



PRACTICUM REPORT

CARRIED OUT IN

GOVERNMENT SECONDARY SCHOOL

Henan Nanyang Wenhua Road southernmost gold microphone broadcasting and
hosting training school

BY

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**Praise for the practicum in Educational Administration
to Mrs. wuhan**

They can also adjust writing on the blackboard, speed, teaching methods and contents according to students' reactions and teachers' guidance, so as to strive for the best interests of students. The students are serious in correcting their homework, and their comments are diverse, rich and sincere. The class order is controlled properly, and it can be folded and released freely, excellent and steady. When you find problems, you can take the initiative to discuss them. During the discussion, you will naturally show your excellent learning and insight.

Signature: _____.

Position: The southernmost part of Wenhua Road, Nanyang City, Henan Province

Organization: Golden microphone broadcasting and hosting training school

(The official seal)

Abstract

The purpose of educational management practice is to make the interns' educational ability, teaching ability and management ability get preliminary development through targeted and systematic practical training, so as to lay a good foundation for independent personnel education, teaching and management after

graduation. There are four parts in this report, and each part has a sub unit. The first part mainly introduces the overview, description and function of the organization. The second part is a literature review of the concept and theory of educational management practice. The third part focuses on the working methods and experience in practice. This section discusses in detail my work arrangement, job responsibilities, working relationship with employees and what I have learned. The fourth part focuses on the analysis of the next step in the internship work to enhance the method.

Key words: internship, headmaster, education management, broadcasting and hosting, system construction, innovation

ACKNOWLEDGEMENTS

Dear leaders and teachers
How do you do!

At this time, please allow me to express my heartfelt thanks to the leaders and teachers who helped me!

We were deeply impressed by the short two-month internship, the careful care of leaders, the rigorous teaching style of tutors and head teachers, the profound theoretical knowledge and rich teaching experience, and the tireless teaching attitude. Every kind encouragement, every kind smile and every careful guidance from the teachers deeply moved us and made us confident in the internship. Although the road is endless and faraway, I still want to pursue the truth in the world. Will always remember the teacher's instruction, will be grateful for the heart of the future work of positive and enterprising source power!

In just two months of practice, we have learned a lot of basic skills and laid a foundation for the future teaching. The change of the role from student to teacher is our only way. It is you who have helped us to take a crucial step on the road to our educational career, providing us with exercise opportunities to grow up; It is you who impart all kinds of teaching methods and valuable experience selflessly, so that we can avoid detours; It's your meticulous care from work to life. Too much gratitude can not be poured out one by one, but we will always remember the hard work style, rigorous teaching attitude, lofty professionalism and broad love for students of all educators.

june ,2021

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SECTION ONE

INTRODUCTION

1.1 Background

With the rapid development of national radio and television media, the number of radio and television stations at all levels has increased significantly. In addition to traditional media, the development momentum of modern broadcasting and hosting is also strong, providing more jobs for graduates majoring in broadcasting and hosting. Graduates majoring in broadcasting can not only host programs, but also engage in many other related jobs, such as broadcasting teachers, film and television dubbing, advertising dubbing, film and television media, cultural groups, large enterprises and institutions, network anchor, all kinds of celebration hosting, publicity planning, etc.

The purpose of educational management practice is to make the interns' educational ability, teaching ability and management ability get preliminary development through targeted and systematic practical training, so as to lay a good foundation for independent personnel education, teaching and management after graduation.

1.2 Objectives

For students, after graduation, they are engaged in the work of film and television culture communication and management. Specifically speaking, it is to be a reporter, host, planning or administrative director, business director, editor, director and other professionals in newspapers, magazines, publishing houses,

radio stations, television stations and film production departments. It generally refers to the organization and management of many cultural industries derived from film and television art. For example: cultural agents, film and television producers, media planners, literary and art directors, entertainment reporters, bilingual hosts, film and television screenwriters, film and television directors or assistants of various film and television programs; There are also planning and management personnel of national organizations such as newspapers, publishing houses, magazines, culture departments, radio and television departments, propaganda ministries, education, science, culture and health. As a training school, it aims to improve the teaching staff, management methods, students' ability, system construction, safety management, environmental health and other aspects of the school by means of modern education management system and education management methods in the new era. Lay the groundwork for the output of high quality students.

