supervision or training services, psychological counseling, and promotion of mental health
- (III) Supervised training: 20 hours of individual supervision, group supervision, case study, and professional studies
- (IV) Administrative work: 20 hours of related work including filing and assisting in the organization of activities

III. Internship in Counseling:

- (I) The scope of work includes:
  - i. Individual, marriage, or family counseling and psychotherapy
  - ii. Group counseling and psychotherapy
  - iii. Case evaluation and psychological assessment
  - iv. Psychological consultation, mental health education, and related preventive and promotional work
  - v. Professional administration of the counseling psychology institution or unit
  - vi. Other optional work related to counseling psychology such as psychological counseling and psychotherapy for neurotic disorders, crisis management, or case management
- (II) The preceding scope of work should account for a minimum of 1500 internship hours. The practical training in items (i) to (iii) should take up at least 360 internship hours.
- (III) The content of direct services should be jointly determined by the faculty internship instructor and host institution.

- (IV) Apart from attending the on-campus classes for Internship in Counseling, students should complete at least 32 internship hours (4 business days), but no more than 40 internship hours at the host institution per week.
- (V) Students should undergo at least 1 hour of individual supervision per week and at least 50 hours throughout the internship period. They should also participate in at least 2 hours of group supervision or professional studies per week and at least 100 hours throughout the internship period.
8. The regulations governing the application for an overseas internship are as follows:
- (1) Interns are eligible to apply for an overseas practicum when taking Counseling Practicum (II) in accordance with the following regulations:
- I. Application procedure:
- (I) Applicants should submit their application by late-April during the second semester of the first-year master's program and submit the Internship Application Form to the departmental office for review.
- (II) Upon the approval of the teacher's meeting of the Division of Counseling and Guidance and confirmation by the host institution, applicants should complete the Practicum Contract by the end of the first semester of the second-year master's program and submit it to the host institution and the faculty practicum instructor for their reference.
- (III) Applicants are required to complete all work procedures for overseas practicum on their own and at their own expense.
- II. The requirements for the foreign host institution, requirements for the host institution supervisor, and the scope of work and practicum hours should be in accordance with the regulations set forth in Article 5, Article 6, and Article 7 of the Principles respectively.
- (2) For applicants for a practicum in Hong Kong, Macau, or Mainland China, the following regulations are established according to the local professional development in these regions:
- I. Requirements for the host institution:
- Host institutions for Counseling Practicum should fulfill the following requirements:
- (I) They should be units established in schools recognized by the Ministry of Education for providing their employees or teachers and students with psychotherapy or psychological counseling services.
- (II) There should be at least one counselor with qualifications equivalent to those of psychologists practicing in Taiwan.
- II. Requirements for the host institution supervisor:
- Applicants for an overseas practicum should be concurrently supervised by two psychologists—one in Taiwan and one in the host area. The requirements for the former should accord with Section (2) in Article 6 in the Principles. The supervisor of the foreign host institution should fulfill one of the following three requirements:
- (I) To have obtained a doctoral degree in guidance, counseling, psychology and such, and have had practical experience in guidance and counseling
- (II) To be a local certified psychologist with practical experience in

guidance and counseling

(III) To be a practicing psychiatrist with practical experience in counseling and psychotherapy

- (3) Applications for internships in places other than Hong Kong, Macau, and Mainland China should be in accordance with the regulations governing internships in Taiwan.
9. Students should ask their supervisor to evaluate their internship performance before the end of the internship in each semester and fill in the Internship Hours Log honestly after the end of internship. After the log has been signed by the institution supervisor and endorsed by the faculty internship instructor, it should be submitted to the departmental office for filing.
10. Students enrolled in Counseling Practicum and Internship in Counseling as part of the master's program should take out insurance during the internship. The Department will reimburse the insurance costs.
11. In the case of a dispute between the student intern and host institution, the Internship Committee may discuss and review the matter and assist in resolving the dispute.
12. After the end of each practicum/internship course, satisfaction and effectiveness surveys should be conducted (involving students' satisfaction with the external host institution, the external host institution's satisfaction with the practicum/internship programs, and the external host institution's satisfaction with the student interns).
13. The Principles shall be promulgated and implemented after the approval of the Department Affairs Meeting, College Affairs Meeting, and the principal of the University. Any amendment of the Principles shall undergo the same process.

Unit-in-charge: Department of Educational Psychology and Counseling