PRACTICUM REPORT

CARRIED OUT IN

COLLEGE OF CONTINUING EDUCATION

OF BOHAI UNIVERSITY, CHINA

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 Mr./ Ms. Xiaobo

Xiaobo is the perfect person to go in for education management, because he is an enthusiastic student provides practical steps for construction of information dynamic management system for Higher Vocational Students' practice. Not only does his practicum brings a practical information management system, but also he shows us that Innovation ability and design ability can be your superpower if you want to achieve your goals.

Liu na

Dean of the College of Continuing Education

Official stamp

Abstract

The purpose of this practicum in Educational Administration is to design a practical dynamic management system of Higher Vocational Students' practice information. The exercise was designed by the program to expose graduates to apply practical applications of learned theories, principles and ethics of administration. The exercise was carried out in college of continuing education in Bohai University. This report was organized in five sections, each having subunits. Section one presents an overview of the organization, its description, functions, user oriented. Section two meanwhile, focused on the literature review about concept and theory of the practicum in educational administration. Section three emphasis on the methodology and experiences gained by author. Information related to my work schedule, duties, working relationship with staff and the knowledge acquired were thoroughly discussed in this section. Section four, on the other hand, focused on analysis and results of the practice and learning of the practicum in the process of designing information dynamic management system. Section five presents the conclusion, discussion, and recommendation by the actual test of the management system. It was recommended that the duration for this practicum exercise be two months ten months, to demonstrate practically how to plan, organize, direct and carryout other administrative duties.

Keywords: Practicum, Educational Administration, Information dynamic management system, Strengths and weaknesses

ACKNOWLEDGEMENTS

TABLE OF CONTENTS

Page

SECTION ONE

INTRODUCTION

1.1 Background

Practicum is a practical experience offered to individuals as a means to enable them put into practice, theoretical knowledge learned during the process of education. It seems to make sense that an effective way to enable author to understand the linkage between theory learned in university courses and practice in the real world of school. And through the internship in the post, we can also learn different application skills。

The importance of a quality internship that provides opportunities to apply knowledge and skills with the support of a software engineer. This internship should provide opportunities to work with and to learn from administrators in schools. Through field-based experiences, not only master the design skills of management system guide, but also change their way of thinking。

Moreover, the program uses the practicum in educational administration at the master's degree level as its primary vehicle in preparing school administrators.

The general purpose of the practicum was to give students an opportunity to experience diverse working situations. Therefore, it was duties, responsibilities of the higher education institutions as production sectors to develop administrators and relevant agencies had the cooperation in production and development graduates in educational administration to have quality competencies in the 21st century. In addition, educational leadership candidates considered school based practicum activities that enabled them to apply new knowledge into practice and received mentoring from practicing administrators as the most highly valued program experiences (Jiang, Patterson, Chandler, & Chan, 2009).

1.2 Objectives

The objectives and expected outcomes for the practicum were: to put the theoretical knowledge related to education management into practice, to develop the ability of

management system design, and to master the thinking mode and method of complete design management system.

SECTION TWO

LITERATURE REVIEW

The review shows that the establishing information dynamic management system in the practicum settings are focused on designing a reasonable architecture and fully reflect the dynamic。 In the light of the related literature, the architecture of management system is determined.

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

This practicum exercise was carried out in college of continuing education, Bohai University, China。

In October 2018, in order to implement the requirement of separation of management and operation of continuing education, strengthen the resource integration and standardized management of continuing education with academic qualifications and non academic qualifications, realize the optimization and upgrading, improve the quality and build a brand, the school merged the school of continuing education and the school of training to form a new school of continuing education. At present, there are seven departments including office, adult education affairs center, self-taught examination affairs center, learning league office, vocational training office, general affairs office, affiliated vocational secondary school (school enterprise cooperation and internship employment office), four majors and 34 undergraduates in adult education enrollment, more than 70 correspondence stations inside and outside the province, and more than 15000 students in adult education.

The principal of the school is Zhao hui a Ph.D. holder from the University of Northeastern University. He is majoring in education management. He runs the school with effective administrative skills which include: good decision making skills, technical skills, human relation skills, and good communication skills.

2.2. Functions of the organization

The college of continuing education in Bohai University is a school running unit that organizes and carries out academic continuing education and non academic education training. It is a demonstration platform for the reform and innovation of the school's continuing education system and mechanism, an important window for the school to serve the society, an important bridge to build a lifelong education system and a learning society, and an important part of the school's "first-class characteristics" construction.

