



# PRACTICUM REPORT

CARRIED OUT IN

Jinzhong College of Information

8 Xueyuan Road, Taigu District, Jinzhong  
City, Shanxi Province, 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 Ms. Duan Liangyi**

*Duan Liangyi is the perfect person to win the praise.  
because she is an enthusiastic student provides practical  
steps for Jinzhong College of Information Not only in the  
practice for the practice unit brought a new mode of*

*education management, but also showed the leadership of education management. can be your superpower if you want to achieve your goals.*

*(Ms. Shang Meili)*

*Dean*

*Jinzhong College of Information  
School of Continuing Education*



## ABSTRACT

*The purpose of this practicum in Educational Administration is to research the relationship between continuing education in universities and local economic and social development. The exercise was designed by the program to expose graduates to practical applications of learned theories, principles and ethics of administration. The exercise was carried out in Jinzhong College of Information. This report was organized in five sections, each having subunits. The first part is the introduction of the background and objectives of the internship. 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 Jinzhong College of Information. Section five presents the conclusion, discussion, and recommendation by analysing strengths and weaknesses of the organization, suggestions for improvement and conclusions were all made. It was recommended that the duration for this practicum exercise be February to June 2021 to demonstrate practically how to plan, organize, direct and carryout other administrative duties.*

**Keywords:** *Practicum, Educational Administration, Continuing education in colleges and universities, Local economy*

## **ACKNOWLEDGEMENTS**

*At the very beginning, I would like to express my deepest gratitude to my leadership for giving me the help and support to complete my Practicum in Educational Administration course.*

*During the period of my practicum, I have received generous help from teacher of my internship unit.*

*First and foremost, I am grateful to my supervisor, faculty of Educational Administration Program. Her guidance, encouragement, and suggestions provided me the necessary insight into the problem and paved the way for the meaningful ending of the work in a short duration.*

*I have no hesitation to say that, without his constant support and valuable advice from time-to-time, I would*

*probably fail to complete the work in an appropriate manner.*

*My special gratitude goes to the chief of staff of my internship school, for his modern outlook and meticulous supervision to carry out the job perfectly.*

*I am grateful especially to members of my team , and all other departmental heads, officials, for their sincere cooperation and support for giving me the opportunity and always help and support me for making a standard report.*

*Duan Liangyi*

*06.2021*

# Table of Content

	Page
Praise for the practicum in Educational Administration to Ms. Duan Liangyi.....	1
ABSTRACT.....	3
ACKNOWLEDGEMENTS.....	5
Table of Content.....	7
SECTION ONE INTRODUCTION.....	9
<i>1.1 Background</i> .....	9
<i>1.2 Objectives</i> .....	10
SECTION TWO LITERATURE REVIEW.....	11
<i>2.1. Description of the organization</i> .....	11
<i>2.2. Functions of the organization</i> .....	14
<i>2.3. Structure of the organization</i> .....	15
SECTION THREE METHODOLOGY.....	16
<i>3.1 Experience</i> .....	17
<i>3.1.1 Schedule of operations and duties</i> .....	17



3.1.2 <i>Knowledge Acquired</i> .....	19
3.1.3 <i>Working relationship with the staff</i> .....	19
SECTION FOUR RESULTS OF THE PRACTICE AND LEARNING.....	20
4.1 <i>Knowledge and skills</i> .....	20
4.2 <i>In terms of doing things for people</i> .....	20
4.3 <i>Economic income</i> .....	21
SECTION FIVE CONCLUSION, DISCUSSION, and RECOMMENDATION.....	23
5.1 <i>Conclusion</i> .....	23
5.2 <i>Discussion</i> .....	23
5.3 <i>Recommendation</i> .....	24
REFERENCE.....	25
APPENDIX.....	26
AUTOBIOGRAPHY.....	28

# 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 schools. It is very helpful for the future work and can transform the theoretical knowledge into practice.*

*The importance of a quality internship that provides opportunities to apply knowledge and skills with the support of an expert mentor. This internship should provide opportunities to work with and to learn from administrators in schools. Through field-based experiences, To make my research more convincing, more complete.*

*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 internship is to give students the opportunity to experience a different working environment and enable them to apply their new knowledge to practice. We have gained valuable experience in practice.*

## **1.2 Objectives**

*The objectives and expected outcomes for the practicum were: to discuss and explain my experience on the job, by working with professional managers to gain knowledge updates, as well as practical experience in technology and theory.*