SECTION TWO

LITERATURE REVIEW

2.1. Description of the organization

2.2. Functions of the organization

2.3. Structure of the organization

2.1. Description of the organization

Nanyang golden microphone broadcasting and hosting school is located at the southernmost end of Wenhua Road, Nanyang city. It is a private organization established with the approval of Nanyang education bureau, specializing in broadcasting and hosting professional training. Since its establishment in, based on the purpose of combining teaching with practice, the school aims to provide a high platform for more young students who have the dream of broadcasting and hosting, and realize their ideal of life. At present, there are 15 Teaching and administrative staff, and there are broadcasting and hosting, oral communication, bilingual hosting and other majors, as well as specialized classes. The main contents of the course include: Putonghua pronunciation and broadcasting, self introduction, language expression skills, designated manuscript broadcast and comment, literary works recitation, host art skills, program planning and simulation host, talent show, speech and debate, impromptu comment, theme discussion.

2.2. Functions of the organization

The headmaster is the leader, decision-maker and senior manager of the school, the leader of the discipline, and the leader and leader of the collective leadership of the school. The principal's job is to guide, organize, coordinate and command the overall situation of the school. According to the national education and training policies and regulations, and combined with the specific school

running conditions of the region and the school, the principal plans the work of the whole school, defines the focus, center and development plan of the school in a certain period, and organizes, coordinates and implements these tasks, so as to achieve the expected results.

2.3. Structure of the organization

"People oriented" is the core idea of education reform and development. To establish the "people-oriented" school running idea is to use the people-oriented idea to manage the school, use the people-oriented principle to guide education and teaching, and solve the new problems and new situations in the work, which is reflected in the growth of students and the development of teachers. All the work of a school should be based on the growth of students and the development of teachers, so as to achieve the coordinated development of students, teachers and the school.

2.3.1 teacher management

Through the study, we know that as a qualified principal, we should combine the reality, put people first and take the teacher as the main body in the teaching management. Teachers are the foundation of education. Practice has proved that the quality of education and the success or failure of the whole school depends on the quality of teachers, and talents are the first resource of the school. Therefore, the school should rely on all staff wholeheartedly, respect teachers' personality,

respect teachers' hard work, and safeguard teachers' legitimate rights and interests. To create a good working environment, learning environment and comfortable interpersonal environment for teachers, strive to maintain and improve the material treatment of teachers, stimulate the enthusiasm and creativity of teachers from material, spiritual, emotional and psychological aspects, embody humanistic care in school management and implement people-oriented. We should strengthen the sense of service, embody the spirit of service, and put the word "service" into practice.

2.3.2 student management

If you want to become a talent, you should become an adult first. School education and teaching work should adhere to all for the development of students, all for the adult success of students, all focus on mobilizing and relying on the intrinsic enthusiasm of students. Therefore, whether it is class management or subject teaching, we must respect students' personality and their dominant position, and all teaching methods should be subordinate to the promotion of students' independent and harmonious development. The cultivation of students' good civilized habits should be put in front of the daily work of the school. To strengthen the daily routine management of students, we should strengthen the construction of campus environment and culture, and exert a subtle influence on students through the

beautification, greening, standardization of campus and the construction of cultural atmosphere.

2.4 practice basis

2.4.1 concept updating

For language training schools, teachers make it clear that teaching is no longer synchronous teaching, the teaching process is no longer an effective transfer of encyclopedic knowledge and skills, and teachers' activities are no longer the use of blackboard and chalk to transfer indoctrination. Teaching should be a kind of theme centered inquiry and cooperative learning. The teaching process should be the teaching centered on students' learning and the autonomous and active learning process centered on the subjects set by students themselves. Students' activities should seek reflective thinking in the activities, develop into activities of mutual expression and comprehension, and ponder their own understanding in the process of expression and comprehension. In short, the central topic of school reform is classroom reform.

2.4.2 focus on classroom

The classroom in language training schools is more active and free from conventional teaching. The learning centered classroom reform is based on the reform of classroom communication. In classroom teaching, we should seek "vigor" and "expression" of students. To build a lively classroom model of exchanging ideas and create a classroom atmosphere of students' whispering.