2.3. Structure of the organization

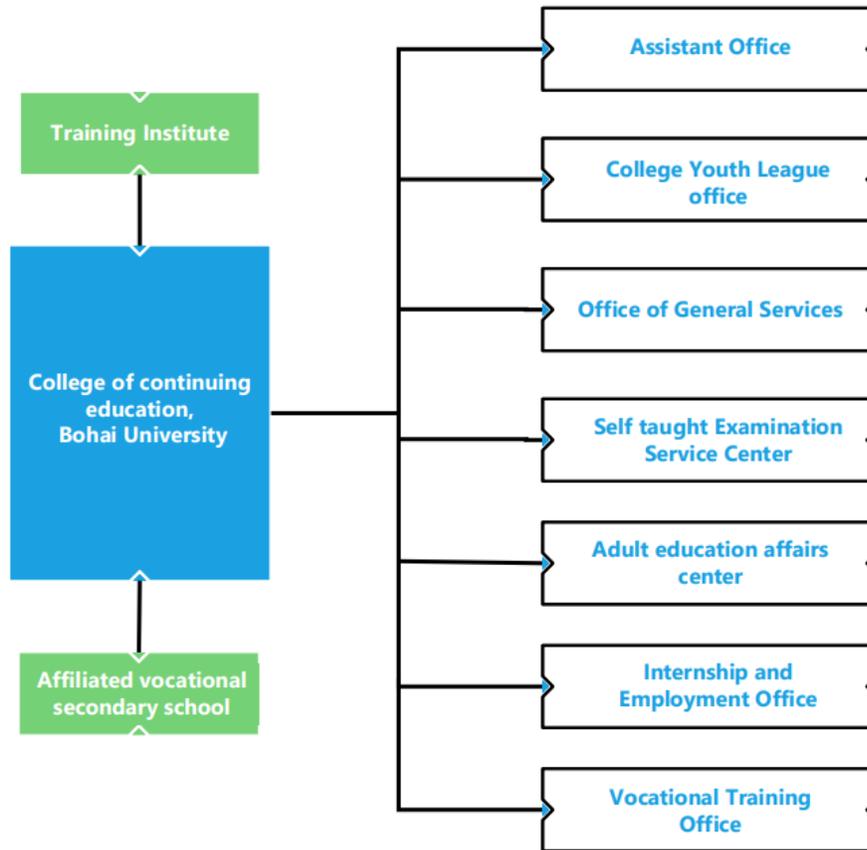Below is the organizational chart of the college of continuing education in Bohai University

Fig 2.1 Organizational structure of the college of continuing education in Bohai University

Source: jzedu.cep.webtrn.cn/cms/xyjj.htm

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) with studies that combined with the practice of higher vocational students, the framework of management system is designed. This includes that the basic functions and clients are determined after the investigation. The data for this report was gathered by using observation, survey, questionnaire, and interview.

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

Phases	Durations	Hours for the Practicum
Phase 1	February-March 2021	50
Phase 2	April-May 2021	50
Phase 3	May2021-July 2021	50

Quantitative data were analyzed by descriptive statistics such as percentages, means and standard deviations to examine functions required by users with different identities. While the qualitative data were collected from the Interns and school tutors' responses to the three open-ended questions at the end of the quantitative survey. Data from open-ended questions were analyzed by using mathematical statistics, and data from interviews were analyzed by using content analysis. (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 students/tutor /	Using mathematical statistics to collect and classify the data	The functional requirements of the management system for users with different

		identities are summarized (see Appendix 2)
System administrator/through in questionnaire		

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	Design a management system with information dynamic characteristics for Higher Vocational Students' practice	5
2	Roles and responsibilities	Frame designer; Design a practical management system for software engineers	5
3	Scope of work in educational institution	Theory teaching and practice training of Higher Vocational Students	5
4	Knowledge, Skills, Attitude (Competency)	Understand the basic functions and architecture of the management system	5
5	Determination of basic functions of management system	Through the questionnaire survey, the basic functions required by different users are clarified	20
6	Rationality evaluation of system framework	Submit the management system framework of preliminary design to the leader in charge for review	20
7	Hand over with software engineer, and develop with software engineer	Based on the feedback from the leader, modify the management system framework	80

		and submit it to the software engineer for development	
8	System test	Release the first version of management system to test users	5
9	Feedback and repair of system problems	Fix bug based on test feedback	5

3.1.2 Knowledge Acquired

➢ Master the basic process and method of designing a management system

➢ I learned the methods of questionnaire design and data processing.

