



Management and Development of Off-campus Training Institutions

February to June 2021

Yuncheng Xingmeng Media Art Training Center,

Yuncheng, Shanxi, China

BY

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SUAN SUNANDHA RAJABHAT UNIVERSITY

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

Wang Mengmeng is a very suitable candidate for administrative management. Because she is an enthusiastic student provides practical steps for Educational Administration .She not only brought us work help during the internship, but also showed great management experience and skills in the work.

During the internship, Wang Mengmeng had a correct attitude, worked seriously, and paid attention to the combination of theory and practice. In teamwork, pay attention to communication; in the work, dare to innovate. Well received by the organization.

ChenShuxin

Yuncheng, Shanxi, China

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June 22.2021



## **Abstract**

The purpose of this practicum in Educational Administration is to discuss and explain my experiences during my practicum exercise. The design of this project aims to allow us to understand the theories, principles and the practical role of administrative theories in the management of education administration. The exercise was carried out in a training and educational institution. This report was organized in five sections, each having subunits. Section one presents an overview of the organization, its description, background, goals and functions. 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 Yuncheng Xingmeng Media Art Training Center. Section five ,by analysing strengths and weaknesses of the Yuncheng Xingmeng Media Art Training Center, suggestions for improvement and conclusions were all made. It is recommended that the duration for this practicum exercise is from Febuary to June, to demonstrate practically how to plan, organize, direct and carryout other administrative duties.

**Keywords:** Practicum, Educational Administration, Organization, Training Center.

## ACKNOWLEDGEMENTS

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

During the period of my practicum, I have received generous help from the leaders of the internship agency. First and foremost, I am grateful to my supervisor, AJ.Num and AI.Nok, faculty of Educational Administration Program. Their guidance, encouragement, and suggestions provided me the necessary insight into the problem and paved the way for the meaningful ending of the work in a short duration.

I have no hesitation to say that, without his constant support and valuable advice from time-to-time, I would probably fail to complete the work in an appropriate manner.

My special gratitude goes to teacher Chen, training center leader, for his modern outlook and meticulous supervision to carry out the job perfectly.

I am grateful especially to all the other teachers for their direct and indirect help to me. I am also thankful to all other departmental heads, officials, and also all office staffs of the Yuncheng Xingmeng Media Art Training Center for their sincere co-operation and support for giving me the opportunity and always help and support me for making a standard report.

WangMengmeng

June, 2021

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# **SECTION ONE**

## **INTRODUCTION**

### **1.1 Background**

Internship is an experience that every student must have. It allows us to understand society in practice, and allows us to learn a lot of knowledge that we cannot learn in class. It allows us to experience theories in practice, apply theories, and benefit a lot, and at the same time open up I gained my vision and increased my knowledge, which made me realize the importance of applying the knowledge I have learned to work, and lay a solid foundation for the future to work. Only during the internship period I can adjust my learning methods as soon as possible. Mental, all aspects are fully prepared to adapt to the society, in order to be accepted by this society, survive and develop themselves better.

## **1.2 Objectives**

The objectives and expected outcomes for the practicum were:

On the one hand, understand the advanced methods and modern management methods of enterprise management, improve the ability of investigation and research, collect data, and organize data, and improve the ability to combine theory with practice; on the other hand, deeply understand the importance of human resource management and management Procedures, improve the ability of collaboration and organization of work, and cultivate the ability to independently analyze problems and solve practical problems.

## **1.3 Request**

During the internship, you should pay attention to your own dress, and you should not wear vests, shorts and slippers, so as not to affect the image of administrative management;

It is not allowed to be late, leave early, absent from the internship, etc. If you cannot arrive on time or go to the internship due to special reasons, you should ask for leave from the leader.

## **SECTION TWO**

### **LITERATURE REVIEW**

The review shows that in the practical work of administrative management, education management need to pay attention to. Combined with their own learning theoretical knowledge, developed plans and reports.

