



PRACTICUM REPORT  
CARRIED OUT IN  
PRIVATE UNIVERSITY  
BEUHAI UNIVERSITY OF ART AND  
DESIGN

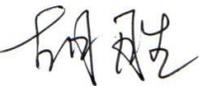
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IN PARTIAL FULFILMENT OF THE COURSE  
REQUIREMENTS,  
PRO 6701 (PRACTICUM IN EDUCATIONAL  
ADMINISTRATION)  
SUAN SUNANDHA RAJABHAT UNIVERSITY  
JUNE, 2021

**Praise for the practicum in Educational  
Administration  
to Ms. Yun**

Yun Man is the perfect person to explore the better herself. because she is an enthusiastic student provides practical steps for her develop career and study. Not only does her practicum brings the valuable work experience, but also she shows us that the standard of work hard. And you can be your superpower if you want to achieve your goals.

Signature: 

Position: New Century Avenue, Guangdong South Road, Beihai  
City, Guangxi Province, China

Organization: Beihai College of Art and Design

Official stamp 

## **Abstract**

The purpose of this practicum in Educational Administration is to discuss and share my experiences during my practicum exercise. The exercise was designed by the program to expose graduates to feel practical applications of learned theories, principles and ethics of administration. The exercise was carried out in Government Secondary School. This report was organized in three sections, each having subunits. Section one presents an overview of the organization, its description, functions and structure. 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 of management acquired were thoroughly discussed in this section.

**Keywords:** Practicum, Educational Administration, the knowledge of management

## **ACKNOWLEDGEMENTS**

At the very beginning, would like to thank Xuansu University for giving me this rare opportunity to complete the educational management internship course. During my internship, I got the generous help of President Hu Sheng, vice president of Beihai College of Art and Design, who offered me an internship opportunity in the student status management department of the College of Innovation and Entrepreneurship. First of all, I'd like to thank my boss, Vice President Hu Sheng. His guidance, encouragement and suggestions made me have a necessary understanding of the management of university student rolls. During my internship, I also got the generous help from the teachers in the Student Records Management Department, which paved the way for me to learn meaningful work experience in a short time and laid a foundation for my future work. I can say without hesitation that without their constant support and valuable advice from time to time, I might not have been able to complete this work in a proper manner. I especially want to thank Mr. Hu for his humanized management philosophy and forward-looking management thinking, which make this work more perfect. I would also like to thank my colleagues in the Faculty of Innovation and Entrepreneurship in the Faculty of Student Status Management, as well as leaders and officials from all other departments of the University, and. All

the office staff, for their sincere cooperation and support in giving me this opportunity, have been helping and supporting me to make a standard presentation.

Yun Man

June ,2021

## TABLE OF CONTENTS

### PRELIMINARY

PAGES .....	0
Title	
page.....	1
Praise for the practicum in Educational Administration to student .....	2
Abstract .....	3
Table of contents.....	4
SECTION ONE – INTRODUCTION.	
1.1Background.....	6
1.2Objectives.....	7
1.3 Self assessment.....	7
SECTION TWO – LITERATURE REVIEW	
2.1 Description of the organization.....	8

2.2 Functions of the organization.....	8
2.3 Structure of the organization.....	9
SECTION THREE – METHODOLOGY	
3.1 Experience.....	11
3.1.1 Schedule of operations and duties.....	11
3.1.2 Knowledge Acquired.....	11
3.1.3 Working relationship with the staff.....	12
3.2 How to Build Confidence.....	13
3.3 Apply for a Desired Position.....	13
3.4 Development Career.....	13
CONCLUSION AND ADVICE.....	
CONCLUSION AND ADVICE.....	13
REFERENCE.....	14
APPENDIX.....	14
AUTO BIOGRAPHY.....	15

# **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 that learned in university courses and practice in the real world of schools, the goal practicum school located in Beihai College of Art and Design ,which is a very dynamic and beautiful place.

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, the method of deal with relationship and how to build confidence.

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

The general purpose of the practicum was to give students an opportunity to experience diverse working situations. Therefore, it was duties, responsibilities of the higher education institutions as production sectors to develop administrators and relevant agencies had the cooperation in production and development graduates in educational administration to

have quality competencies in the 21st century. In addition, educational leadership candidates considered school based practicum activities that enabled them to apply new knowledge into practice and received mentoring from practicing administrators as the most highly valued program experiences (Jiang, Patterson, Chandler, & Chan, 2009).

