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PRACTICUM REPORT

CARRIED OUT IN

GOVERNMENT SECONDARY SCHOOL

Huayi Music Training School/Organization, Qiyi Road Cultural Crossing,
Nanyang City, Henan Province

BY

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IN PARTIAL FULFILMENT OF THE COURSE REQUIREMENTS,
PRO 6701 (PRACTICUM IN EDUCATIONAL ADMINISTRATION)

SUAN SUNANDHA RAJABHAT UNIVERSITY

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Praise for the practicum in Educational Administration

to Ms. JiaoJia

During the internship, the intern showed a strong professionalism, deep professional thought and good teacher ethics. The internship attitude is extremely serious, the work is positive, careful, practical, can accept the guidance with an open mind, better grasp the use of management methods and skills. Dedicated to class management. Familiar with the class situation quickly, independently and properly handle the daily affairs of the class. Love students, care about students, special attention to the individual education of students, the effect is good. Therefore, he is deeply loved by the students and is unanimously considered as a very excellent intern teacher.

Signature: 王林

Position: Qiyi Road Cultural Crossing, Nanyang City, Henan Province

Organization: Huayi Music Training School



Abstract

The purpose of the education management internship is to make me combine practice and theory well. Reflect their own value in teaching and identify their future direction of hard work. Plan your career ahead of time. Pass on my knowledge to the children, I think it is a very happy and happy thing. The internship report is divided into five parts. The first part introduces the internship school is like. The second part is a literature review of the concepts and theories of educational management practice. The third part focuses on the author's research methods and experience. This section discusses in detail my work arrangement, job responsibilities, working relationship with employees and what I have learned. The fourth part analyzes the results of practice and study. The fifth part is to discuss their own views and suggestions on the management of education.

Keywords: Practicum, Educational Administration,

ACKNOWLEDGEMENTS

At the beginning, I would like to express my deepest gratitude to the school leader, Principal Wang, for giving me this opportunity to be an intern. To enable me to complete my internship in educational management.

During my internship, I received generous help from my colleagues and teachers.

First of all, I am very grateful to my boss, Miss Liu, the grade director of the education administration. Under his guidance, constant encouragement and better advice gave me the necessary awareness of the problem and paved the way for a meaningful end to the work in a short period of time. I can say without hesitation that, without his constant support and valuable advice from time to time, I probably would not have been able to complete this work in a proper manner.

I am especially grateful to my class partner, our head teacher, Miss Zhang, whose modern teaching concept and meticulous supervision enable me to do this job perfectly.

I would also like to thank my students and parents for their understanding and support of my work, which makes my teaching plan go smoothly. And all the other department heads, colleagues, all the office staff, as well as the teachers who are responsible for our life in the school logistics, thank them for their sincere cooperation, help and support, giving me this opportunity, always helping and supporting me to be a qualified teacher.

JiaoJia

june ,2021

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SECTION ONE

INTRODUCTION

1.1 Background

Practice is a kind of practical experience provided to individuals as a means of putting into practice the theoretical knowledge they have learned in the course of education. This seems to be an effective way to make the author understand the connection between the theory and learned in the university courses and practice in the real world of school is not the same, practice is to communicate through face-to-face communication knowledge to each student, under the support of the leadership of the huayi music training school, give me the opportunity to the application of knowledge and skills, Provide opportunities to work with and learn from school administrators. In addition, the program uses practice in educational management at the master's degree level as its main tool to prepare school administrators. The general purpose of an internship is to give students the opportunity to experience a different working environment. Therefore, it is the responsibility of higher education institutions in the production sector to train managers, and it is the responsibility of relevant institutions to cooperate with the production development sector to train graduates in the field of education and management, so as to equip them with 21st century quality and competence. In addition, educational leadership candidates regard the school's practical activities

as the most valuable project experience), which enable them to apply new knowledge to practice and be guided by practice managers.

