



Logo of the  
School/  
Organizatio  
n

# PRACTICUM REPORT

CARRIED OUT IN

GOVERNMENT SECONDARY SCHOOL :

Dongjie primary school

Address: Intersection of sanguandong street and East  
Street, Yuzhou City, Henan Province

BY

Student's Name : Yifan Kang

ID No : 63561802063

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

SUAN SUNANDHA RAJABHAT UNIVERSITY

February-June 2021

**Praise for the practicum in Educational  
Administration**

to Mr./ Ms.Yifan Kang(Student's name)

KangYifan is the perfect person to Educational knowledge and skills because she love cause of education is an enthusiastic student provides practical steps for education.She not only actively participates in teaching research activities, but also participates in students' daily study and life.She showed us her personal teaching knowledge and skills.can be your superpower if you want to achieve your goals.

Position : music teacher

Organization : Juntai East Street Primary School

Official stamp :



## **Abstract**

The purpose of educational management practice is to make use of various favorable conditions in education and to realize the educational management objectives efficiently (For example, to discuss and explain my experiences during my practicum exercise). The exercise was designed by the program to expose graduates to Social practice of Education. practical applications of learned theories, principles and ethics of administration. The exercise was carried out in Juntai East Street Primary School. This report was organized in Five parts sections, each having subunits. Section one presents an overview of the organization, its description, functions background 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 fourth part focuses on the analysis of my role in the organization and the results of educational practice. Section five presents the conclusion, discussion, and recommendation by my understanding of the organization during my internship. (For example, 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-June, to demonstrate practically how to plan, organize, direct and carryout other administrative duties.

**Keywords:** Practicum, Educational Administration, Educational management objectives, Research and practice of educational theory

## ACKNOWLEDGEMENTS

At the very beginning, I would like to express my deepest gratitude to school for giving me the chance to complete my Practicum in Educational Administration course.

During the period of my practicum, I have received generous help from internship school.

First and foremost, I am grateful to my supervisor, And Juntai East Street Primary School, faculty of Educational Administration Program. Teacher Duan 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.

I especially thank her for her guidance to my teaching during my internship for. She helps me to solve my daily problems in

teaching modern outlook and meticulous supervision to carry out the job perfectly.

I am especially grateful to the school for providing me with this internship. I am also grateful to all the people who helped me during my internship, as well as all the leaders and officials of other departments, and all the office staff of the office. I am grateful for their sincere cooperation and support. They have given me this opportunity to always help and support me to make a standard report.

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# **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

The importance of a quality internship that provides opportunities to apply knowledge and skills with the support of an .....expert practitioner/mentor..... This internship should provide opportunities to work with and to learn from administrators in schools. Through field-based experiences, 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 21<sup>st</sup> 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: According to the courses I have learned, I will apply them to practice, discuss and explain my practical experience, and gain practical experience in applying administrative skills, technology and theory by working with professional managers (For example, to discuss and explain my experiences during my practicum exercise, To gain practical experience in applying administrative skills, techniques, and theory by working with a professional administrator.)

## **1.3 Introduction**

I get the application of knowledge and skills through my internship in the field of education, teach in primary school and assist the office to arrange daily activities. Apply education management to practice and master certain education methods.

## **1.4 Research Significance**



In professional education, practice is a very important link. Through practice, we can turn our theoretical knowledge into practical experience. And further understand, consolidate and deepen the knowledge, improve the ability to find and solve problems.

## **SECTION TWO**

### **LITERATURE REVIEW**

#### **2.1. Description of the organization**

This practicum exercise was carried out in Dongjie primary school , School' name, Address Intersection of sanguandong street and East Street, Yuzhou City, Henan Province.This organization was established in 1920 Year.It's 95 years old.

The obvious resources available to teachers and students in this school include 3 buildings, 18 classrooms, one library, 5 offices, for learners in Grade 1 to 6, There are more than 1000 students and 76 teachers,These resources by my judgment are fair for the running of the school, though efforts still need to be made for improvement.

