



## PRACTICUM REPORT

CARRIED OUT IN

.....GOVERNMENT SECONDARY SCHOOL.....

Name of School/Organization: Primary School Department of middle  
school affiliated to Yunnan University of Finance and Economics

Address: Kangti Road, Panlong District, Kunming City, Yunnan  
Province

BY

Student's Name: Luo Wenting

ID No:63561802078

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

SUAN SUNANDHA RAJABHAT UNIVERSITY

June MONTH, 2021YEAR

**Praise for the practicum in Educational Administration  
to Ms Luo Wenting**

Student's name Luo wenting .is the perfect person to because she is an enthusiastic student provides practical steps for Primary School Department of middle school affiliated to Yunnan University of Finance and Economics Not only does her practicum brings Some help, but also she shows us that Knowledge and ability learned can be your superpower if you want to achieve your goals.

.....Signature.....

(.....)

.....Position.....

.....Organization.....

Official stamps

## Abstract

The purpose of this internship is to explain the internship experience. The purpose of this internship is to enable the graduates of this major to put their theoretical knowledge, principles and administrative ethics into practice. The internship was carried out in the primary school of the middle school affiliated to Yunnan University of Finance and economics. This report is divided into four parts, each part contains relevant sub content. The first part is the overview and function introduction of the mechanism. The second part mainly reviews the concept and theory of educational management practice. The third part focuses on the author's research methods and experience. The third part focuses on the analysis of the results of practical learning in the primary school of Yunnan University of Finance and economics. The fourth part includes conclusions, discussions and suggestions, analysis of the advantages and disadvantages of the school, relevant improvement suggestions and conclusions. It is suggested that the internship should start in March and end in July to demonstrate how to plan, organize, guide and perform other administrative duties.

Key words: internship, education management,

## ACKNOWLEDGEMENTS

First of all, I would like to express my deep gratitude to the school for its support and help. It is with their help that I can successfully complete my education management internship.

During my internship, the school I worked in offered me generous help. Here, I am most grateful to my teachers for their guidance, encouragement and suggestions, which helped me gain a deep understanding of the problems and successfully complete the meaningful internship work in a very short time.

I can say without hesitation that if it were not for his long-term support and valuable suggestions from time to time, I would not have been able to complete the work smoothly at all. Here, I would like to express my special thanks to the leaders of the school. Under her modern perspective and strict supervision, I have successfully completed my work.

I would like to express my special thanks to my family. At the same time, I would like to thank all the department leaders and colleagues. They sincerely cooperated with me in this process, provided me with strong support, gave me the opportunity to care for and support me all the way, and helped me in the process of writing this standard internship report.

Student's name: Luo Wenting

Date: June 27 2021

# TABLE OF CONTENTS

	Page
PRELIMINARY PAGES	
Title page.....	1
Praise for the practicum in Educational Administration to Luo Wenting.....	2
Abstract .....	3
Table of contents.....	5
SECTION ONE – INTRODUCTION..... 7	
1.1 Background.....	7
1.2 Objectives.....	
1.3 .....	
1.4 .....	
1.5 .....	
SECTION TWO – LITERATURE REVIEW	
2.1 Description of the organization	
2.2 Functions of the organization	
2.3 Structure of the organization	
2.4 .....	
2.5 .....	
SECTION THREE – METHODOLOGY	
3.1 Experience	
3.1.1 Schedule of operations and duties	
3.1.2 Knowledge Acquired	
3.1.3 Working relationship with the staff	
3.2 .....	
3.3 .....	
3.4 .....	
SECTION FOUR – Results of the practice and learning	

4.1 .....  
4.2 .....  
4.3 Strengths of the organization  
4.4 Weaknesses of the organization  
4.5 Suggestions for improvement  
SECTION FIVE- Conclusion, Discussion, and Recommendation  
5.1 .....  
5.2 .....  
5.3 .....  
REFERENCE  
APPENDIX  
AUTO BIOGRAPHY