## **SECTION TWO LITERATURE REVIEW**

*The review shows that the continuing education in colleges and universities serves local economic and social development activities in the practicum settings are focused on the relationship between local economy and university continuing education In the light of the related literature, The final data from the study are determined. The concept of college Continuing Education is related to local economic development.*

*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**

*Approved by the Ministry of Education and People's Government of Shanxi Province, Jinzhong College of Information (JCI) is a modern multidisciplinary institution*

*featured in information science and technology while developing simultaneously with disciplines including economics, literature, science, engineering, agriculture, management, and the arts.*

*Established in 2002, JCI is located in the famous historical and cultural city of Taigu, Shanxi Province, which is known as a hometown of Mencius mom and the origin of famous Shanxi merchants. Students at JCI enjoy an easy access to major cities such as Taiyuan (a 30-minute drive from Taigu), Beijing (either a 50-minute flight or 3-hour high-speed train ride from Taigu). Therefore, students are able to study in the tranquil of Taigu or enjoy modern life in large cities.*

*JCI covers an area of 1,000 mu (about 66.67 hectares) with buildings covering 504,000 square meters, among which, 292,000 square meters are for teaching and administration purpose with a capacity of 20,000 students. So far, RMB1.2 billion has been invested to its construction.*

*JCI currently enrolls more than 15,000 students, and offers 43 distinct undergraduate majors across 7 academies ( including Taihang Academy, Xinghua Academy, Qicheng Academy, Wumahe Academy, Wubian Academy, Qingteng Academy, Sanda Academy and Youan Academy.). 10 secondary colleges (departments) (including School of Information Engineering, School of Big Data, School of Intelligent Engineering, School of Economics and Management, Forge School of Business, School of Food and Environment, School of Business English, School of Art and Media, School of Creative Writing, Prospect College.) and 4 teaching sections (including Teaching Center of Fundamental Courses , Ideological and Political Theory Teaching and Research Center, Physical Education Department (Athletic Sports Center). Multiple international cooperation and exchange programs with 6 universities in Germany and the United States. More than 50 exchange students go abroad each*

*year, of whom, more than 30 students go to the University of California at Berkeley and Columbia University.*

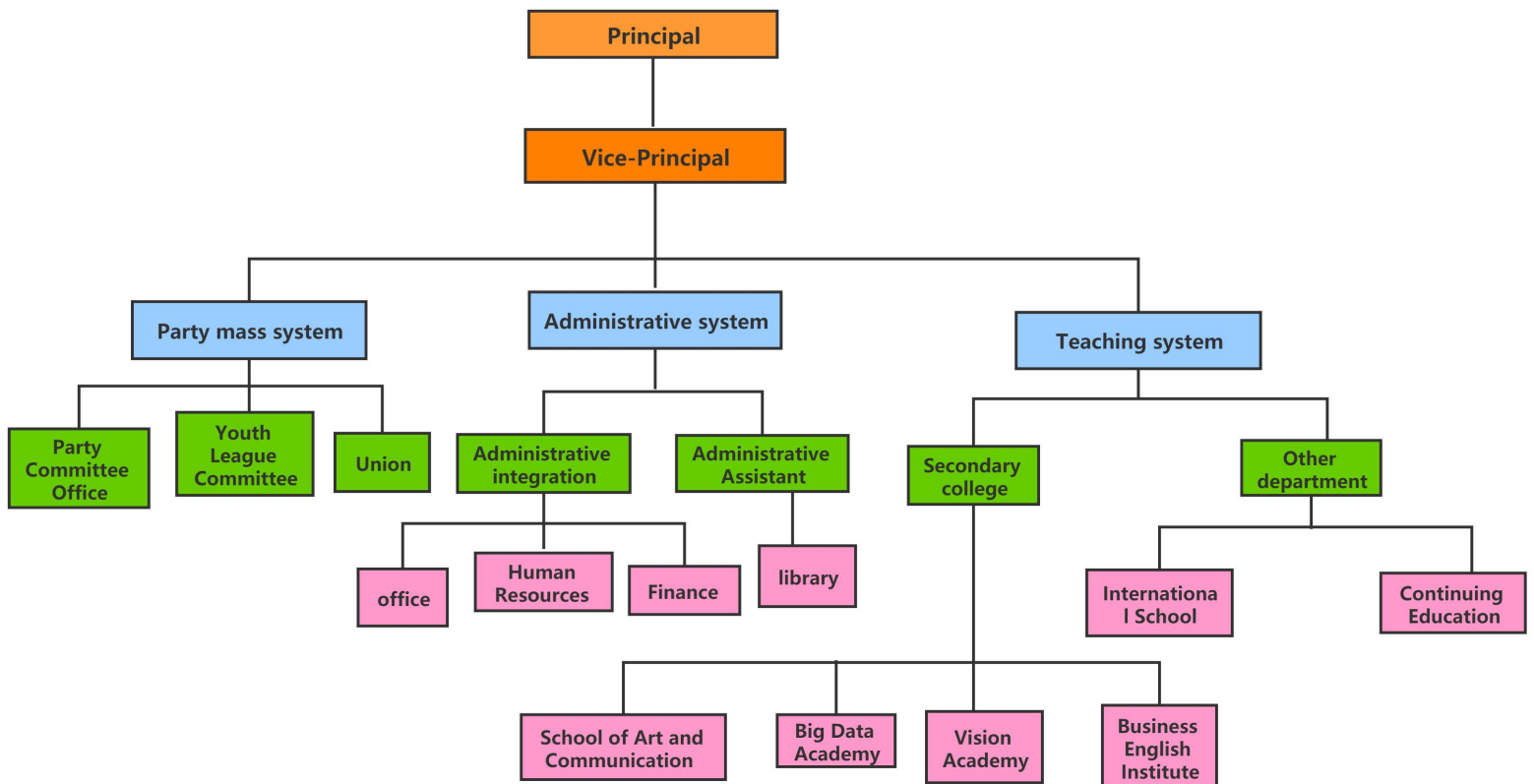
*JCI has listed network engineering as its top brand specialty, financial management, machine manufacturing and its automation, food security has been established as its dominant programs while English, international trade, as well as environmental design has been established as distinctive specialties. So far, machine manufacturing and its automation has excelled itself as a provincial-level competitive specialty construction project, and three enterprise-university-research education projects funded by the Ministry of Education have been developed.*