## **1.2 Objectives**

The objectives and expected outcomes for the practicum were: to gain practical experience in applying administrative skills, techniques, to share practicum experience to other students, to cooperate with professional administrator.

## **1.3 Self assessment**

For us, a meaningful internship experience can not only enrich their resume, but also test their character and ability. Generally speaking, students' evaluation on themselves is mostly in a one-sided stage, but in the internship experience, they can get a more comprehensive understanding of themselves from the identity of a social practitioner.

## **SECTION TWO LITERATURE REVIEW**

The review shows that lots kind of activities in the practicum ,and the goal of its settings are focused on promoting student employment. In the light of the related literature, necessity and advantages of internship are determined. The concept of social behavior and psychological effect are related to the below practicum report.

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 took place at a Chinese university.

The name of school :Beihai University of Art and Design

Address:No.1 New Century Avenue, Guangdong South Road, Beihai City, Guangxi Zhuang Autonomous Region, China

Beihai is located in the southernmost part of China, an important port of departure for China's ancient "Maritime Silk Road", one of the country's first 14 coastal open cities, a famous national historical and cultural city, and the hometown of Nanzhu. Beihai has "the first beach under the world" silver beach and Weizhou Island, the most beautiful island in China.

Beihai University of Art and Design, founded in 2000, was upgraded to a full-time undergraduate university approved by the Ministry of Education

in 2014. Guided by Xi Jinping Thought on Socialism with Chinese Characteristics for a New Era, the school adheres to the direction of socialist education, implements the fundamental task of cultivating people by virtue, adheres to the educational philosophy of "morality is the foundation, art seeks perfection", and practices the educational spirit of "diligent study, virtuous study, clear discrimination, and earnest action". The school stays true to its original aspiration and keeps its mission in mind. Contribute to serving national strategy and regional economic and social development in running schools.

The organization was founded by Zheng Chao in 2000. It was originally a technical secondary school in the city, then upgraded to a junior college, and finally became an undergraduate university.

The obvious resources available to teachers and students in this school include the buildings with rich artistic atmosphere, multi-purpose classrooms, a library near the school, a large number of offices, and I judge these resources to be fair and free to run the school, although there are still efforts to improve.

The headmaster of this school is "moral". He runs the school with effective management skills, including: good decision making skills, technical skills, interpersonal skills and good communication skills.

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

The university has 12 secondary schools (departments), including the School of Marxism, the School of Design, the School of Environmental Art, the School of Animation, the School of Architecture, the School of Education, the School of Fashion, the School of Fine Arts, the School of

Humanities, the School of Innovation and Entrepreneurship, the Department of Public Basic Teaching and the School of Continuing Education. With visual communication design, environmental design, product design, clothing and apparel design, animation, digital media art, sculpture, painting, photography, dancing, costume design and engineering, civil engineering, architecture, art, education, pre-school education, Chinese language and literature, broadcasting and hosting art, philosophy and 18 undergraduate majors.

The school has a total enrollment of 14,052 full-time students and 729 faculty members, including 510 full-time teachers and more than 380 external teachers. There are also well-known foreign professional teachers from the United States, Russia, Hungary and other countries. Several famous teachers from famous domestic universities are invited to form the academic advisory committee of the school.

The university is active in international cooperation and exchanges. It has cooperated with the famous European university University of Pecs in Hungary for undergraduate and postgraduate programs, signed the "2+2" intercollegiate cooperation project with the University of Derby in the UK, and carried out academic exchanges and cooperation with Cambridge Education Center in the UK and Finndia University in the US.

Guided by the socialist core values, driven by reform and innovation in the new era, with the improvement of teaching quality as the core and the guidance of famous teachers as the characteristics, the university has formed a unique discipline system and mode of running a school.

In the past 20 years, the university has made great efforts to build the "Beijing Professional Investigation and Teaching Practice Base", which has strengthened the production-university-research cooperative education mechanism and students' innovation and entrepreneurship ability education, and continuously improved the students' economic, social and cultural development ability of serving the region. The "Lecture Hall for Famous Teachers" carefully set up by the school absorbs the teaching and academic resources of famous teachers at home and abroad, leads the school to develop towards high quality and advanced teaching level, and cultivates a group of high-quality art design and application talents with cutting-edge vision, all-round development of morality, intelligence, physical education, beauty and labor, and innovative spirit.