SECTION THREE

METHODOLOGY

In the process of internship, as the president, I carried out the work from the aspects of improving the level of teachers, describing the orientation of students' examinations, standardizing the teaching management system, comprehensively improving the quality of courses, improving the teaching infrastructure, establishing and improving the incentive system, enhancing the popularity of the school, and improving the logistics support measures, so as to promote the improvement of education, training, management, etc.

3.1 improve the level of teaching staff

Most of the professional teachers come from the graduates of major art universities, and some of the teachers are the judges of the annual examination. At the same time, we have a team of excellent full-time teachers. He has rich teaching experience in the examination of art major and culture course. Targeted teaching,

so that candidates can quickly master the content and skills of professional examination in a short time after learning, so that they can pass the professional examination smoothly. During the internship, we often carry out teacher training, to the national key art colleges and universities for training, learning the latest training theory, the latest language training knowledge. At the end of the training, organize the teachers to carry out the assessment, and if they fail to meet the requirements, carry out the secondary training.

3.2 describe the examination orientation of students

In terms of specialty, we should make clear the core requirements of college enrollment, quantify the main knowledge points, and improve the training of improving students' ability and adapting to higher education; Aiming at the content of professional examination, we should make a point-to-point breakthrough; Comprehensively measure the level of students, combined with students' interests, to develop a learning policy that highlights students' own advantages. In the aspect of culture course, the corresponding learning plan of culture course is formulated according to the characteristics of art examinees. All day learning and closed management. Professional courses and cultural courses are studied at the same time, so that students' major and culture are guaranteed.

3.3 standardize the teaching management system

Perfect and formulate a set of management system suitable for the actual situation of the school. Teachers' post objective responsibility system, head teacher responsibility system and students' phased learning quantitative management and other standardized teaching management. After entering school, the freshmen should cultivate their good behavior habits and team spirit; Teachers should make teaching objectives and learning plans according to the specific situation of students, and be responsible for them; Each class is equipped with a full-time head teacher. When communicating with students, the teacher in charge of a class should solve the problems of students' study, life and thought in time; And often communicate with the parents of students, so as to achieve the purpose of common education.

3.4 overall improvement of curriculum quality

Broadcasting and hosting majors employ teachers from Communication University of China, Central Academy of drama, Central Academy of drama and other famous universities to teach, and invite famous hosts of Nanyang TV station to come to the University for exchange and teaching guidance. At the same time, students are arranged to visit the program production of relevant TV stations in

Beijing. According to the different characteristics of the examinee, the teaching plan is made. The broadcasting and hosting class is full-time teaching, small class teaching and professional teachers' one-to-one guidance. Every week, every student is evaluated and tested by professional teachers to ensure the systematization and integrity of their professional knowledge; By means of basic training, simulated examination and individual counseling, examinees can master the skills and methods of broadcasting and hosting professional examination in art colleges in a short time, which can greatly improve students' ability to take the examination and improve the passing rate of professional course examination in a short time.

Aiming at the self introduction course, this paper focuses on solving the problems that some students' self introduction contents are too grand, too broad, and lack of personality characteristics. For the course of impromptu speaking, it focuses on solving some problems such as too much foreshadowing in front of some students, too long time consuming, slow to enter the theme and so on. For the course of reading aloud, it focuses on the mastery of reading skills, the combination of emotion, voice and Qi, the positive state of expression, and the understanding and display of emotion. Aiming at the course of news broadcasting, this paper focuses on solving the problems that students like to raise their heads low when they broadcast manuscripts. Frequent raising their heads low will cause

errors in the broadcasting degree, not smooth, and even disturb the rhythm, and can't grasp the pause stress well. Aiming at the course of news review, this paper focuses on the content that may be used for reference in news review.

3.5 improving teaching infrastructure

In terms of school hardware, with perfect teaching and living facilities such as standard classroom, art classroom, multimedia facilities, physique room, student apartment, student canteen and so on, we fully consider safety and other factors, timely update equipment and improve hardware conditions, providing reliable guarantee for students' study and life. Arrange a special person to carry out a monthly safety inspection of facilities and equipment, timely repair the school circuit, electrical leakage, strictly prevent the occurrence of electric shock accidents for teachers and students. Regularly check fire facilities and fire safety inspection records of various departments to eliminate hidden dangers and ensure the safety of students' lives and property. In mid March, a fire safety knowledge training and fire fighting emergency drill were held to improve the fire safety awareness and emergency escape self-help ability of all teachers and students.