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

*Jinzhong College of Information is an institution designed for the educate our students into multi-facet talents with both specialized knowledge of selected majors and general business management skills.*

## 2.3. Structure of the organization

*Below is the organizational chart of Jinzhong College of information my school.*



*(Organizational structure of Jinzhong College of information  
School system )*

**Source:** [https://www.cisau.com.cn/html/list\\_1502.html](https://www.cisau.com.cn/html/list_1502.html)



## 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 March 2021 (see Table 3.1) with studies that include the finalization of the second stage and the typesetting of the third stage. . The data for this report was gathered by using interview.*

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

<b><i>Phases</i></b>	<b><i>Durations</i></b>	<b><i>Hours for the Practicum</i></b>
<i>Phase 1</i>	<i>February - March 2021</i>	<i>50</i>
<i>Phase 2</i>	<i>March - May 2021</i>	<i>50</i>
<i>Phase 3</i>	<i>May - June 2021</i>	<i>50</i>

*The thematic analysis of the interview data is shown in Table 3.2*

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

<b><i>Collection of Data</i></b>	<b><i>Analysis of Data</i></b>	<b><i>Output/ Outcome</i></b>
<i>Collect data from supervisors through in-depth interviews</i>	<i>Analysis of data by using content analysis, descriptive statistics.</i>	<i>Field-based learning experiences</i>

### **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><i>Week</i></b>	<b><i>Observations</i></b>	<b><i>Description of Observations / Duties</i></b>	<b><i>Hours</i></b>
<i>1</i>	<i>Administrative tasks</i>	<i>-Providing professional development for school leaders and head teachers. - Daily office paperwork writing and preparation and notification of various meetings.</i>	<i>100</i>
<i>2</i>	<i>Roles and</i>	<i>Office administrator</i>	<i>80</i>

	<i>responsibilities</i>		
3	<i>Scope of work in educational institution</i>	<i>Help to organize the registration materials for students' continuing education</i>	120
4	<i>Knowledge, Skills, Attitude (Competency)</i>	<i>I am very qualified for this internship, and my knowledge and skills have been greatly improved.</i>	70
5	<i>Types of Instructional supervision in educational institution</i>	<i>University level supervision and department supervision.</i>	90
6	<i>Professional Learning Community (PLC)</i>	<i>- Providing quality instructional leadership and professional development at school level through mentors.</i>	50
7	<i>Process in helping teachers to effectively organize their learning activities</i>	<i>- Enhancing skills and confidence of teachers in specific areas.</i>	100
8	<i>Leaders in driving education policy into practice in schools</i>	<i>The rules and regulations of the School of Continuing Education of the internship school have been developed and widely promoted</i>	80
10	<i>Problems of the organization In planning, evaluation, and decision making</i>	<i>The management lacks the consciousness of overall planning, and the decision-making power is not decisive enough.</i>	70