1.2 Objectives

The goal and expected result of the practice are as follows: through this practice, working together with professional teachers and management team members, I will gain more experience and technology in education management, and improve my professional skills and practical teaching ability.

1.3 communication

Through this practice, I hope to communicate and contact with more students and parents, so as to improve my communication skills and establish interpersonal relationships.

1.4 The effect

Through this practice, I hope to prove my professional skills, and at the end of the practice, I can organize a wonderful concert for the students.

SECTION TWO

LITERATURE REVIEW

Music discipline is the forward position of quality-oriented education, and music education should also establish the concept of "people-oriented" music education. Respect is regarded as the first principle of modern education, and the learning mode of liberation, autonomy and exploration is advocated. Let education return to the life world of students, the teaching content turns to real life, pay attention to the cultivation of students' ability. This section has been organized under the following sub-headings:

2.1. Description of the organization

2.2. Functions of the organization

2.3. Structure of the organization

2.1. Description of the organization

My internship unit is located in Henan Province Nanyang City Huayi Music Training and Education School. The school was founded in July 2012. It has been founded for 9 years. This is a dedicated to the development of music education schools outside the social type of private music training institutions. The principal of the school is Mr. Wang Youwei, who graduated from the music education major of Wuhan Conservatory of Music. He has the skills to run the school effectively. Good decision making and skills. I have good interpersonal skills and good communication skills.

2.2. Functions of the organization

Huayi music training center teachers are engaged in many years of music education workers, and art workers to assist, there are professional music college teachers graduated from colleges and universities, to provide music lovers learning and communication platform. Since its establishment, many students have studied here and cultivated a large number of outstanding students. Some of them have been admitted to professional art colleges and some have become professional singers and actors. The school has an office, a library, four meeting rooms for music training activities and eight piano rooms for practice.

2.3. Structure of the organization

In the music training center, it is divided into three major departments, namely, the primary school department, the high school art examination department and the adult music hobby department. Teaching mode, according to the time of the students, the implementation of one-to-one teaching, and group class two modes of class. It mainly teaches the breathing, method, emotion, articulation, intonation, rhythm and stage performance in singing. The obvious resources available to the school's teachers and students include 8 classrooms, a library, and a dining hall, which are managed fairly by the school, with good results but still hard work to improve the hardware. The principal of the school, Wang, manages the school with effective management skills. Her good decision-

making skills, technical skills, interpersonal skills and good communication skills
make the school better and better.

SECTION THREE

METHODOLOGY

According to the structure and design of field experiences that can be completed in phases. Therefore, this practicum report in the first phase was conducted in February to June 2021 (see Table 3.1) .The research is educational mode and educational method. This includes what kind of teaching model students prefer, and research the development direction and trend of the current teaching model. The data for this report were collected through observations, surveys, questionnaires and interviews.

Table 3.1 Phases, durations, and hours for the Practicum in Educational Administration

Phases	Durations	Hours for the Practicum
Phase 1	February-June 2021	50
Phase 2	July-November 2021	50
Phase 3	December 2021-April 2022	50

Quantitative data are analyzed with descriptive statistics such as percentages, means and standard deviations to check. Qualitative data were collected through unstructured interviews, semi-structured interviews, full-

structured interviews, group interviews, observation and so on. Open-ended quantitative survey, which included focus group interviews with 20 people. The data was analyzed by using open-ended questions, and the interview data was analyzed by using core competencies (see Table 3.2).