## 2.3. Structure of the organization

Below is the organizational chart of Beihai University of Art and Design

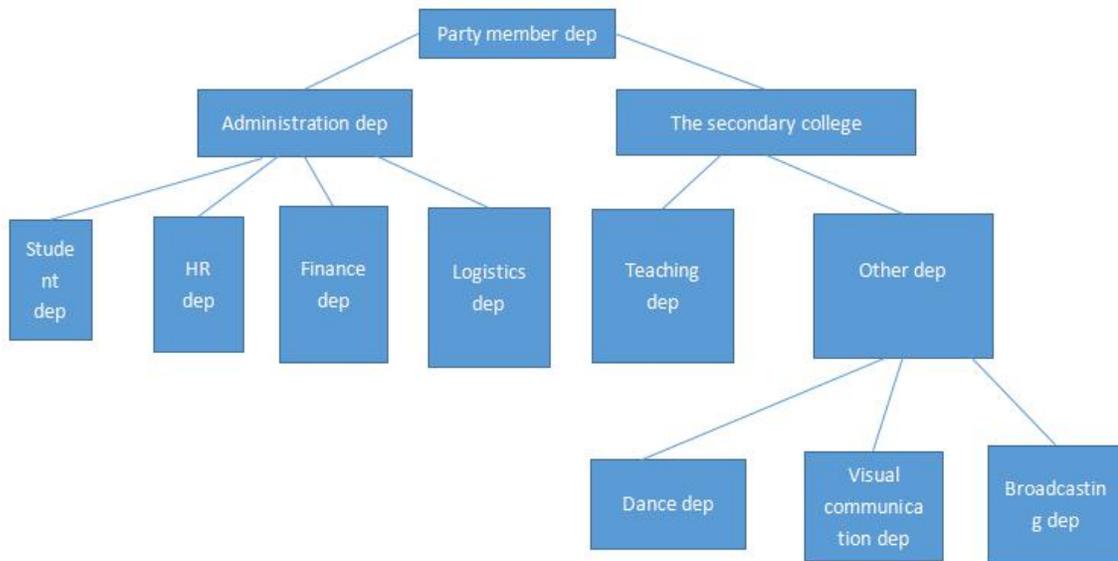


Fig 2.1 Organizational structure of a management system centered on Party members' departments .

School system

Source: <https://www.sszss.com/xyjj.htm>

## **SECTION THREE METHODOLOGY**

According to the structure and design of field experiences that can be completed in phases. Therefore, this practicum report in the first phase was conducted in February to June 2021 (see Table 3.1) with studies that student status management. This includes base knowledge, communication with other teachers and running office. The data for this report was gathered by using observation, survey, questionnaire, and interview.

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

<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 .While the qualitative data were collected from the teacher and student's responses of Beihai College of Art and Design to the five open-ended questions at the end of the quantitative survey that included of the School leaders' focus group interviews. Data from open-ended questions were analyzed by using the result of internship phase, and data from interviews were analyzed by using themes analysis and content analysis (see Table 3.2).

**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	-Providing professional development for school leaders	12

		and head teachers. - Classify and file the information of students in different majors	
2	Roles and responsibilities	Responsible for the security of student files	10
3	Scope of work in educational institution	Responsible for daily teaching Student thesis guidance Student career guidance	16
4	Knowledge, Skills, Attitude (Competency)	Ability to manage files Good command of Excel Gentle attitude for working	12
5	Types of Instructional supervision in educational institution	Student file storage	14
6	Professional Learning Community (PLC)	- Providing quality instructional leadership and professional development at school level through mentors. - -	16
7	Process in helping teachers to effectively organize their learning activities	- Enhancing skills and confidence of teachers in specific areas. - -	12
8	Leaders in driving education policy into	Junior college to undergraduate	10

	practice in schools		
9	Problems of the organization In planning, evaluation, and decision making	The school need to improve in the faculty	10

### 3.1.2 Knowledge Acquired

- 1) Good form preparation skills
- 2) interpersonal skills
- 3) file management skills

### 3.1.3 Working relationship with the staff

My work in document management has helped me a lot. It makes me better at dealing with people. Archives Management Department As a teacher in the archives management department, her job responsibility is to communicate and cooperate with teachers in various colleges and universities to help students solve employment and study problems.