### 3.1.2 Knowledge Acquired

*Through the internship in this school, I learned how to use the office to send and receive files, learned writing official documents, the method of learning to the students to sign up the process of continuing education courses, students learn to how to modify the registration error message file, study to the national and local governments to continue to implement the policies and regulations of education development of colleges and universities.*

### 3.1.3 Working relationship with the staff

*When I came to this internship school, my colleagues were very enthusiastic and helped me a lot in work. Besides, I gave timely guidance to the places I didn't understand. I get along well with my colleagues and have a great time.*

# 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 knowledge and skills. The second category is related to the do things for people. The last category is related to the increase in economic income. These are explained in detail below.*

## **4.1 Knowledge and skills**

*learned the regulations and policies of continuing education in colleges and universities, learned how to deal with the problems in students' continuing education, and learned the relevant preferential policies issued by the local government for continuing education in colleges and universities.*

## **4.2 In terms of doing things for people**

*Got the contact information of the colleagues of the internship unit, learned the way of the colleagues in dealing with the official business, got the registration information of the students of the internship unit, learned the way and method of communication with the students.*

### **4.3 Economic income**

*Through the internship in the internship unit, get the opportunity to deal with the local government, the internship unit is mainly engaged in continuing education and training, and the local government is more closely linked, in the internship period I organized a small classroom training for the local citizens, mainly for local citizens friends, with the help of the internship unit existing teacher resources and site equipment resources, so that the public in the internship school to pay for training, training fees were finally distributed to the internship school and local government, increased the financial revenue of schools and local governments.*

*The results of this practice were as follows:*

*1. The success of field experiences depended very much on the collaboration between Internship school and myself.*

*2. The key factors in determining practicum success were internship school support, the help of colleagues, internship school students with the cooperation.*

# **SECTION FIVE CONCLUSION, DISCUSSION, and RECOMMENDATION**

## **5.1 Conclusion**

*This practicum is very successful and useful. It offered me the opportunity to apply the theoretical knowledge acquired while in Changchun Normal University.*

*Therefore, I will not hesitate to recommend that this course be continued in the program .This will enable graduates to have the opportunity to translate theory into practice to demonstrate practically how to plan, do, act and carryout administrative duties.*

## **5.2 Discussion**

*First of all, the purpose of this study is to solve the current situation of the development of continuing education in colleges and universities and the relationship with local economic development.*



*Secondly, the research results of this study show that the coordination of the relationship between university continuing education and local economy plays an important role in promoting the reform of university continuing education system and improving the competitiveness of local economy.*

### **5.3 Recommendation**

*Through this internship, I suggest that the future internship should allow interns to go into the internship units of various institutions, so that interns can better understand the status quo of internship units, internship units can put forward more accurate recommendations.*

*Findings from this study can be applied to other disciplines requiring field-based experiences, such as business administration major.*

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# APPENDIX



*(Figure 1 is an interview with an intern school teacher)*



*(Figure 2 is an internship school teacher exchange)*



*(Figure 3 is an online interview with teachers at the internship school)*



*(Figure 4 is a random interview with an internship school)*

# AUTOBIOGRAPHY

***Student's Name:*** Duan Liangyi

***Date of Birth :*** 22.08.1988

***Education Level :*** I graduated from Changchun Normal University with a major in Chinese language and literature.

***Workplace :*** I work at Jinzhong College of Information (JCI), a full-time undergraduate college. Jinzhong College of Information (JCI) is an innovative business school in the era of digital economy. Established in 2002, JCI is located in the famous historical and cultural city of Taigu, Shanxi Province, which is known as a hometown of Mencius mom and the origin of famous Shanxi merchants. The specific address is 8 Taigu District College Road, Jinzhong City, Shanxi Province.

***Work Experience:*** 1. with the ability to carry out academic education and non-academic education and training work experience, through the organization of online and offline training

*courses, to achieve the purpose of training students, after the completion of training, unified organization of students to participate in the examination, and finally obtain the corresponding diploma.*

*2.with office documents, writing documents work experience.*