## **SECTION ONE**

### **INTRODUCTION**

#### **1.1 Background**

Internship is a kind of practical experience for individuals. It is an important way to combine theory with practice. It can improve the personal professional quality and practical ability. It is of great significance to cultivate applied talents, so as to help interns put the theoretical knowledge learned in the learning process into practice. This seems to be an effective way to help the author understand the connection between the theory learned in this semester's course and the practice in the real world of the school. By going deep into the grassroots units and understanding the current situation of the development of the education industry, we can deepen our understanding and consolidate our professional knowledge, and further improve our ability to understand, analyze and solve problems, so as to prepare for the society in the future.

For high-quality internship, we should provide interns with the opportunity to apply what they have learned, and let them or senior practitioners in the process. In the process of internship, interns should be given the opportunity to work with and learn from school administrators. Through the accumulation of practical experience. In addition, this course uses the master's level practice in education management as the main way to train school administrators.

The overall goal of internship is to give students the opportunity to experience different working environments. Therefore, as a production department, higher education institutions have the responsibility to train management personnel, while relevant institutions cooperate with production departments to train graduates of education management major, so that they have the quality and

ability needed in the 21st century. In addition, the future managers of the education industry believe that the internship in the school can help them apply the new knowledge to practice, and obtain the guidance of senior practitioners in the process, which is the most valuable experience for them.

## **1.2 Objectives**

The objectives and expected results of this internship include: experiencing the whole process of internship, trying and applying the learned knowledge.

### **1.3 Acquire applied administrative skills**

### **1.4 Practical experience of methods and theories**



## **SECTION TWO**

### **LITERATURE REVIEW**

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**

The internship was carried out in the primary school of the secondary school affiliated to Yunnan University of Finance and economics, Kangti Road, Panlong District, Kunming City, Yunnan Province. Founded in 2016, the school is a private school jointly established by Yunnan University of Finance and economics and private capital.

The relevant teaching resources provided by the school for teachers and students include three buildings, classrooms for each class, music classroom, dance classroom, art classroom, information technology classroom, office, sports playground, runway, office, restaurant and dormitory for teaching staff. I personally believe that these resources can provide enough support for the operation of the school, but there is still room for improvement.

Wang Xuexian, the president of the University, graduated from Yunnan University with a bachelor's degree. He used effective management skills in the process of school management, including: good decision-making skills, technical skills, personnel relations skills and good communication skills.