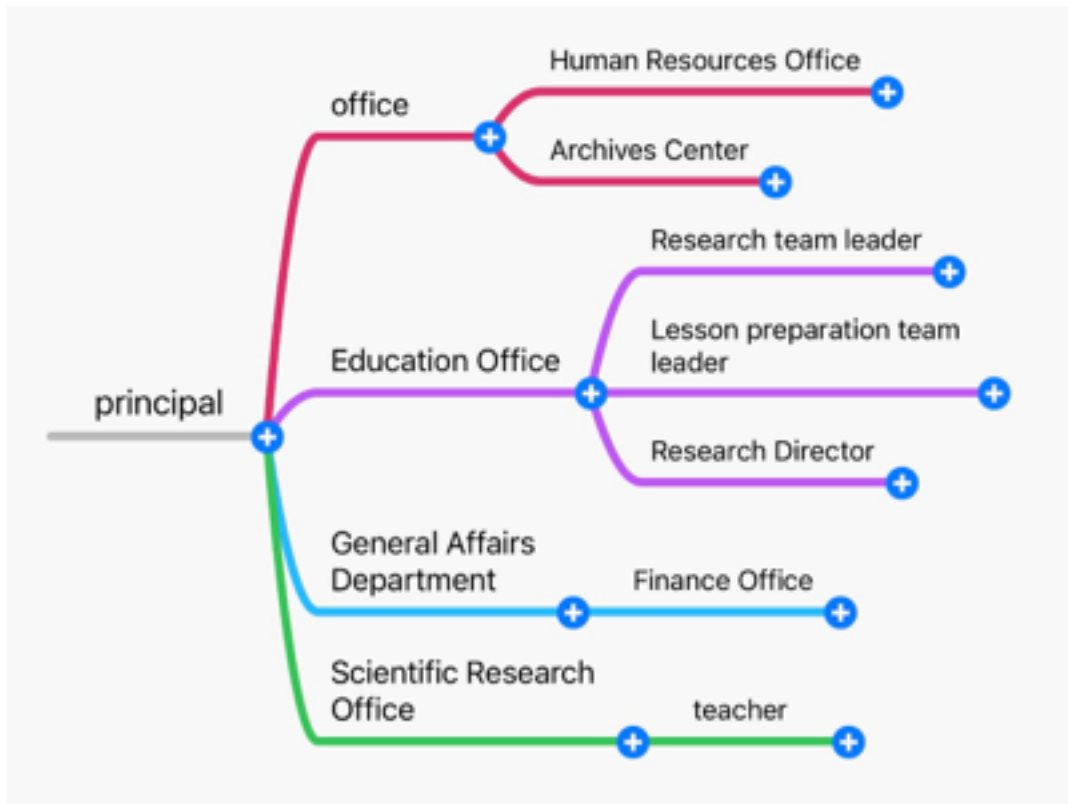
The principal of the school is Wang Yongfua. He put forward the school running concept of "advocating morality and beauty, laying the foundation for a happy life" and aimed at the healthy

and happy growth of students. 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 main functions of primary schools are to grasp basic education, cultivate students' habits, organize education and teaching, scientific research activities, and ensure the quality of education and teaching. The key point is to protect the interests of the faculty and staff, to protect the legitimate rights and interests of the faculty and students.



### 2.3. Structure of the organization

Below is the organizational chart of Dongjie primary school

Yuzhou Dongjie primary school, founded in 1920, has a history of 95 years. For many years, the school has always taken "qualification + expertise" as its educational purpose, actively created and continuously optimized a good environment for quality education, put forward the development ideas of people-oriented, scientific research and characteristic school building, and created a team of teachers with excellent ideas and professional skills under the new situation.

## **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. The data for this report was gathered by using observation, 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

Quantitative data were analyzed by descriptive statistics such as percentages, means and standard deviations to examine

**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>
Gather data from mentor/ supervisor/ principal through in-depth interviews, observations, survey, journals, and logs.	-Assess the activities, level of engagement, and feedback on the experiences. -Analysis of data by using content analysis, descriptive statistics.	-Leadership experiences -Educational Leadership Framework -Model to enhance the quality of administration -Field-based learning experiences

### **3.1 Experience**

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

#### **3.1.1 Schedule of operations and duties**

<b>Week</b>	<b>Observations</b>	<b>Description of Observations / Duties</b>	<b>Hours</b>

1	Administrative tasks	Provide professional development planning and teaching tasks for school leaders and principals	
2	Roles and responsibilities	Music teacher and personnel department To teach basic courses and complete other temporary tasks assigned by the school	
3	Scope of work in educational institution	Lesson preparation, class and after class teaching	
4	Knowledge, Skills, Attitude (Competency)	Language expression ability, education and teaching ability, organization and management ability	
5	Types of Instructional supervision in educational institution	Participate in the formulation and implementation of teaching supervision rules and regulations	
6	Professional Learning Community	- Providing quality instructional leadership and professional development at school level through mentors.	

7	Process in helping teachers to effectively organize their learning activities	- Enhancing skills and confidence of teachers in specific areas.	
8	Leaders in driving education policy into practice in schools	Promote the thought of democratic decision-making in schools, and realize the practice of school on the basis of several opinions	
9	Problems of the organization In planning, evaluation, and decision making	Pay attention to the power of teamwork, mutual support, form a joint force of education. To achieve the purpose of Education	

### 3.1.2 Knowledge Acquired

Through daily teaching activities, teaching and research work, preparation, class, examination and so on, we should summarize experience and manage them pertinently.