Table 3.2 The collection of data, analysis of data, and output/outcome in practicum

Collection of Data	Analysis of Data	Output/ Outcome
Gather data from mentor/supervisor/principal through in-depth interviews, observations, survey, journals, and logs.	<ul style="list-style-type: none"> -Assess the activities, level of engagement, and feedback on the experiences. -Analysis of data by using content analysis, descriptive statistics. 	<ul style="list-style-type: none"> -Leadership experiences -Educational Leadership Framework -Model to enhance the quality of administration -Field-based learning experiences

3.1 Experience

This section focused on the personal experiences acquired during the practicum exercise. Thus, this section is divided into three sub-sections;

3.1.1 Schedule of operations and duties

Week	Observations	Description of Observations / Duties	Hours
1	Administrative tasks	Do a good job of teaching organization, ensure the order and efficiency of classroom teaching. To complete the teaching tasks of the grade, and combined with the characteristics of the music subject for ideological education.	
2	Roles and responsibilities	Study the teaching material carefully, according to the requirements of the new curriculum standard to the students to impart music knowledge, music skills training and music literacy, so that the pronunciation is correct, standard voice practice, the overall level of the class is improved.	
3	Scope of work in educational institution	We should carefully select and train students with music specialty, set up interest groups, implement measures and targets, and conduct scientific training. We should choose healthy, lively and	

		age-appropriate works as teaching materials, and the training should be planned, purposeful, demanding and recorded.	
4	Knowledge, Skills, Attitude (Competency)	Consciously update the theory of literature and art and professional theoretical knowledge, with vocal music, instrumental music or dance and choreography, creation, appreciation of the more comprehensive knowledge and skills.	
5	Types of Instructional supervision in educational institution	Check and supervise the daily teaching work. By attending lectures, on-site inspection, inspection To standardize teaching management and evaluate teaching quality and effect by means of teaching plans, checking teaching plans and random checking of homework.	
6	Professional Learning Community (PLC)	Providing quality instructional leadership and professional development	

		at school level through mentors.	
7	Process in helping teachers to effectively organize their learning activities	Enhancing skills and confidence of teachers in specific areas.	
8	Leaders in driving education policy into practice in schools	Accumulate the teaching experience unceasingly, improve the teaching method, the classroom teaching request is scientific and relaxed happy, the performance consciousness is strong, the intelligence double increases.	
9	Problems of the organization In planning, evaluation, and decision making	Regularly study the problems found in the teaching process, put forward suggestions for improving education and education management, and timely report the situation to the school and relevant departments.	

3.1.2 Knowledge Acquired

Improve yourself by learning first.

The reason why I want to learn is very simple, because the status and role of education are changing, the teaching objectives are changing, the classroom is changing, the teacher-student relationship is changing, the role is not changed in time, there is no enough theoretical support, everything is difficult to cope with, as a new teacher. Therefore, I strive to achieve from the following aspects. One is reading, reading group "let our teachers more thoughtful, more far away from the impetuous, so that our teachers have more education of wisdom, let our education more beautiful", so I tube by planning a study plan for yourself, cases involving music teaching and research, the new curriculum teaching method research paradigm, and the analysis of the teaching materials and lesson plans to write books, etc. I have a preliminary grasp of the structural framework of instructional design, instructional evaluation, lecture-telling and instructional reflection, and have a clear understanding of the writing intention and methods. The second is to listen to the class, listen to the instructor's class, the instructor's control of classroom teaching ability, control ability, teaching design, etc., I envy the extreme, is my lifelong learning example. In addition, I also attended high-quality class evaluation class and teaching and research activity demonstration class. The skilled teaching skills, smooth teaching procedures and interactive teaching atmosphere of the teachers have been deeply imprinting on my mind. I continue to learn from each other, shorten the maturity period of teaching. Finally, I also listened to the classes of teachers of the same discipline and different disciplines in the school,

absorbing the essence of classroom teaching, enriching my teaching style and improving my classroom teaching level.

Secondly, through practice to achieve their own.

Education is an art, and teaching is a practical art in essence. Therefore, teaching good books is the first step in the professional growth of teachers. How to teach a good book, I first better each ordinary class, can according to this school students actually to formulate teaching objectives, preset to solve the heavy and difficult methods and ways, the basic completion of each lesson teaching Qian, but also step by step to cultivate the student's learning interest

The improvement of music teachers' teaching ability is a process of accumulation, and teaching reflection is an effective way for teachers to accumulate teaching experience and improve teaching quality. Besides the after-class reflection and compilation of each class, I pay more attention to the post-teaching reflection of mathematics postscript of open class. Besides, I can reflect on myself through self-evaluation, evaluation of others and evaluation of students, and constantly summarize and accumulate what I have gained, thought and feeling in the teaching process, so as to make myself grow continuously. Growth is a process that never ends. Reflection is a process that never ends. I want to reflect on the teaching process for the rest of my life.