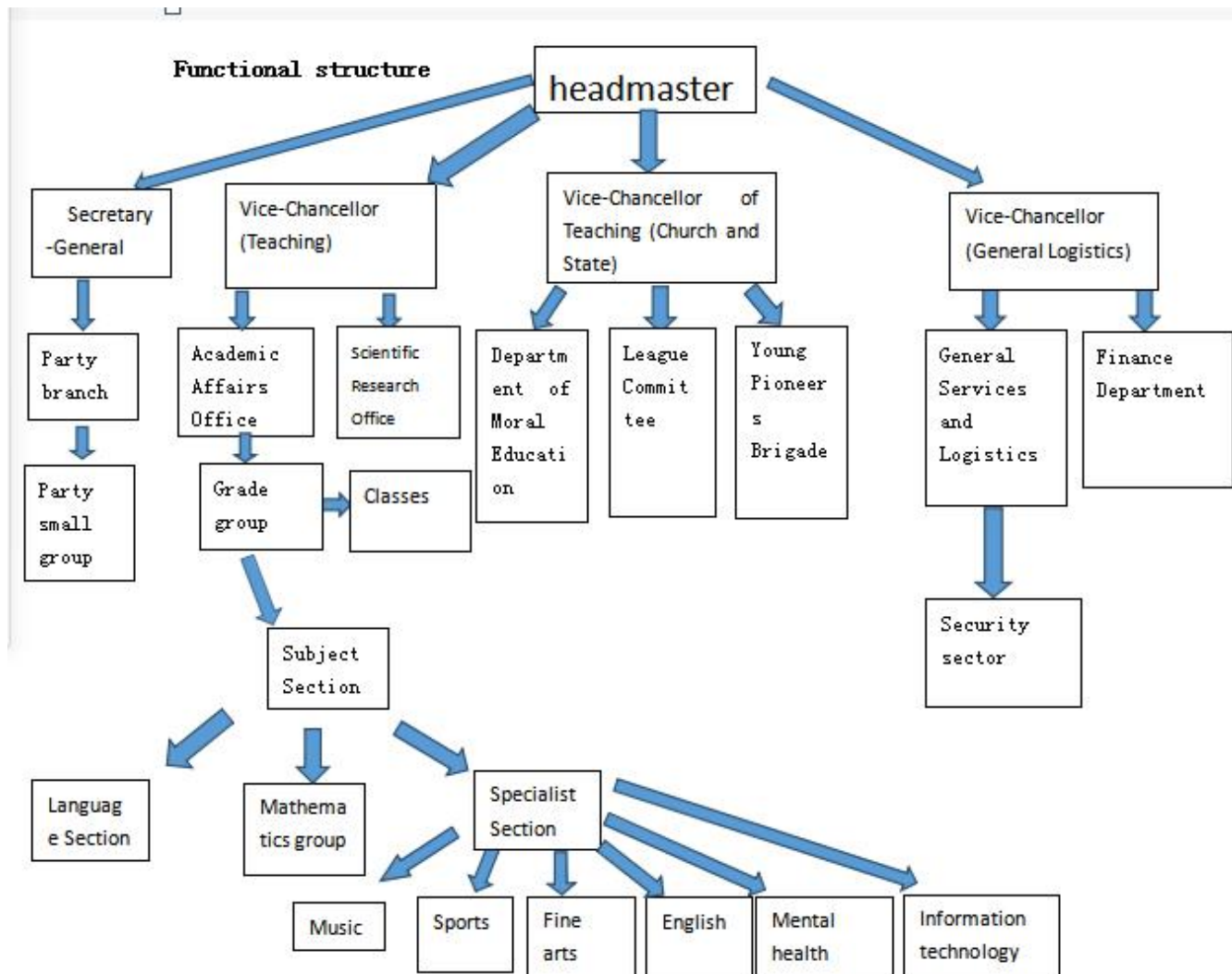
#### **2.2. Functions of the organization**

The establishment of the secondary school affiliated to Yunnan University of Finance and economics aims at closely centering on the central work of improving the quality of education, making the school a "high-quality private school" with distinctive characteristics, first-class in Yunnan and well-known in China, making full use of the educational advantages of Yunnan University of Finance and Economics, making full use of the school

running mechanism of private schools, with advanced educational ideas, first-class teaching staff, excellent teaching quality, etc Fine school management, to build distinctive characteristics of education and teaching mode.

### 2.3. Structure of the organization

The following table shows the organizational structure of the secondary school affiliated to Yunnan University of Finance and economics



## SECTION THREE

### METHODOLOGY

According to the field practice experience, the structure design can be completed in stages. Therefore, the first draft of this internship report was written in April. The information required for this report was obtained through observation, survey, questionnaire and interview.

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

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

Mainly through observation, investigation methods for analysis; The interview data is analyzed by content analysis

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

<b>Collection of Data</b>	<b>Analysis of Data</b>	<b>Output/ Outcome</b>
Through in-depth interviews, observations, surveys, logs and records, data were collected from the Department in charge.	-Evaluate the activity, participation level and experience feedback. -Content analysis is used for data analysis	-Leadership experience -The mode of improving management quality -Field learning experience

