



PRACTI CUM REPORT

CARRI ED OUT I N

GOVERNMENT SECONDARY SCHOOL

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BY

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I N PARTI AL FULFI LMENT OF THE COURSE
REQUI REMENTS,

PRO 6701 (PRACTI CUM I N EDUCATI ONAL
ADMI NI STRATI ON)

SUAN SUNANDHA RAJABHAT UNI VERSI TY

June, 2021

Praise for the practicum in Educational Administration to Mr. XI AOYUNHUI

Xiao Yunhui is the best candidate for the teaching secretary, an enthusiastic student who conducted an internship at Ji ' an Vocational and Technical College. He not only brought advanced management concept for the internship unit in the internship, and flexibly used professional knowledge to solve practical problems for the unit, but also showed the excellent quality of serious dedication, strong sense of responsibility and high work efficiency. Therefore, the student will provide strong help for the realization of the goals of your unit.

Art Institute of Ji ' an Vocational and Technical College
President Yang Shuzhen

Abstract

The purpose of this practicum in Educational Administration is to Practice learned teaching management theory, to lay the foundation for the future work. The internship aims to allow graduates of the major to put their theoretical knowledge, principles and administrative ethics into practice. The internship work was conducted at Ji ' an Vocational and Technical College. This report is divided into five parts, each containing the relevant sub-item content. The first part is an overview of the agency, a functional introduction, etc

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. This section discusses in detail the internship work schedules, job responsibilities, work relationships with colleagues, and the knowledge learned in the process. The fourth part focuses on analyzing the results of practical learning and harvest in Ji ' an Vocational and Technical College. Part V includes conclusions, discussions and suggestion analysis of the advantages, disadvantages, relevant improvement suggestions and conclusions. The internship should begin in February 2021 and end late June 2021 to demonstrate how to plan, organize, guide and perform other administrative duties.

Keywords: Practicum, Educational Administration, , Higher Colleges, Teaching Secretary, Importance

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During my internship, Dean Yang Shuqiong provided a generous help to me.

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I can say without hesitation that had it not been for his long-standing support and valuable advice from time to time, I would very well have been unable to get the work done at all.

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Xi ao Yunhui
I n June, 2021

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SECTION ONE INTRODUCTION

1.1 Background

Internship is a kind of practical experience provided for individuals to help the interns put the theoretical knowledge learned in the learning process into practice. This seems to be an effective way of helping the author understand the connection between the theory learned in the university curriculum and the real world practice in the school.

At present, in the field of higher education in China, higher vocational education is an important part, shouldering the heavy responsibility of training more technical talents suitable for the development requirements of modern society. Under the influence of the implementation of education reform, now higher vocational colleges have entered the connotation stage of development, put forward very high standards in teaching quality, teaching secretary as one of the main principals of teaching management in higher vocational colleges, both participants, advantages, made great contributions to the improvement of teaching quality, play an important role.

Ji 'an Vocational and Technical College provides opportunities for interns to apply what they have learned. During the internship, I got the opportunity to work with the school administrators and learn from them. Through the accumulation of practical experience, more than four months, under the guidance and training of the leadership of the college, with the care and help of colleagues, I soon became familiar with the basic situation of the college, gradually mastered the teaching secretary related working process, their own knowledge was expanded, ability to exercise, rich work experience, comprehensive quality was greatly improved, also further stimulated their enthusiasm for the teaching secretary.

1.2 Objectives

The objectives and expected outcomes of this internship include:

- 1, improves the teaching management level, business service ability, and the ability to handle daily teaching affairs.
- 2, gains practical experience in applying administrative techniques, methods, and theories by working with professional management

SECTION TWO

LITERATURE REVIEW

Relevant documents show that the teaching secretary in the practice process conducts teaching management activities, focusing on the service strategy of the teaching secretary work in higher vocational colleges. According to the relevant literature, the teaching secretary is determined that the teaching secretary has communication and coordination characteristics and the teaching secretary has service characteristics.

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 internship exercise is in Ji'an Vocational and Technical College, the school site is located at No. 133 Ji'an South Avenue, Jizhou District, Ji'an City, Jiangxi Province. The school was founded in 2014 by Mr. Ouyang Liang.