3.6 establish and improve the incentive system

Help to establish a reward system for excellent students and encourage them to study hard. To be good at morality, to love the party, the people and the socialist motherland, to adhere to the four basic principles, to abide by the law, to have good moral cultivation and civilized habits, to love the profession, to care for the collective, to respect teachers, to unite students, to make positive progress, to distinguish right from wrong, to consciously implement the rules and regulations of the school, and to seriously participate in political and public welfare activities, The students who can play a leading role among the students and have a good operation grade will be rewarded in material and spiritual aspects.

3.7 enhance the popularity of the school

Although the training industry is very promising, it is a slow and hot process. It gains public praise and social recognition by accumulating time. At the same time, the training industry also has certain industry particularities. It needs a specific way of operation to better carry out business. Like other industries, it must do its own products well to gain broad recognition, Therefore, the quality of curriculum and teaching materials is very important for the long-term development of educational institutions, which may be related to the life cycle of the whole institution. Now is an information age, the Internet age, one person, one school visibility, no longer rely on the traditional sense of the above to promote the old

model of learning below, to a greater extent rely on the power of the media. During the internship, I suggest developing websites and official account platform to publicize Nanyang golden microphone broadcasting and hosting school, and constantly enhance popularity.

3.8 improve logistics support measures

Strengthen the management of canteen. In mid April, a training course on food hygiene knowledge was held. We should further standardize the purchase procedures and channels, strictly comply with the requirements of the food hygiene supervision department, earnestly do a good job in the work of asking for certificates and tickets, eliminate adverse factors from the source, strictly control the warehousing of goods and the entrance of food, strictly prevent the occurrence of food poisoning, and ensure the health of teachers and students, The student canteen has three meals a day. The canteen provides breakfast, Chinese food and dinner in various forms for free choice, which is suitable for students' eating habits and nutritional needs; School security provides security for students.

The fourth part is the improvement suggestions

Through my internship in Nanyang golden microphone broadcasting and hosting school, I have made great achievements. At the same time, I also deeply realize that learning is endless, and there is still a lot of room for improvement in many places of school management, which needs to be continuously improved. As a school administrator, there are several suggestions for improvement in the next step.

4.1 awareness of learning

The development of society depends on education. The key to the development of education lies in the school, and the school depends on the principal. Especially for language training schools, the role of the principal is more obvious, and the ability of the principal is crucial to the development of the school. The headmaster should be good at learning and have a unique idea of running a school, so that the school can have vitality and vigor. To be a good principal, we must be diligent in learning. Learning is the forerunner of progress, and not learning is the symbol of backwardness. As a qualified headmaster, we should seriously study the party's major policies and relevant education laws and regulations, and be a model of hard study, so that we can work with ideas and innovation. We should constantly polish the language art and broadcasting skills, so as to improve our ability.

4.2 service awareness

A good headmaster, especially the headmaster of a language training school, faces both teachers and students. First of all, he must have a good sense of service, be a good servant of teachers and students, stand up as an umbrella, bend down as an ox, endure poverty and loneliness, guard his own school, and correctly handle the work and life relationship between the leading groups. Be a good supervisor but not subjective, act decisively but not arbitrary, fully listen to everyone's opinions and suggestions, support each other without breaking down the platform, think together, work together, divide work, check and be responsible at all levels. We should take good care of every comrade from all aspects and establish good friendship.

4.3 education quality awareness

The core of the principal's work is to pay close attention to the quality of education. Quality is the lifeline of the school, the foundation of the school, and the honor of teachers and students. Whether the quality of a school is competitive or not depends on the management ability of its principal. In order to improve the quality of education and teaching, we must improve the management level of principals.

4.4 innovation and reform consciousness

Principals should constantly update their educational concepts, set up modern curriculum concept, talent concept and values, and set up modern teaching concept and student concept. We should fully realize that "deep reform is mechanism", "reform has no bystanders, reform needs everyone's participation" and "reform needs to pay attention to every individual". Adhere to the idea innovation to drive the idea innovation, the mechanism innovation to promote the work standard, the method innovation to improve the work level, and constantly carry out the practice innovation, system innovation and ideological innovation, so as to make the reform and innovation become a conscious thinking idea, behavior mode and goal pursuit.

Reference

Practical broadcasting course

Guide to broadcast and host art examination

Appendix