3.1.3 Working relationship with the staff

The power of an individual is insignificant. If you want to get the best results at work, you must become a whole to carry out the new situation of work. At work, I will try my best to support and cooperate with the work of other departments in the school, and create a good atmosphere and environment for other colleagues to work. Mutual respect, mutual cooperation, mutual support, mutual care, mutual happiness. This is the tenet of our school.

In my daily work and life, I pay attention to the unity of my colleagues, treat others with leniency, do not care about personal gains and losses, never compete with colleagues for fame and wealth, contend for length, hard-working, and strive to do their own work. At the same time, be strict with yourself, don't take small things as nothing, don't take small mistakes as nothing wrong. Always and everywhere, the overall situation, unity, integrity, principles. Monitoring work complicated, trivial, often prone to mistakes, errors. I never shirk my mistakes and correct them immediately. When my colleagues make mistakes, I always give them mercy and encouragement to help them solve the problem.

SECTION FOUR

RESULTS OF THE PRACTICE AND LEARNING

In this section, the results of practice and learning are divided into four categories. The first kind mainly sets up the educational concept of "respecting students". The second kind is to explain the necessity of making music lessons close to life and walk into life. The third category is to educate students in personal perception. The last category is about teaching management. These issues are explained in detail below.

1. Establish the concept of respecting students

The new idea of curriculum standard makes us realize that the ideal of education is "for all men", and the other goal is "for the perfection of all men". "People-oriented", first of all to respect students, respect is the first principle of modern education. Without respect there will be no education and without respect there will be no development of individuality. In teaching, teachers and students should establish a new view of equality, democracy, harmony and mutual respect between teachers and students.

Self-respect people all have, students are also people, also have personality and dignity, as a teacher should be the guardian of the student's soul, must not hurt

the student's self-esteem, so not only will not promote students to study hard, but also make him lose interest in music, and even hate, hate music class. Protecting and respecting students' self-esteem can not only stimulate their interest in music, but also give them confidence and a sense of success.

Suzuki, a famous Japanese violinist and educator, has called for many times: "Children's lives are not their own private, life is a beautiful power endowed by nature. It should be said that life is a noble, great power, as a teacher should cherish the mood of reverence, nature to the children of this beautiful life, if he became a 'waste' it is too regrettable. A teacher should have the responsibility to respect all children, no matter what kind.

2. Bring music to life

Almost all students like music, they have a lot of music tapes, bought a lot of music books, casually can hum a few pop songs, but there are a lot of students do not like music class, our music education is too far away from life. One philosopher once said, "Music is the eternal theme of human life. In people's social life, the art of music almost exists all the time. Music is life, and to understand life is to understand music. Music education should have an open posture, emphasizing application and life. In music teaching, if we simply restrict the students to the textbook, the classroom It is difficult to cultivate students' ability to feel music,

express music and appreciate music, and to cultivate students' ability to innovate and practice achieve educational objectives. Music teaching must highlight the main position of students; It must be closely combined with student life and social practice. Modern school music teaching education requires returning to students' life world, transforming music teaching content into real life, designing teaching with more contact with students' living environment, increasing add popular music, popular music and other contents closely related to modern life, learn to explore and deal with many practical problems in the real music life.

Teaching into the life, from the life to capture the beauty of music; Let life into music teaching, feel the beauty of life in music. Lead the students out of the closed classroom, take nature and society as the music class, do not reject the society, do not break away from The Times, design open, rich content, close to the life of music teaching materials. Let students learn music in life, feel music in practice, and understand music in creation.