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 practicum exercise was carried out in Off-campus training institutions. Yuncheng Xingmeng Media Art Training Center, Yuncheng, Shanxi, China. This organization was established in 2010 by the.

The obvious resources available to teachers and students in this school include classrooms, library, offices, dorm room, service building, for students and teachers. These resources by my judgment are fair for the running of the school, though efforts still need to be made for improvement.

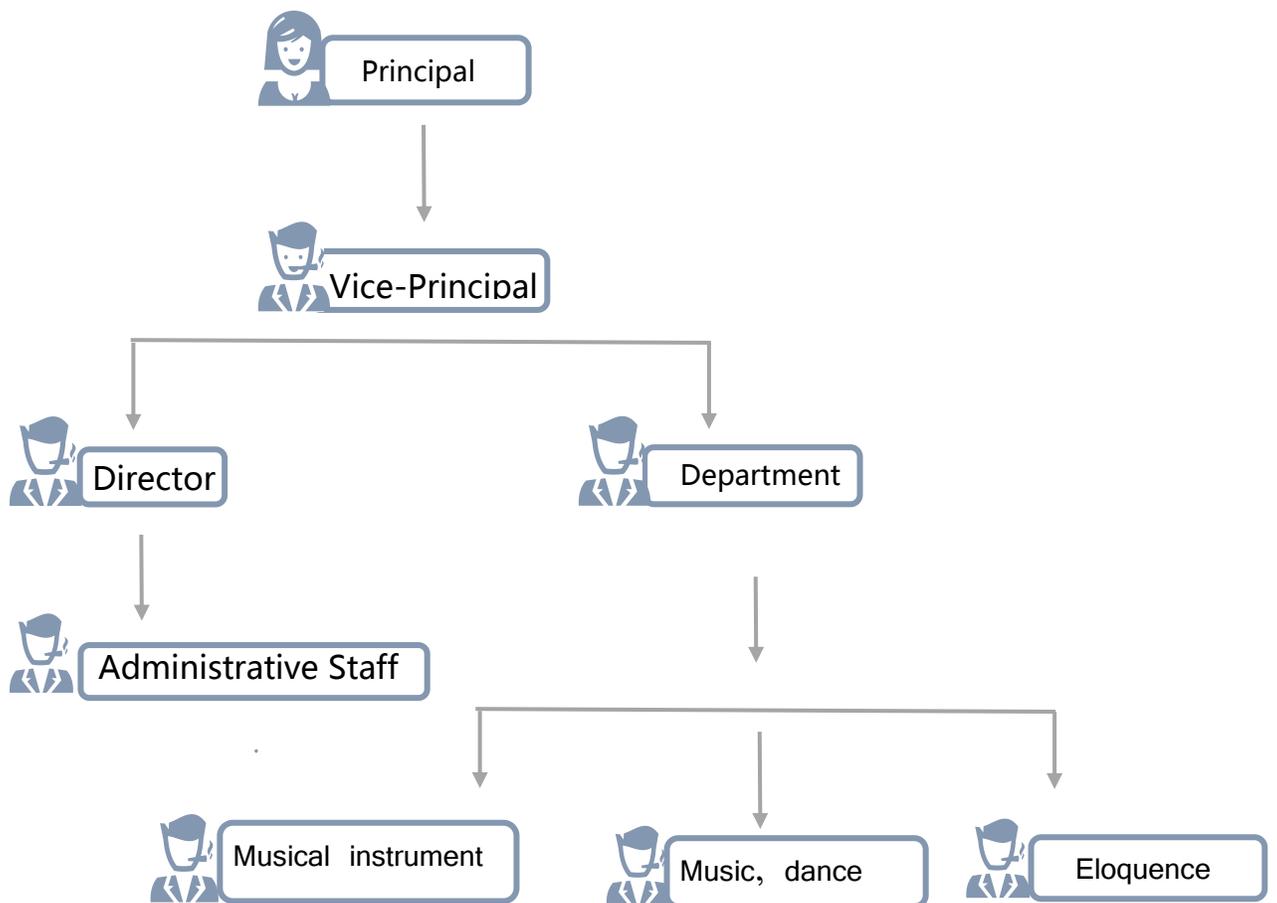
The principal of this school is Mr. Chen, who is in charge of the Yuncheng Xingmeng Training Center. He runs the school with effective administrative skills which include: good decision making skills, technical skills, human relation skills, and good communication skills.