The relevant teaching resources provided by the school for teachers and students include the construction of 6,000 art

teaching building square meters, and the comprehensive theater can accommodate 500 people. There are 80 music organs, 80 pianos, digital pianos 160; 6 studios, 80 easels, 20 plaster heads; 14 dance practice halls are about 2200 square meters 2; 23 multimedia classrooms, 2 computer classrooms, 14 off-campus practice bases and one library. It provides high-quality conditions for students from grades 1 to 5, and provides teaching and research office and staff dormitory for faculty and staff. Personally, in my opinion, these resources can provide conditions for the operation of the school, daily teaching management and scientific research projects, but there is still room for improvement.

The principal of the school is Mr. Wen Xidong, who graduated from Northeastern University with a master's degree in education. He has been engaged in the professional teaching, scientific research of production process automation and teaching management in colleges and universities for a long time. He has published more than 60 academic papers, edited 5 text books and essays, and presided over more than 10 provincial and municipal projects. He has won 4 municipal department-level science and technology progress awards and 5 national and provincial excellent teaching achievement awards. He used effective management skills in the management of the school, including good decision-making skills, technical skills, personnel relationship skills, and good communication skills.

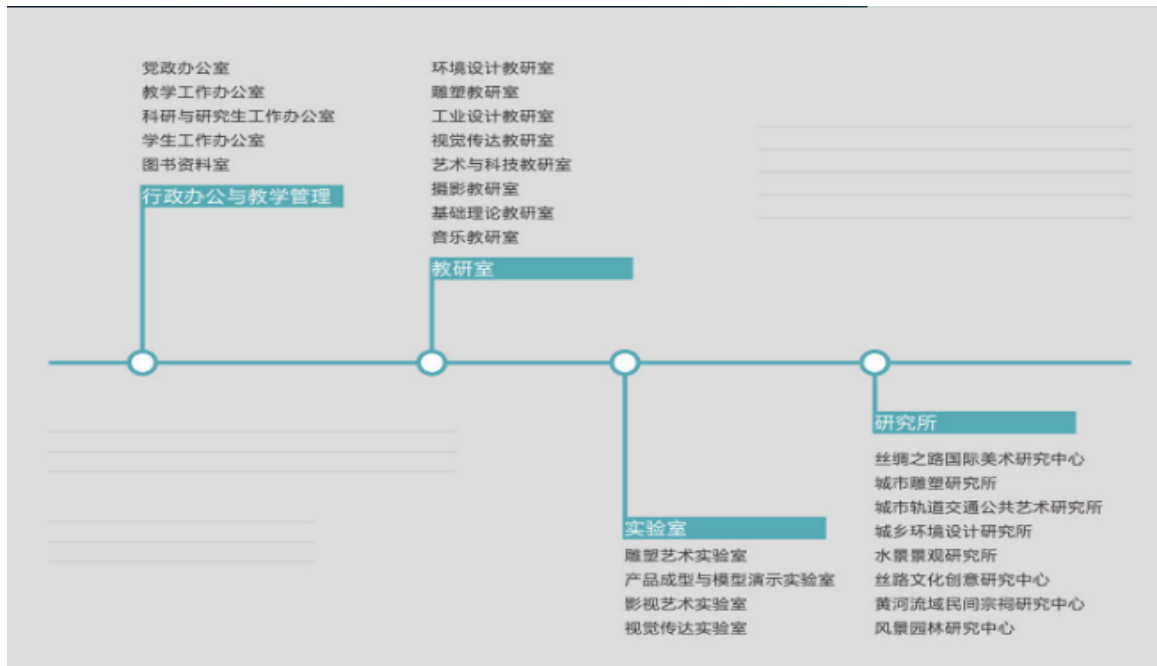
2.2 Functions of the organization

The establishment of Jivocational and technical college aims to be based on Ji, facing Ji, service Ji, for regional economic construction and social development services, the

college into education, engineering, agriculture, art, with a higher level of comprehensive higher vocational colleges, strive to make Ji vocational and technical college into a "first-class in the province, national well-known" demonstration higher vocational colleges.

2.3. Structure of the organization

The following table is the organizational diagram of Art Institute of Ji Vocational and Technical College



Source: <http://www.japt.com.cn/yxsx.htm>

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 2021, including the professional survey of Art College of Ji'an vocational and technical college. The information required in this report was obtained through the way of survey and questionnaire.