In short, the music education life, will make the music teaching full of vitality. Let music teaching close to life, into life, so that children really feel the existence of music, do not have to take into account the "tone-deaf", turn on the sound, full of vitality of everything began, because everything in your music is already there, open yourself, slowly to discover it, experience it.

3. Ways and means to educate students

Teaching students knowledge If we only understand the knowledge on the books, it is far from enough. As the saying goes, if you want to give students a bowl of water, you must have a bucket of water. A good lecture not only requires us to be able to quote from many sources, but also students will bring up some information that is not covered in the book. It is important that you not only know the information yourself, but also be able to express it in plain language that is easy for students to understand. I know this very well. For example, once when I was teaching a small dot rhythm, the students could not sing well. I broke down the timing of each note and combined it, but in the end, the students still couldn't sing well. Later I had to ask my instructor how to express this. Originally, for primary school students, some knowledge is not need to solve too thoroughly. Let the students imitate it. For example, you can imitate the cicadas in summer.

Through this experience, I am not in their own thinking to ascertain the student's thinking, the missile in thought very simple question, for just involves the knowledge of the students might be a place that can not understand, at that time, we in what way to express their clear is the knowledge is important. So, in the later internship process, I will not be as long as their own clear as before, but more focused on how to knowledge interesting to express to students clearly. As expected, my action received a good effect, students after listening to the general said that I spoke more interesting. This makes me feel very gratified.

4. Understanding the role of teaching management

Managers should be good at being a leader who has the courage to practice. At present, there is no lack of advanced educational thoughts and concepts in the field of education. What they need is to do practical work in accordance with scientific educational theories and do practical work for teachers and students wholeheartedly. "Education should be practiced", to practice their own educational ideas, to combine with the reality, to make innovations, to win the support of teachers. As Confucius said, "If you want to establish yourself, you can establish others. If you want to achieve success, you can achieve success." To do something practical, it is necessary to guide the teachers' team effectively and provide them with valuable services. We should rely on teachers and respect their creative work. Attracting teachers to school management, creating a vision that teachers are willing to share, and providing a bridge to the future

Competence means to establish a common vision with all the faculty and staff. Only in this way can teachers learn, work and pursue excellence from the heart, and only in this way can they translate the school philosophy and goals into the conscious behavior of all the staff.

The results of this practice were as follows:

1. The success of music education largely depends on cooperation, and team spirit is always the key to doing everything well.

In fact, the team is a concept that modern teaching mode pays more and more attention to. Generally speaking, the team refers to a group of people who trust each other, support each other, have the same goal and complementary skills, and form a tacit cooperation relationship to complete a certain task. It emphasizes that one plus one is greater than two. It emphasizes cooperation and communication, initiative and responsibility in work. The peer interaction and cooperative culture of teacher professional development should be further emphasized in schools, and professional dialogue, communication, coordination and cooperation should be strengthened among teachers and in teaching activities such as curriculum implementation, so as to share experience and support each other through interaction. I have done a good job in my internship and study. I have established a school culture of cooperation, publicized myself with an open attitude, actively listened to and responded to questions and discussions from peers, shared collective wisdom and solved problems together. Practice has proved that a group of teachers who share common concerns and are passionate about the same topic or the same topic can get together to observe each other's lessons, comment on each other, share experience and follow up behaviors, and finally achieve their own growth and the development of the team.

2. The key to internship success is focus.

By "focus", we mean focus, concentration and concentration. People are as familiar with the word as they are with their own names, so to speak. However, familiarity is not the same as understanding. In a more profound sense, concentration is a kind of spirit and a state. A dedicated person is often able to concentrate his time, energy and wisdom into what he wants to do, so as to maximize the enthusiasm, initiative and creativity, and strive to achieve his goals. Especially when they encounter temptations and setbacks, they are able to remain unmoved and go forward bravely until they finally succeed. On the contrary, if one's mind is distracted, it is impossible for him to concentrate his time, energy and intelligence, and he will do things half way.

