

National Chengchi University Graduate Institute of Social Work Internship Regulations

Approved and amended by various Institute Affairs Meetings between 2006 and 2025.

I. Purpose

The Institute offers "Social Work Internship" (Required), "Social Work Internship (Elective)" (Elective), and "Advanced Social Work Internship" (Elective) courses. These are designed to:

- Enhance student understanding of social work practice.
- Verify social work theories and improve the application/transformation between theory and practice.
- Deepen student capabilities in assessment and intervention for social work issues.
- Cultivate professional ethics, values, identity, and commitment.

II. Composition and Responsibilities of the Internship Committee

- The Institute maintains an Internship Committee composed of full-time faculty members.
- **Responsibilities:** Planning internship curriculum, assessing the suitability of agencies, and reviewing student internship status or other related matters.

III. Internship Arrangements

- **"Social Work Internship" (Required):** Takes place during the summer, beginning the first week of July. It requires 40 hours per week for six weeks, totaling 240 hours.
- **"Social Work Internship (Elective)" (Elective):** Takes place during the second semester, from the week after classes begin until the week before the semester ends. It requires at least three half-days per week, totaling 192 hours.
- **"Advanced Social Work Internship" (Elective):** For students who have completed the required internship or have specific learning needs. It requires at least 240 hours.

- **Agency Selection:** The agency should generally be different from the student's undergraduate internship agency, unless approved by the faculty supervisor and the Internship Committee.
- **Current Employees:** Students working full-time in social welfare agencies may intern at their current workplace if the internship content is distinct from their regular job. This requires an application and internship plan for committee review.
- **Deferment:** Requests to postpone the required internship must be reviewed on a case-by-case basis by the Committee.

IV. Internship Process

- **Information Session:** Internship regulations, processes, and deadlines are explained during the orientation for new students.
- **Selection and Application:**
 - **Required Internship:** Students submit an agency planning form by the end of November of their first year. Following discussion with a faculty supervisor, the application must be submitted by the end of April.
 - **Elective Internship:** Planning forms are due by the end of September of the preceding semester, with applications submitted by the end of November.
 - **Advanced Internship:** Planning forms are due by the end of November (for first semester) or March (for second semester), with applications due by the end of April.
- **Plan Content:** Should include understanding agency operations, community context, social issues, relevant policies, and cultural/human differences.
- **Communication:** Students must contact agencies directly regarding application details and deadlines.

V. Selection of Internship Agencies

- **Criteria:** Agencies should be registered public or private social work/welfare units employing social work professionals.
- **Supervisors:** Agency supervisors must be social work professionals with at least two years of practice experience.
- **New Agencies:** To use an unlisted agency, students must submit the agency profile, internship policies, and supervisor credentials for Committee review.

VI. Responsibilities

- **Agencies:** Set internship programs, assign supervisors, provide a learning environment, introduce policies, offer practice opportunities, evaluate progress, and notify the school of any difficulties.
- **The Institute (School):** Assist students in choosing agencies, help develop internship plans, maintain contact with agencies, and provide regular supervision.
 - **Summer Supervision:** Group meetings at least once a week.
 - **Mid-term Supervision:** Group meetings at least every other week.
- **Students:** Adhere to professional ethics, proactively contact agencies, attend required interviews or prerequisite courses, handle their own expenses (travel, meals, fees), complete all required hours/assignments, and follow agency work hours and dress codes.

VII. Internship Evaluation

- Internship grades are evaluated separately by the agency supervisor and the school faculty supervisor.

VIII. Implementation

- These regulations (and any subsequent amendments) take effect upon approval by the Institute Affairs Meeting.