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

Educational Administration

Phases	Durations	Hours for the Practicum
Phase 1	February to April 2021	50
Phase 2	April to May 2021	50
Phase 3	May to June 2021	50

The quantitative data were analyzed by percentage, mean, standard deviation and other descriptive statistical methods to test the investigation on the development of in-service actors in Ji'an area; The qualitative data comes from the answers to 12 open-ended questions from the employees of song and dance troupes in Ji'an city. The above questions were put forward at the end of the group interview survey focusing on the employment needs of song and dance theatres. The answers to the open-ended questions were analyzed through the feedback of the questionnaire; The interview data are analyzed by content analysis (see table 3.2).

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

Collection of Data	Analysis of Data	Output / Outcome
Through in-depth interviews, observations, surveys, logs and records, data were collected from the questionnaire.	At present, there are nearly 10 big and small tea picking song and dance troupes in Ji'an City, and nearly 90 dance art training institutions (75 of	To expand the professional team, the enterprises outside the city also have a great demand for employment, and they need fresh blood every year.

	<p>which have been put on record). The staff of the city's art troupes are seriously aging. According to the survey of five troupes, it is expected that each Troupe will set 3-5 personnel standards in the past five years.</p>	<p>Therefore, a large number of dance performance talents are urgently needed in this professional field, so as to cultivate and transport a steady stream of art talents for the future red tourism culture.</p>
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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	Carry out daily teaching affairs	Teaching secretary is the specific executor, implementer, organizer and arranger of various teaching activities. As the bridge and link between teachers and students, teachers and teachers, and teaching work between	

		<p>departments, it permeates all aspects and links of teaching plan management, operation management and quality management. Therefore, its position is unique and its role can not be ignored.</p>	
2	Roles and responsibilities	Teaching secretary, assistant of vice president in charge of teaching	
3	Scope of work in educational institution	To assist the leaders of the college in teaching administration and student status management	
	Knowledge, Skills, Attitude (Competency)	Teaching secretaries in Colleges and universities should have good political quality, psychological quality, professional ethics quality, and the ability to master professional and basic knowledge, coordination and communication ability, expression ability and writing ability, file management ability, computer operation ability, and innovation ability	
	Types of Instructional	Be responsible for supervising the attendance	

	supervision in educational institution	rate of students, and timely report the statistical list of students who are late, absent from class and ask for leave to the head teacher and submit it to the relevant departments for handling. Help students treat study and discipline positively and correctly.	
	Professional Learning Community (PLC)	With the help of the Dean, we will cultivate high quality teaching leadership and professional development for future school leaders.	
	Process in helping teachers to effectively organize their learning activities	Coordinate the transfer, stop and make-up of teachers, classroom application, including external, full-time and administrative personnel, and timely convey the school's notice to the relevant personnel to strive for their support and cooperation.	
	Leaders in driving education policy into practice in	To make the school better correct the guiding ideology, to further deepen the reform of education and	

	schools	teaching clear direction, to establish the idea of teaching and educating people, wholeheartedly serving students. It can effectively strengthen the standardized management of the school, have rules to follow and laws to follow, and make the school cultivate more and more talents needed by the society.	
	Problems of the organization In planning, evaluation, and decision making	The work of teaching secretary is trivial, and sometimes the coordination between departments is inconvenient. Therefore, strengthening the efficient operation of the work is also a road worthy of thinking and exploration in the future. I hope the work of all departments of the school can bring more convenience to the teaching secretary, so as to provide high-quality service for teachers.	

3.1.2 Knowledge Acquired

After the internship, I improved my service

consciousness, organization and coordination ability, unity and communication ability and language expression ability. Now we have mastered and have the ability and quality of flexible handling of basic teaching affairs in the teaching process. At the same time, master the college "educational administration management system" teaching management and skilled operation.

3.1.3 Working relationship with the staff

1. Focus on group interests, cultivate tacit understanding with colleagues, advance and retreat together.
2. Colleagues actively help and care for me.
3. Help each other with colleagues, modest and prudent, diligent and progressive.

