

Hunan Institute of Engineering Practice (Practical Training) Teaching Management Measures

Academic Affairs Office No. 41(2018)

Chapter I General Rules

Article 1 Practice (practical training) teaching is an important part of the personnel training plan of institutions of higher learning and is to carry out the Party. It is an important teaching link to promote the combination of theory and practice, cultivate students' practical skills and innovation ability, improve the ability to comprehensively analyze and solve practical problems by applying the knowledge learned, and enable students to have good engineering and professional quality and innovation ability.

Article 2 In order to further strengthen the management of practice (practical training) teaching and effectively improve the quality of practice (practical training) teaching Quantity, to make it more scientific, standardized and institutionalized, combined with the actual goal of application-oriented talent training in our school, formulated the management measures.

Chapter II Category and form of practice (practical training) teaching

Article 3 The categories of practice (practical training) (referred to as practice, the same below) include cognition practice, curriculum practice, production practice, professional investigation, graduation practice, engineering training (metalworking, electrician, electronics practice), etc.

Article 4 The practice teaching may be concentrated or dispersed according to the characteristics of the specialty and the actual situation of the practice place. The practice teaching can be conducted in various forms, such as the combination of in-school and out-of-school practice.

- (1) Centralized practice: subject, major and class as a unit of centralized arrangement;
- (2) Decentralized practice: organized by the teaching and research Office, the majors and classes are divided into several groups (the number of each group is not. It should be too small), under the guidance of teachers in the school, the group as a unit of practice.

Individual as a unit of scattered practice, need to go through the relevant procedures, and there is a designated school teacher responsible for guidance. In principle, the units of decentralized practice are required to be relatively concentrated in order to guide teachers to tour inspection. Under special circumstances, students who have been approved by the college to go out for internship must fill in a form to apply for internship. No matter what form of internship is adopted, it must meet the requirements of the internship outline and ensure the quality of the internship.

Chapter III Purpose and requirement of practice teaching

Article 5 The purpose of practical teaching is to strengthen the connection between theory and practice and to enhance students' contribution to society and country. The perceptual understanding of the situation and professional background; Through investigation and practice, broaden students' horizons, consolidate and apply the theoretical knowledge mastered in classroom teaching, understand the development status of the discipline, and cultivate students' engineering application ability and innovation ability to find, analyze and solve problems; Enhance the concept of labor and cultivate students' dedication and entrepreneurial spirit; Actively explore. A new approach of talent training combining "production, study, research and application" should be adopted to improve the training quality of engineering applied talents.

Article 6 Requirements for practice teaching

1. To understand the general situation of the professional practice environment and increase the perceptual understanding of the professional subject field;
2. A preliminary understanding of the position, role and development trend of the major in national economic construction;
3. Consolidate and deepen the theoretical knowledge, training analysis and solution of engineering (or social, professional) practical problems the initial ability;
4. Be familiar with the job duties and work procedures of professional and technical personnel, and acquire preliminary knowledge of organization and management;
5. Humbly learn from the staff of the practice unit, and cultivate the moral character of love and dedication.

Chapter IV organization and leadership of practice teaching

Article 7 Practice teaching shall be administered at three levels: school, college and teaching and research section.

Article 8 The Teaching Affairs Office shall be responsible for the macro-management of practice teaching of the whole school, and formulate the work plan and management regulations of practice teaching Rules and regulations. Specific duties include:

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(1) Summarize and approve the annual internship plan drawn up by each teaching unit;

(2) To check the preparation work and the implementation of the practice plan of each teaching unit. The Academic Affairs Office takes many forms. Type, to check the practice situation, check the content includes: the implementation of the practice plan, the progress of the practice, the effect of the practice, the teaching and training of the instructor and the practice guidance, the attendance, discipline, ideological status of the students, the practice report of the students, the organization and management of the college for the students' individual internship;

(3) According to the internship budget of each major of the school, check the use and implementation of the internship funds of each teaching unit.

Article 9 The College shall carry out the relevant regulations and arrangements of the school's practice teaching work, and be responsible for organizing the implementation of the college Practice teaching. Specific duties include:

(1) Organize the teaching and research departments of each specialty to contact and implement the practice places; Make full use of the existing off-campus practice base of the college Practice teaching; Do a good job in the construction and management of practice bases inside and outside the school;

(2) Summarize the semester internship plan drawn up by the teaching and research department of each specialty, and after the approval of the supervisor, the first two internship weeks, submitted to the Practice Teaching Management section of the Academic Affairs Office. If the internship is scheduled during vacation or during the first week, the internship plan should be submitted at the end of the previous semester.

(3) Check the preparation for each internship and the implementation of internship plans;

(4) Check the implementation of the internship, especially the teaching and research office's organization and management of students' individual internships, and find questions problems solved in a timely manner;

(5) to prepare the annual budget of practice teaching funds, and strengthen the management of practice funds;

(6) After the internship, organize and complete the summary of the internship teaching work (including: the implementation of the internship teaching, use of funds, achieved results, experience and suggestions).

Article 10 The Teaching and Research section shall be responsible for formulating the practice teaching syllabus and the practice teaching implementation plan, and arranging the practice guidance and teaching Teachers shall organize the implementation of internship teaching and complete the pre-loan and reimbursement of internship funds. Specific responsibilities include:

- (1) Fill in the professional internship plan, write the internship outline and the internship guide;
- (2) Contact and implement internship sites;
- (3) Select and assign practice instructors;
- (4) Do a good job before the practice of all kinds of preparation work, and formulate practice discipline, while strengthening the personal practice of students
- (5) Conduct internship mobilization and safety education before the internship, and organize daily teaching work during the internship;
- (6) Handle the pre-loan and reimbursement of internship funds on time in accordance with the school's internship fund management measures, and require special funds

Use, shall not be diverted to other purposes;

- (7) Within one week after the end of the internship, organize and complete the internship performance assessment and internship summary work.

Chapter V Internship outline, internship plan and internship implementation plan

Article 11 The internship outline refers to the teaching objectives and specific teaching intended to be achieved in the practice links set up in the training plan. It is the main document and basis for formulating the internship plan, organizing and inspecting the student's internship. The content of the internship outline includes the following aspects:

- (1) The purpose, tasks and requirements of the internship;
- (2) the teaching organization of the internship;
- (3) the way and time arrangement of the practice;
- (4) The content and method of internship performance assessment.

Article 12 Before students start their practice, the college shall urge the teaching and research Office to arrange instructors and contact them for implementation in advance. The internship unit shall, according to the requirements of the internship outline and combined with the specific conditions of the internship place, work out a practical implementation plan with the relevant personnel of the internship unit. The teacher in charge of the internship should send the paper copy of the internship plan approved and signed by the college leaders and sealed by the college to the Practice Teaching Management Section of the Academic Affairs Office two weeks before the internship; Only after the internship plan has been approved by the Academic Affairs Office can the internship and the procedures of advance and reimbursement of funds be carried out.

Article 13 In order to improve the effect of internship, each internship supervisor shall follow the guidelines of the internship outline and the internship plan. Therefore, according to the actual situation of the practice place, the practice implementation plan should be formulated, the internship preparation should be

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prepared, and the internship guide with internship thinking questions should be written and sent to the students before the internship.

Article 14 After the internship plan is submitted to the Academic Affairs Office, the course and content of the internship shall not be changed in principle. In case of under special circumstances, a written application for change shall be submitted, signed and approved by the dean in charge, submitted to the Academic Affairs Office for examination and approval, and implemented after the approval of the president in charge. Otherwise, it will be treated as a teaching accident.