### 3.1.3 Working relationship with the staff

We should learn the strengths of others and make progress to adapt to the changes in the environment. We should be fair and respectful with colleagues, evaluate their work fairly, and cooperate with each other to accomplish the education task together. Mutual respect is the premise of interpersonal communication. Only on the basis of mutual respect can a united and harmonious colleague relationship and a harmonious support group be formed, so as to enhance the friendship between teachers and improve the teaching level.

## **SECTION FOUR**

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

#### **4.1 Analysis on the elements of practice achievement**

In this section, the results of internship and learning are divided into three categories. The first category is mainly concerned. In this section, the results of practice and learning are divided into three categories. The first category is mainly related to cooperation, describing the importance of cooperation in practice. The second kind of factors is related to the success of practice. The third is my reflection in the process of internship. These issues are



explained in detail below. These issues are explained in detail below.

#### 4.1.1 The importance of cooperation

In the daily work of the school, I have been communicating with students, parents and my colleagues. This is divided into internal cooperation and external cooperation. Internal cooperation means that my colleagues and I carry out teaching activities through team cooperation: team cooperation is conducive to improving the overall efficiency of the enterprise; Team cooperation is helpful to the realization of enterprise goals; Team cooperation is the great power of enterprise innovation. School external cooperation usually refers to home school cooperation, the two aspects complement each other and show their own characteristics. It can effectively promote the communication between family and learning, and promote the healthy growth of children.

#### 4.1.2 Factors of success in practice

Through this relatively complete internship, I summarized the following elements of success:

1. We must have the necessary environment and conditions. I am very grateful to Dongjie community for providing me with this internship opportunity, so that I can apply what I have learned.
2. Unremitting efforts. Although there are many difficult things in the process of internship, they can be solved through patience and hard work.
3. Have goals, plan and be good at management. To do anything, we need to have a plan suitable for ourselves. Planning in advance can help us sort out a feasible plan in order to achieve the goal.

#### 4.1.3.Reflection and evaluation

Reflecting on these three months of internship life, I have a few points to urge myself.

1. Do things in a planned way. Making plans can remind you what to do and help you plan ahead of time
2. Energy and patience. Engaged in teaching work, especially in the face of primary school students, they are young and energetic, thinking, need teachers to put in all the enthusiasm and patience to teach.
3. Summarize the gains and shortcomings of self in the teaching process, and write a good post teaching diary. This is a very important link in the process of teachers' growth. Only by finding out the shortcomings can we find the direction of our future work. The accumulation of self teaching experience will be precious in my teaching career.
4. Reasonable use of spare time to improve self-cultivation. After this month's internship, I know that my self-cultivation is far from the required level, so I only urge myself to read books, learn and summarize in time in daily life, in order to better improve.

#### 4.2 Strengths of the organization

Yuzhou Dongjie primary school was founded in 1920, and has a history of 95 years. For many years, the school has always regarded "qualified + special features" as the purpose of educating people, actively created and optimized the good environment of quality education, put forward the development ideas of "people-oriented, scientific research and school building with

characteristics", and created a qualified and professional teaching staff under the new situation,

#### **4.3 Weaknesses of the organization**

1. The area of the school is small and the dormitories are crowded.
2. The specialization of functions is not clear.
3. The arrangement of students' body intelligence course is less.
4. Literary and artistic activities are relatively single.

#### **4.4 Suggestions for improvement**

1. Expand the restaurant area and strengthen food safety management.
2. Divide the responsibilities of each department to improve office efficiency.
3. All round development of morality, intelligence, physique, beauty and labor.
4. Hope the school to strengthen moral education, strengthen the safety management around the campus.
5. Hold more literary and artistic activities and physical exercises

## **SECTION FIVE**

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

#### **5.1 Conclusion**

This practicum has benefited me a lot , It provides me with an opportunity to apply the theoretical knowledge I have learned. Through this practicum, I learned a lot of things that are not in the textbooks. Let me harvest a lot, grow up a lot.

Therefore, I will continue to study this major and all the courses without hesitation. Because it can provide me with theoretical guidance, so that I can work more easily.

#### **5.2 Discussion**

First of all, the purpose of this study is to assist schools in educational management and maximize educational resources. At the same time, it also enables me to learn how to use it, combine the learned knowledge with the theory, continue to learn in practice, constantly summarize, gradually improve and innovate. Improve your ability in practice. Secondly, the results of this study show that education management plays an important role in school work: 1. It is the basis of the normal operation of school teaching; 2; 2. It helps to promote the development of other work; It can

promote the continuous development and improvement of teachers; It is an effective way to improve the teaching quality; It directly affects the quality of students and the realization of educational goals.

### **5.3 Recommendation**

Implications for future practice : We should continue to study theory, because it can support practice. We should try and innovate more to improve ourselves. Understand the two aspects of education and teaching, keep learning and reflection, and be a qualified teacher.

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## Appendix



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Education Level master's degree

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