3.2 practice experience

The work of teaching secretary is mainly service work, many of which are trivial. Not only the task is heavy, but also many ideas are involved in various departments of colleges and universities. Sometimes the task is urgent, and several tasks have to be completed at the same time. We have to work overtime, and even can't rest on holidays. We need to work overtime frequently to complete it. Therefore, a teaching secretary needs to have a noble spirit of dedication and self sacrifice. Without a sense of service and the spirit of willing to bear hardships and dedication, it is absolutely impossible to do a good job as a secretary. Therefore, to correctly treat their own value in life, the value of secretaries is reflected through their hard work to do a good job in the ordinary cause of obscurity. As long as they love it, they can also make remarkable achievements. Teaching quality is the basis of the survival and development

of colleges and universities, and the lifeline of colleges and universities; To ensure and improve the quality of education and teaching is the eternal theme of the school. All of these are inseparable from the loyalty and love of teaching management and the unremitting pursuit of teaching quality. We should strengthen the management to ensure the quality of personnel training, benefit, achievement and quality. Therefore, the teaching secretary should enhance the sense of mission and responsibility, make clear the important tasks on his shoulders, never relax the requirements on the quality of teaching management, have the spirit of dedication and hard work, be willing to be an unsung hero, work hard conscientiously and down-to-earth, improve the ability to analyze and solve problems in practice, and constantly improve the quality of service.

SECTION FOUR

RESULTS OF THE PRACTICE AND LEARNING

4.1 achievements

In this part, the achievements in practical learning are divided into three categories. The first kind of achievement is mainly about the improvement of personal ability; The second kind of achievement is to help the college carry out school enterprise cooperation; The third kind of achievement is teaching management. The above results are described in detail below.

1、Personal ability improvement: in recent months, through my internship, I have improved my service awareness, organization and coordination ability, unity and

communication ability and language expression ability. At the same time, in the actual work also exercise their ability to do things. In the work, we can pay attention to the principles, processes and methods of dealing with things, enhance the awareness and ability of active innovation, find out and improve our own shortcomings in time, and further improve our business level and service ability.

2、In terms of school enterprise cooperation, we will help the College of art and Ji'an Dance Association to carry out industry cooperation. The City Dance Association will provide teachers to teach students the knowledge and skills of teachers for children's dance examination. Students will get the opportunity to practice on weekends and summer holidays. The introduction of this new technology makes teaching and production seamless, and students work and study in learning and practice, Organic combination of the first, second, third classroom talent training objectives. And signed seven practice bases to carry out enterprise cooperation, cultivate students' stage practice ability, carry out project-based teaching with art troupes, seek a variety of teaching methods, so that students can gain more rich content in teaching.

3、Teaching management:

(1) We should conscientiously implement the teaching management system, and make the documents online and filed in time; According to the regulation of class suspension, the regulation of the times of participating in teaching and research activities and other teaching management documents, and strictly implement them.

(2) The teaching management is standard, the implementation is strict, and the teaching runs well. At the beginning, the middle and the end of the semester, regular

inspection and supervision of teaching work, detailed self-examination of teachers' teaching documents and examination papers, spot check and record of teachers' and students' class situation; The daily teaching situation is getting better and better.

(3) The quality control of each main teaching link is effective, and the opinions and suggestions of part-time supervisors and students on Teachers' teaching and related work are regularly collected, so as to timely grasp the feedback information of teaching.

(4) We should implement the tutorial system for new teachers, let the old teachers give guidance and help to the new teachers in teaching, scientific research and other aspects, care about their life, and let them get familiar with the teaching work as soon as possible. At the same time, they should be familiar with the new environment, work at ease, and work happily, so as to play a good role of "mentoring".

4.2 key elements of successful internship

1. The successful completion of this internship largely depends on the cooperation between college leaders and teachers and staff.

2. The key factors that determine the success of the internship include:

Organizational discipline: abide by the law, and strictly abide by the school rules and regulations. Have good professional ethics, work impartially, honest and self-discipline.

Working attitude: as a teacher, standard words and deeds, dignified appearance. Be loyal to the school, love your students, and respect others.

Loyal to their duties, strictly perform their duties, and

have the courage to undertake heavy responsibilities.