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

Yuncheng Xingmeng Media Art Training Center is a private off-campus training organization that aims to cultivate the artistic literacy of children and young people aged 4--18. Students of different ages are divided into different classes, with different teachers responsible for the management and teaching.

## **2.3. Structure of the organization**

Below is the organizational chart of the Organization. The organization implements the principal responsibility system.



## **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). The management status of off-campus training institutions is studied. This includes the relationship between the management status and development of training institutions. The data for this report was gathered by using observation, survey, questionnaire, and interview.

At the beginning of the internship, I understood the nature of the work and the scope of management. In the middle of the internship, I was familiar with observation and interviews: assisting the principal in daily administrative management; organizing enrollment; daily management of students, etc.

**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 data Parameters. While the qualitative data were collected from the response of department employees, teachers, and students to the management of the principal. open-ended questions at the end of the quantitative survey that included of the questionnaire survey, group interview. Data from open-ended questions were analyzed by using questionnaire survey, and data from interviews were analyzed by using 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 principal through in-depth interviews, observations, survey, 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 and head teachers. - Provide assistance to the principal's administration.	10
2	Roles and responsibilities	-Principal: Comprehensively lead the staff to designate the general teaching plan, and formulate the development and operation of the school. -Vice President: Responsible for teaching, teaching and research, student security, life management, etc. -Director: Annual work plan, various rules and regulations, etc.	15

3	Scope of work in educational institution	Responsible for teacher work arrangement and management, teacher training, and enrollment work.	10
4	Knowledge, Skills, Attitude (Competency)	Have leadership management skills, management experience and knowledge.	10
5	Types of Instructional supervision in educational institution	Special supervision and process superviso	
6	Professional Learning Community (PLC)	<ul style="list-style-type: none"> <li>- Providing quality instructional leadership and professional development at school level through mentors.</li> <li>- Collaborative lesson preparation.</li> <li>-Teaching observation and feedback</li> <li>-Theme experience sharing</li> </ul>	5
7	Process in helping teachers to effectively organize their learning activities	<ul style="list-style-type: none"> <li>- Enhancing skills and confidence of teachers in specific areas.</li> <li>-New teacher training.</li> <li>-Lecture.</li> </ul>	5
8	Leaders in driving	Schoolmaster: Mr.Chen	

	education policy into practice in schools		
9	Problems of the organization In planning, evaluation, and decision making	-Administrators have no professional management theoretical knowledge -Students are highly mobile -It is necessary to standardize the conditions for running a school in the work decision.	5

### 3.1.2 Knowledge Acquired

Teaching administration is the education administration department and according to the education plan, the school will various types of courses, through the input of teachers and teaching materials, organize scientifically and effectively to become effective, efficient, and high-quality teaching process. Including teaching content administration and teaching quality two aspects of control and management.

### 3.1.3 Working relationship with the staff

Position the relationship between yourself and employees, the working relationship: the manager and the managed. This is the relationship that my employer or investor gives me and other employees. To a certain extent, I am the spokesperson of employers or investors, representing their interests. On the one hand, I am given certain powers to better implement my management responsibilities; on the other hand, I need to clarify the boundaries of power and cannot abuse power beyond the scope of responsibility.

## **SECTION FOUR**

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

#### **4.1 Results**

In this section, the results of the practicum and learning are grouped into three categories. The first category is mainly related to the administrative management of training institutions. The second category is related to the development of teacher training in the organization. And the last category is institutional admissions management. These are explained in detail below.