➢ Learned how to work effectively with people of different identities in the team.

3.1.3 Working relationship with the staff

➢ I work with software engineers. I will design a good management system framework to him with computer knowledge development, and maintain communication with him

➢ My relationship with the leader in charge is the relationship between the leader and the subordinate. I will first design a good system framework to his review, and according to his feedback, further improve the design framework and function.

➢ My relationship with the students participating in the internship is the relationship between the publisher and the tester. Release the system designed by software engineers to students for testing, and then fix bugs according to their feedback

SECTION FOUR

RESULTS OF THE PRACTICE AND LEARNING

In this section, the results of the practicum and learning are grouped into three categories. The first category is mainly related to the design of management system framework. The second category is related to the explicit knowledge what I have learned.

The third category is related to the tacit knowledge acquired through practice, and the last category is related to the teamwork spirit through practice. These are explained in detail below.

1. The completed framework of information dynamic management system for Higher Vocational Students' practice

Table 4.1 Main function modules of management system

Students	Registered student information	School tutor	Query student information	administrators	Authority assignment
	Submit internship report		Refer to the internship report		Statistics and inquiry
	Submit job change application		Consult the expert opinion		Post change approval
	Feedback on internship		Assessment of internship performance		Press release
	Browse news bulletin		Online communication		Forum management
	Query internship results		Practice summary		Data maintenance

2. explicit knowledge

Design a complete and practical management system, need to consider all the elements and steps. For example, first of all, it is necessary to know how many people with different identities use the designed system

3. Tacit knowledge

In the process of designing the system, I deeply realized the connotation of teamwork

Learned how to communicate with people of different identities. For example, how to get along with our superiors and use their feedback to guide us to repair and improve the system.

The results of this practice were as follows:

1. The success of field experiences depended very much on the collaboration between me and the software engineer.

2. The key factors in determining practicum success were communicate with people of different identities.

SECTION FIVE

CONCLUSION, DISCUSSION, and RECOMMENDATION

5.1 Conclusion

This practicum is very challenging and successful。
It offered me the opportunity to apply the theoretical knowledge acquired while in
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Therefore, I will not hesitate to recommend that this course be continued
in the program and improve the internship courses of graduates. This will enable graduates
to have opportunity to demonstrate practically how to plan, do, act and carryout
administrative duties.

5.2 Discussion

First, the educational management practice project helps graduates put their theoretical
knowledge into practice.
Second, in the process of internship, graduates can deepen the understanding of the
theory.
Third, the internship program can make students learn explicit knowledge and tacit
knowledge that can't be learned in the classroom

5.3 Recommendation

Implications for future practice
A successful internship project can enable graduates to learn a lot of useful knowledge for
future work, such as team spirit.
Recommendations and suggestions for consideration in future practicum

In order to better play the role of internship projects, every graduate should make a detailed internship plan, which can achieve twice the result with half the effort.

Findings from this study can be applied to other disciplines requiring field-based experiences, such as computer science, software engineering and architecture engineering.

Reference

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Appendix

Questionnaire

1、   Write down your identity (student, tutor, system administrator)

……

2、   Write out the function of the dynamic management system of internship information that you expect

……

3、   When do you expect the system to be developed?

……

4、   Would you like to be a system tester? (Yes or No)

Statistical results

Students	Registered student information	School tutor	Query student information	administrators	Authority assignment
	Submit internship report		Refer to the internship report		Statistics and inquiry
	Submit job change application		Consult the expert opinion		Post change approval
	Feedback on internship		Assessment of internship performance		Press release
	Browse news bulletin		Online communication		Forum management
	Query internship results		Practice summary		Data maintenance

Auto Bibliography

Student's Name *Xiaobo*

Date of Birth *22th, October. 1991*

Education Level *Bachelor degree*

Workplace *College of continuing education, Bohai University*

Work Experience *Teaching assistant.*

Practicum report will need to be submitted within one week from the time of each phase.

Report can be submitted in person, by e-mail to Educational Administration Program.

(E-mail address will be let you know later.)