Spirit of unity and cooperation: take the overall situation into mind and obey the organizational arrangements. Humble and prudent, mutual help, diligent and progressive. Actively participate in the collective activities, consciously maintain the collective honor.

Service attitude and work efficiency: have a strong sense of service and responsibility, and take the initiative to provide quality services for the front line of teaching and scientific research. Work efficiently and complete tasks in time.

4.3 advantages of institutions

The advantages of vocational schools are now developing rapidly. From the traditional agricultural economy to the industrial economy, the benefits of industrial economy have already occupied nearly half of the national income share. It has played an important role in the development of the country. At the same time, the development of industrial society also requires more workers to work in this work, so more people have come from the fields to the factory. 1. The state attaches great importance to vocational high school education. In order to improve the conditions of vocational high school and develop vocational education, the state and local governments have issued policies to develop vocational education. Students with family difficulties shall be exempted from tuition and miscellaneous expenses. Schools also have their own scholarships. The policy of exemption for agriculture related majors shall be implemented. 2. The society has increased the demand for vocational high school students, and provides more opportunities for further study.

Besides employment, students have another way to choose, that is to take part in the general college entrance examination, adult college entrance examination, and also to participate in the college entrance examination set for vocational high school to improve their occupation, enter the higher vocational and technical college to study, and continue to study in the University. You can also participate in various special training. Multi-directional choice improves its own shortcomings and meets different social needs. 3. Vocational high school students have some advantages and characteristics. 1) Vocational high school students have their own professional expertise. 2) The mentality of vocational high school graduates is relatively low. 3) The plasticity of vocational high school students is high.

4.4 disadvantages of the organization:

The disadvantages of vocational schools are as follows: 1. First, the number of students is shrinking" In the next few years, the enrollment of vocational schools will continue to decline; The sharp decrease of junior high school graduates, the expansion of general high school enrollment, and the "enrollment difficulty" caused by the lack of attraction of secondary vocational schools undoubtedly bring a huge survival crisis to vocational schools. Second, students are in a weak position. Under the mechanism of elimination and diversion, the scores of vocational school candidates are low, which makes some vocational schools have to admit students with very low scores; 2. For most schools, the state's financial investment can only maintain the capitulation expenses, and the shortage of school buildings and equipment is very prominent. Therefore, we need to give full play to the enthusiasm of all aspects of society to hold vocational

education and rely on social forces to run schools. In particular, enterprises are encouraged to run vocational education. The successful experience of developing vocational education in many countries shows that running vocational education well depends not only on the government, but also on the extensive participation of all sectors of society. 3. Vocational high school students themselves have some advantages. 1) The students are not mature. 2) Lack of the spirit of hard work. 3) The pressure resistance is obviously insufficient. Vocational education is not only the process of screening, integrating and consolidating students' basic cultural knowledge, but also the process of applying their knowledge to technical practice, and also the process of shaping their ideological and moral character, social communication, independent survival and self-development. Qualified vocational high school graduates contribute a lot to society and enterprises. To recognize the advantages and disadvantages of vocational high school students is to make them more able to adapt to the development of society.

4.5 suggestions for improvement

1. Focus on the sense of participation and create a shared vision

Change the mode and strengthen participation. The creation of vision should highlight the word "common", which includes the needs of students, teachers, enterprises and society. For this reason, the mode of vision planning should be changed from the traditional top-down way to the bottom-up inverted pyramid. Students are at the top of the pyramid, below are the front-line teachers, then the middle managers, and

finally the top leaders. This model shows that the interaction, discussion and even argument in the process of vision creation are more important than the result itself. Therefore, only when the vision and goal become vivid and vivid, can everyone in school feel that it is the result of their own thinking and participation, then the vision created is really meaningful.

Clear direction, accurate positioning. The key to the creation of vision is the accuracy of direction. With the accurate positioning, we will not blindly seek perfection and greatness when creating the vision, but adhere to the principle of "doing something but not doing something" on the basis of accurate positioning, highlight the key points, develop the advantages of each school, finally form the school running characteristics of each vocational school, and enhance the core competitiveness of the sustainable development of the school.