The power of the individual is insignificant. If you want to get the best results at work, you have to work as a whole to take on the new situation. At work, I will try my best to support and cooperate with other departments of the school to create a good working atmosphere and environment for other colleagues. Mutual respect, mutual cooperation, mutual support, mutual care and mutual happiness. This is the tenet of our school.

In daily work and life, I pay attention to the unity of colleagues, treat people kindly, do not care about personal gains and losses, never compete with colleagues for fame and wealth, for strength, hard-working, and strive to do their own work. At the same time, be strict with yourself, don't take small things as nothing, don't take small mistakes as nothing. I can also always everywhere, the overall situation for the heavy, unity, honesty and dedication, the principle of unity. I never run away from my mistakes and immediately correct them. When my colleagues make mistakes, I always give them sympathy and encouragement and help them solve their problems.

### **3.2 How to Build Confidence**

Building confidence comes from communicating with people and doing a good job on the job. Therefore, self-confidence and work and social skills are mutually reinforcing.

### **3.3 Apply for a Desired Position**

Applying for a job is often a key consideration for man or woman, and an internship can be a plus in the job search process.

### **3.4 Development Career**

Good career development is the foundation of career stability. In the internship experience of file management, interns can not only get the advantages of job hunting, but also practical work skills.

## **SECTION FOUR**

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

In this section, the results of practice and learning are divided into three categories. The first is to study the knowledge management of archives management in university. The second is the classified management and integrated planning of archival resources. The third category is to strengthen the public attributes of archives management in universities.

## **SECTION FIVE**

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

#### **5.1 Conclusion**

This internship is very meaningful, but also exercise me, let me have the opportunity to apply the theoretical knowledge learned in college to practice. Therefore, I will not hesitate to continue my research, which will give my future work a practical experience on how to plan, execute, act and carry out administrative responsibilities.

#### **5.2 discuss**

Firstly, the purpose of this study is to explore better knowledge management mode and method of archives management

Secondly, the results of this study show that the university needs to strengthen the archival work, and archival work is the primary link of archival management. Strictly in accordance with the requirements of the consistent standards of archival materials, in order to reach a high level of

archival management intent. For example, according to documents, education, student status, financial accounting, capital construction, audio-visual six classes and activities of archives information in the process of itself rules, adhere to the structural integrity, according to the origin of campus file time, contents, nature condition such as sticking to its former contact history, abundant use original packing root, adhere to its system, facilitate the safety of the campus archives preservation and application of lunch.

Third, study the method of file determination. Campus archives management to determine the work is an important way to refine archives. By checking the value of the archives that have expired their storage period, the important and valuable archives in the campus will be maintained in a key way with different emphasis, and the archives that have lost their value will be eliminated and destroyed. Campus archives judgment adhere to the content, author, time and demand to confirm the value of the criteria, volume by volume, piece by piece to view, from a large number of varieties, messy contents of the campus archives to confirm its different storage period, do not need to save and the storage period has been full of archives to be determined to destroy.

Fourth, how to keep archives. Campus archives preservation should adhere to the policy of "prevention first, prevention and treatment combined". The file keeping work is an important basic work in the file management process. Taking good care of campus archives, it is necessary to avoid and overcome all kinds of natural, social, and even man-made adverse factors to damage the archives, it is to maintain the integrity and

safety of campus archives, and constantly improve the scientific nature of campus archives management.

Fifth, master the method of archival statistics. It is necessary to reveal the relevant status of campus archives and archival work by means of lists and figures. Its primary content includes the campus archives collection, packing, judgment, custody and use of the situation; Carefully fill in the relevant accounting and statistical statements issued by the superior education administration department.

Sixth, learn the use of archives. Campus archives information resources development and use, adhere to the rules and standards, pay attention to improve the service attitude, improve the quality of service, to be enthusiastic, active, agile. Do a good job of logistics service, strengthen the service function of the campus archives room, try to develop the use value of its archives in the campus, so that the campus archives "storage" to "use" as the main thinking orientation.

## **Conclusion and Advice**

I have gained a lot from the internship experience in the university, such as practical work experience and relevant work resume. These valuable experiences will make my future career planning clearer. In this regard, based on my own internship experience, I would like to offer the following suggestions:

1. Take every task at work seriously, even if it's just copying documents.
2. Relationships with your colleagues will help you in your work.
3. Plan your time reasonably and have stage plans for your future.

## Reference

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# Appendix