### 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

<b>Week</b>	<b>Observations</b>	<b>Description of Observations / Duties</b>	<b>Hours</b>
1	Administrative tasks	Observe the working style of administrative leadership and combine the knowledge and theory learned	3
2	Roles and responsibilities	Education and teaching management	4
2	Scope of work in educational institution	Arrange and manage the school affairs, improve the quality of education and teaching, and complete the teaching work on time	4
2	Knowledge, Skills, Attitude (Competency)	Leadership, management methods and knowledge skills	4
1	Types of Instructional supervision in educational institution	Clinical supervision	3
1	Professional Learning Community (PLC)	Improve communication skills, promote teaching leadership and professional development.	3
1	Process in helping teachers to effectively organize their learning activities	- Enhancing skills and confidence of teachers in specific areas. - -	3
1	Leaders in driving education policy into practice in schools	Solid education and teaching ability	3
1	Problems of the organization In planning, evaluation, and decision making	In some aspects of assessment and decision-making, it is not long-term enough	3

### 3.1.2 Knowledge Acquired

How to organize and coordinate the education team, give full play to the role of education manpower, financial resources, material resources and other information, and make use of various favorable conditions in education to achieve the goal of education management efficiently

### 3.1.3 Working relationship with the staff

The relationship with colleagues is equality and respect, education and teaching activities usually need to rely on collective strength to complete, therefore, for colleagues in education and teaching activities, in the status should be equal, and give the necessary respect. There are individual differences in Teachers' work, so the specific division of labor is different. Due to the differences in work tasks and nature, there will be contradictions and conflicts among teachers, which requires mutual understanding between teachers and colleagues.

## **SECTION FOUR**

### **RESULTS OF THE PRACTICE AND LEARNING**

In this part, the achievements in practical learning are divided into three categories. The first kind of achievement is mainly in the aspect of educational management experience; The second kind of achievement is the theoretical knowledge of education management; The third is the combination of knowledge and practice; The above results are described in detail below.

1. Education management experience: through the observation and analysis of leadership management methods, learn the management knowledge and experience. I've improved a lot.

2. Management knowledge and experience, including how to arrange posts, improve teachers' education and teaching ability. Timely according to the situation of personnel transfer and deployment

3. Combination of knowledge and practice: in management, human management is the most complex. I think we should emphasize equality and respect, fully recognize the ability of others in our work, and mobilize enthusiasm. Only when employees are willing to cooperate can they bring benefits to the enterprise

The results of this practice were as follows:

1. the successful completion of this internship depends on the support of the internship unit and the cooperation between teachers.

2. The key factors that determine the success of the internship include the support of the unit, the mutual respect and cooperation between teachers, and the learning of knowledge and experience.

## **SECTION FIVE**

### **CONCLUSION, DISCUSSION, and RECOMMENDATION**

#### **5.1 Conclusion**

This internship is very meaningful and allows me to practice what I have learned. It provides me with a valuable opportunity to apply the theoretical knowledge I have learned in school.

Therefore, I do not hesitate to suggest that this internship system should continue to be adopted and implemented in this major, which will help the graduates of this major to practice what they have learned, and demonstrate how to make plans, carry out work, take actions and perform management responsibilities.

#### **5.2 Discussion**

First, the purpose of this study to.....

Second, findings of this study indicated.....

Third, .....

Fourth,

Fifth,

#### **5.3 Recommendation**

Recommendations and suggestions for consideration in future practicum

As an intern, we should be modest and start from the grassroots. Should not be ambitious, as an intern should be more experienced workers in the work to learn, do not understand to ask in time and learn to summarize

The results of this paper are also applicable to other majors that need internship, such as education and finance.

## Reference

<https://wenku.baidu.com/view/a7ea0a19dbef5ef7ba0d4a7302768e9951e76ef2>

<https://www.xuexila.com/zhishi/guanli/940062.html>

## Appendix



## Auto Bibliography

Student's Name: Luo Wenting

Date of Birth: May 1996

Education Level: undergraduate

Workplace Kunming, Yunnan Province

Work Experience :3 years