2. Enhance the strategic thinking and management ability of leaders

Learn to listen and communicate, and lead teachers and students to create a common vision. Our leaders are used to following their will, and our teachers and students are also used to obeying the instructions of their superiors. In such a deep-rooted traditional mode of thinking, leaders should first remove the invisible "crown" on their heads, remove the mask of expressionless face, and communicate with teachers and students in those informal occasions as ordinary school teachers, so that they can hear the most real voice and valuable suggestions.

Be a learning leader and develop your own strategic vision. Nowadays, the era characterized by "change" has added new difficulties to the work of the leaders of the education

department. In the dynamic environment, leaders need to constantly pursue effective knowledge, constantly summarize and reflect from experience and lessons, inspire teachers to take risks and try, and set an example for the whole organization with their rich knowledge, foresight and radical change.

Build interpersonal relationship full of trust to help faculty grow. There is a popular saying in some schools: "let everyone find the right job, let every job find the right person."

Leaders have changed the traditional concept of personnel, more respect for each staff, recognize their individual differences, see the particularity of each one, use their talents, and make the best use of their talents. This has also changed the traditional opposition between the leadership and the masses, and the masses' subjective spirit and sense of participation have been significantly enhanced. It is the best state for school leaders to guide the staff from the inside.

3. Shaping campus culture conducive to the implementation of strategic planning

The participation of all. Whenever possible, teachers and students should be involved in the decision-making related to cultural action. Because culture reflects the core values of the school, and it is the loyal identity and common value orientation of all staff and students. Excellent campus culture, it is necessary to create a sense of identity and mission, a positive psychological environment formed in the participation of all.

A high degree of respect and trust. In school work, we will find that teachers' personal qualities are very good, but they do not seem to fully show their strengths, so it is difficult to effectively improve the school work. The reason is simple:

they lack enthusiasm and energy. This requires that the school culture can highly respect and trust the staff, give the staff a certain degree of freedom, establish an atmosphere of mutual trust and harmonious communication, stimulate their morale and develop their potential. These actions require courage, responsibility, vision, challenge and creativity.

See your words and deeds as a sign of culture. Details should be paid attention to in cultural modeling, such as how do you greet students? How do you communicate with students? How do you dress in class? Seemingly detailed problems will affect the formation of healthy and excellent campus culture. At present, higher vocational colleges are very young, and the formation of campus culture is in its embryonic stage. We should pay more attention to every detail and regard our words and deeds as a tool of cultural communication.

4. Student oriented, serving teaching and learning, improving students' ability

Thoroughly update the concept of talents and admit that talents are different. The talent competition system under China's college entrance examination system makes many students lose at the starting line from the beginning of college entrance examination. They think they are losers and weak learners. As the implementers of higher vocational education, we should thoroughly update the concept of talents, recognize the diversity of human intelligence, and believe that everyone has talent. In teaching, we should respect each student's individual characteristics and wishes, actively help students understand themselves correctly, understand the social needs, make clear their own development direction, and let students experience more happiness of success.

Use emotion as the engine of learning. Due to the traditional teaching mode and evaluation method, vocational college students seldom have successful experience in their previous learning experience, which leads to the characteristics of classroom learning relying on teachers, poor after-school learning initiative and emotional learning. Therefore, in order to change the learning face of higher vocational students, the key is to stimulate their initiative, use emotion as the engine of learning, and wake up the interest sleeping in their hearts. We can use those methods to integrate real feelings and experience, such as scenario simulation, role play, social practice investigation, enterprise training, etc.

We should change the teaching methods and highlight the mastery of professional core competence. The talent training goal of higher vocational colleges is the applied talents in the front line of production, construction, management and service. Therefore, it is necessary to change the traditional teacher centered, classroom centered and textbook centered teaching methods, gradually realize project-based teaching, discussion test teaching and on-site teaching, and design teaching methods in line with the law of talent cultivation in higher vocational education, so that each student can take the professional core competence as the goal and embody the characteristics of higher vocational students.

5. Seeking for characteristic school

The creation of characteristics is a long process, which is the life and vitality of higher vocational education. The so-called characteristics of Higher Vocational Colleges refer to the unique school running style, school running mechanism and so on, which are different from other schools under the established school running concept, according to their own

conditions and social needs.