1. Possess personnel organization ability and communication ability. Should have the patience and skills to deal with all kinds of contradictions and problems, such as communicating with trainees, communicating with employees, communicating with superiors, etc., which must not be ignored by the executive director. Therefore, in the process of distributing the upper situation, lowering the situation, and internal and external communication, we should try our best to use skills and methods to coordinate various relationships.

2. Deeply understand, grasp and promote the school's corporate culture in daily work, and maximize the enthusiasm and creativity of employees, thereby not only creating a happy working environment for all colleagues, but also making oneself the most basic level of the school's corporate culture. The executors and defenders serve the collective and long-term interests of the school as much as possible. The morale of employees should be motivated and Training.

3. The publicity management of off-campus tutoring organizations is very important. Publicity can promote enrollment, expand its demand for learning, and maintain and expand the school's market share. Propaganda can reflect the vitality of the school's business and at the same time expand The influence of universities is conducive to the establishment of new markets.

The results of this practice were as follows:

1. The success of field experiences depended very much on the collaboration between principals and teachers. It depends on the principal's personal qualities, personal style and way of expression of instruction.

2. The key factors in determining practicum success were 1. Study with an open mind, listen carefully to and analyze the opinions of others. 2. Work hard and make progress. 3. Make a plan and set goals. 4. Cooperation and sharing.

#### **4.2 Strengths of the organization**

With brand advantage, good reputation, strong teachers and comprehensive training system.

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

Management lacks communication with the staff; high tuition fees.

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

On the basis of teaching home school service on the job; strengthen knowledge system management.

## **SECTION FIVE**

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

#### **5.1 Conclusion**

This practicum is very interesting and challenging. From an unfamiliar working environment and colleagues to the pressure of enrollment, I need to adapt and overcome difficulties one by one. It offered me the opportunity to apply the theoretical knowledge acquired while in SUAN SUNANDHA RAJABHAT UNIVERSITY.

Therefore, I will not hesitate to recommend continuing with this course and continue with the relevant courses for the next semester. This will enable graduates to have more knowledge and experience to demonstrate practically how to plan, do, act and carry out administrative duties.

#### **5.2 Discussion**

First, the purpose of this study is the relationship between management and development of off-campus training institutions.

Second, the results of this study show that Organization leaders have the ability of administrative management As well as management

knowledge and Education Management experience It can help train institutions to develop bigger and better.

Third, found in the internship Good communication between the organization's leaders and employees is important. Employees need to understand the organization's corporate culture .At the same time employees need incentives.

Fourth, It should be established in the organization Knowledge Management System KMS.

### **5.3 Recommendation**

Internship is to apply the theoretical knowledge we have learned in school to objective reality. Theory should be combined with practice, changing roles quickly and adapting to work during the internship. Through this internship, I can learn how to change my thinking, accumulate experience, and adapt to teamwork.

Through the internship, I learned about my professional skill level, showed a side that I had never seen before, and experienced the ability and courage that I need to have as a leader and person in charge. At the same time, problems were found in the internship, mainly in two aspects: 1. The management system of the organization is not perfect, and there is no systematic management system. 2. I need to be more empathetic when I get along with my colleagues at work; I need to independently establish a network of people to better understand the development of the industry; I

need to more accurately study the background and industry issues for the organization; establish an organizational culture, Form unique beliefs and codes of conduct.

Findings from this study can be applied to other disciplines requiring field-based experiences, such as Education management, computer, and executive leadership, etc.

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## Appendix

These photos are some teachers and students from my internship training institution office, training institutions.





## **Auto Bibliography**

Student's Name :WangMengmeng

Date of Birth :27/07/1990

Education Level: Undergraduate

Workplace: Yuncheng children's normal college

Work Experience :

1. After graduating from university in 2011, I worked in my hometown Shanxi Yuncheng TV Station for 7 years, mainly responsible for the work of host, director and interviewer.

2. In 2018, I joined Yuncheng children's normal college and became a university teacher. Yuncheng children's normal college is a junior college training kindergarten teachers, here I assume two different positions. Personnel department staff and student head teacher