Focus comes from a strong sense of responsibility. A person with a high sense of responsibility for his career, will certainly be single-minded into his work and career, due diligence, dedication; And a lack of responsibility of the people, most of the work as a drudgery, natural also can not lift the spirit, let alone concentrate on. Only by upholding responsibility and taking responsibility can we build loyalty and enthusiasm, and inspire motivation and fighting spirit.

SECTION FIVE

CONCLUSION, DISCUSSION, and RECOMMENDATION

5.1 Conclusion

This internship is very meaningful and exercises me, and it provides me with an opportunity to apply the theoretical knowledge I learned in college to practice. Therefore, I will not hesitate to continue my research in this course, which will give graduates a practical experience of how to plan, execute, act and carry out administrative responsibilities.

5.2 Discussion

First of all, the purpose of this study is to explore better educational models and teaching management methods.

Secondly, the results of this study show that the teaching model of respect for students and equal communication can stimulate students' subjective initiative, and team cooperation plays a very important role in education management.

Third, practice has proved that the students themselves find and understand things, than the teacher taught much more impressive. In music teaching, students should be given the initiative of learning and let them study independently. The main task of teachers is to guide and instruct.

Fourth, music learning is the performance of personality, development of thinking, pay attention to the process of emotional experience, because the image of music is vague, non-semantic, in the process of music appreciation and performance, everyone has their own emotional experience and emotional expression, so there is no standard answer in music teaching. Teachers should form an interactive education with students, not only students learn knowledge from teachers, teachers also learn knowledge from students, more importantly, teachers and students get something that they do not have in their body.

Fifth, music education is for the sake of man's all-round development, the essential purpose of education people, cultivate people, but is by no means every child to have a training to become a musician, but for many kids in the future is not a musician, encourage them to become active, have certain ability of music of music lovers, make them enjoy the pleasure from the music, fun, get inspiration from the music, To develop their intelligence, cultivate their creativity, and for their future growth and development to lay a good foundation. This is what most parents want their children to learn music for.

5.3 Recommendation

First, teachers should strengthen the consolidation and improvement of professional knowledge and skills. As a music teacher, how sad and boring it would be if the only way to teach children to learn music was to play tape recordings in every lesson! In my opinion, the content of music class should be

rich and colorful, and music teachers should be good at guiding children to fall in love with music and enjoy themselves with all kinds of skills they have mastered, so that children can be interested in the music itself and the knowledge and background related to music when they are enjoying the joy of music learning easily. Only when the teacher interprets the beauty, the children are happy and easy to accept this beauty.

Second, strengthen the understanding and communication of the children. There should be a mix between teachers and students. Only teachers are good at paying attention to and digging out the inner world of children. They are good at understanding them from different perspectives, getting close to their lives, knowing what they like and are willing to accept, and taking this as a breakthrough point, so as to achieve better teaching and learning.

Third, improve their language expression ability. Praise students can not only use good, very good, very good and so on simple words. Be specific. Your song is amazing! Your movements are very stretch! Your fingering is very nimble! Criticism should also make sense and care should be taken not to hurt the child's self-esteem. To the children of emotional influence, to love moving, reasoning. In the classroom teaching, the transition of language should be natural and smooth. The language should be vivid, and the tone should pay attention to the cadence, so as to make the whole classroom atmosphere serious and lively, not repressed or thunderous.

Fourth, enhance the ability of contingency. If a student breaks class rules, the teacher should not embarrass him in an aggressive way. Children's white honor heart is very strong, do not hurt their self-esteem! Suggest to use humorous, euphemistic way to remind its approach is not correct.

Fifth, Strictly implement school rules and regulations. The important purpose of regularization management is to maintain a good school education and teaching order. The formation of habits comes from "time", there is no practical rules and regulations to restrain, there is no long-term consistent implementation, no equal strict requirements, the formation of good habits will be difficult to implement.

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Appendix

(Photo, Questionnaire, Interview form, etc.)