Major setting. The specialty setting of higher vocational education should highlight the local characteristics. It must form its own characteristic specialty and pillar specialty according to the reality and potential needs of local economic development. At the same time, it should set up specialties according to the occupation post group (category) according to the policy of width and narrowness.

content of courses. According to the training direction and the requirements of talent specifications, we should reform the traditional teaching mode and teaching content, establish the curriculum system with technical practice and application ability as the special line, correctly handle the relationship between theory and practice, knowledge and ability, take practical teaching as the focus of teaching reform, and build a scientific, complete and independent practical teaching system.

Teaching staff. The key to the development of higher vocational education and its characteristics lies in the construction of "double qualified" teaching staff. In addition to the quality of ordinary higher education teachers, double qualified teachers should also have higher practical ability of professional technology application and strong social ability. From our current practical work, we can start from two aspects to cultivate "double qualification" Teachers: one is to improve the existing teachers' technical application ability and practical ability, to carry out short-term practical training in enterprises, to participate in scientific research and innovation projects in enterprises, or to take temporary training in enterprises, so as to achieve the purpose of enhancing practical ability. The second is to standardize the appointment system of part-

time teachers and employ a group of part-time teachers with rich practical experience and certain cultural quality.

6. Building a scientific and standardized evaluation and supervision system

Pay attention to the whole process of evaluation. Evaluation should not be involved only after the implementation of the plan. It should play an active role from the beginning of the plan. It runs through the whole strategic planning and should be regarded as a participant in the whole process.

Formulate scientific and reasonable evaluation index. The current evaluation of higher vocational education needs to develop a complete and standardized evaluation system, scientific and reasonable index system, focus on the combination of weight and quality, and effectively monitor the school running conditions and talent training quality of different levels and types of colleges. Advocate the atmosphere of positive reflection. If our evaluation and supervision mechanism wants to really play its role, it also needs a good soft environment, that is, to form a good atmosphere of positive reflection and dare to give advice and suggestions in the school, and to give full play to the wisdom of each teaching staff.

SECTION FIVE CONCLUSION, DISCUSSION, and RECOMMENDATION

5.1 Conclusion

The internship was very smooth, and I learned a lot of experience and lessons from it. It provides me with a valuable opportunity to learn the theoretical knowledge to assist the practical application, to deeply understand the responsibility of the teaching secretary. Higher vocational colleges in teaching management, teaching secretary played an important role, contributed great strength, played an important role, teaching secretary is the manager, but also the grass-roots executor, in the specific job, to have higher quality, higher vocational colleges to strengthen the training of teaching secretary team, improve their ability to work, make the teaching secretary in the process of stable development of universities, create higher value.

5.2 Discussion

First, the purpose of this study is to explain the characteristics of the teaching secretary work in the higher vocational teaching management.

Second, the research results of this paper show that the teaching secretary is very important in the teaching management of higher vocational education.

Third, as a qualified teaching secretary to be "modestly". We should be good at humbly modestly. Each semester of the class arrangement and final examination arrangement, all solicit the opinions of the teachers in advance, and the

teaching director together repeatedly several trial row, try to be in line with the teaching rules and can make the teacher basically satisfied. Those who do not understand and have questions will humbly consult the educational affairs authorities, solve the problems in time, and coordinate the relationship with the relevant departments.

The fourth is to have "patience". To the teacher and students put forward each question one by one to give serious answers. If you do not know clear about certain regulations or systems, can not push it, but write down the question, find the answer, give the teacher or student a satisfactory answer.

The fifth is to be "careful". Every semester row after class to repeatedly check, carefully check, can not appear any problems. Students' scores should be more timely and accurate. After the results of each class are input into the computer, they should be carefully checked, so as not to avoid wrong boarding, omission, causing unnecessary trouble to students. Routine work is regular, to what time to do what things to know, do not remind, urge, take the initiative to do. Handle some temporary work timely, and do not delay.

5.3 Recommendation

(1) Pay attention to information construction, reduce the workload of teaching secretary. The teaching secretary of Higher Vocational Colleges undertakes a very heavy task. If the teaching secretary spends a lot of time and energy on daily work, it will be unable to carry out business research and innovation, which is very unfavorable to the continuous development of teaching operation management and the professional development of the teaching secretary. Higher vocational colleges should pay attention to information construction. With the support of information software and equipment, teaching secretaries can work more conveniently

and efficiently, greatly saving time and energy. While the workload is reduced, teaching secretaries can put more energy into the research and innovation of their own staff.

(2) Pay attention to training and learning, improve personal professional quality. The quality level of teaching secretary directly affects the development of teaching management. The leaders of higher vocational colleges should pay attention to the development of training and learning activities. The development of teaching management has a certain complexity. The teaching secretary should master the latest teaching concept and policy content, find out the problems in the teaching process in time, and assist the leaders to formulate effective solutions. The teaching secretary should improve the innovation ability of his own work and promote the improvement of teaching operation management effect. Qualified higher vocational colleges should set up funds to support the training of teaching secretaries, encourage and support the further study of teaching secretaries in business.

(3) Clarify the post responsibilities to ensure the improvement of work efficiency. Although the teaching secretary work of different higher vocational colleges is not completely consistent, but from the overall situation, the workload of teaching secretary is relatively large. In the process of carrying out education reform, higher vocational colleges should also carry out certain reform for the post of teaching secretary, actively communicate with other colleges, systematically sort out the work of teaching secretary, clarify and standardize the responsibilities of teaching secretary, and improve the quality of teaching secretary.

(4) Formulate a reasonable incentive mechanism to

promote the teaching secretary to carry out the work more actively. The leaders of higher vocational colleges should deeply understand the difficulties and practical needs of teaching secretaries, solve their difficulties as far as possible, meet their needs, and formulate the incentive mechanism in line with the characteristics of teaching secretary work from many aspects to promote the initiative and stability of their work.

Inspiration for future internship: Although I feel I have made great progress since my internship. But I know that I am still very young because I have not been working for a long time, and I still have some problems. I hope that in the future work, leaders and teachers will give more criticism and education, so that I can better complete various tasks, and also exercise and enhance my personal ability. In the future, I will continue to learn and accumulate, constantly put forward problems, solve problems, and constantly improve myself, so that the work can be completed faster and better.

Suggestions for future interns

The results of this study are also applicable to other majors that need internship, such as pedagogy and innovation management.

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Appendix

(Photo, Questionnaire, Interview form, etc.)

Questionnaire:

Questionnaire on the development of in-service actors in Ji'an

Q1: Gender

() A. female

B. Male

Q2: what is your highest degree?

() A. post graduate

B. Undergraduate

C. Junior College

D. Technical secondary school

Q3: what level of dance education (training) did you receive before you became a dancer?

(a) dance education for the general public

B. More professional (systematic) Dance Education

C. Less dance education

Q4: how long have you been in the league?

() A. one year or less

B. 2-3 years

C. 4-5 years

D. 6-9 years

E. 10 years and above

Q5: What other skills do you think a dancer should possess

(You can choose more than one)

() A. vocal music

B. performance

() C. drama

() d. lines

() e. others

Q6: what kind of dance do you think a dancer should have

(You can choose more than one)

() A. Chinese classical dance

() B. folk dance

() C. modern dance

() d. pop dance

() e. International Standard Dance

Q7: which aspect of the dance company do you think you need to improve most (You can choose more than one)

Dancing skills

() B. choreography experience

() C. knowledge of lines and performance

D. vocal music knowledge

() e. opera knowledge

Q8: what are the requirements of your company for your ability (You can choose more than one)

Dancing skills

(b) Choreography experience (method, means, mode, etc.)

() C. vocal music knowledge

Performance knowledge

() e. opera knowledge

Q9: does your company teach dancers? How many times a week?

() A. no

B. Yes, every day

C. Yes, 1-3 times a week

D. Yes, three to five times a week

Q10: what do you think of your company's facilities and equipment

It has independent dance classroom and can use piano, stereo and other equipment

B. Basically complete, with independent dance classroom, sound, but no piano and other musical instruments for activities

C. Not complete enough, there is no independent dance classroom, barely able to carry out teaching activities.

Q11: most of the dance types performed by your company are:

Classical dance

B. Folk dance

C. Contemporary dance

D. Other types

Q12: does your company have a special evaluation plan and incentive mechanism for dancers?

() A. yes

- B. No
- C. I don't know

Work photos:





Aut o Bi bl i ogr aphy

St ude nt ' s Name : Xi ao Yunhui

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