

Management Measures for Undergraduate Internship Teaching at Hunan City University

Xiangcheng Hospital Document No. 54 [2024]

Chapter One General Principles

Article One Internships are an important part of talent development, a crucial link in deepening classroom teaching, and a significant way for students to understand society, engage with practical production, and acquire and master knowledge related to the production site. They play an important role in cultivating college students' practical abilities, innovative spirit, and establishing a sense of career and social responsibility.

Article 2 In order to further improve the undergraduate internship teaching system, standardize internship work, strengthen condition guarantees and organizational management, and ensure the continuous improvement of talent training quality, this method is specially formulated in accordance with the actual situation of our school.

Chapter Two: Internship Organization Management

Article 3 The undergraduate internship teaching work is managed at two levels under the leadership of the principal, with the college being the main body of undergraduate internship teaching.

Article 4 Division of management responsibilities.

The Academic Affairs Office represents the school in exercising the management responsibilities of undergraduate internship teaching

Responsible for the formulation and revision of the regulations and systems for internship teaching management in the whole school.

2. Organize and approve the internship teaching syllabus and the implementation plan for internship teaching for the entire school.

3. Responsible for the organization, management, and commendation of the inspection and assessment of internship work throughout the school.

4. Responsible for the arrangement and management of the internship funds for the entire school.

5. Organize and coordinate other relevant matters.

(2) Responsibilities of Secondary College Management

The main responsible persons for the party and government in each secondary college are directly responsible for the management of internship teaching.

2. Responsible for the planning, site selection, and construction of the internship training base of the institute.

3. Responsible for the formulation and implementation of the internship teaching management regulations of this institute.

4. Responsible for the formulation, revision, and implementation of the internship teaching syllabus and internship teaching implementation plan of this institute.

5. Make a plan for the internship funding of this hospital and implement it according to the plan.

6. Responsible for guiding the implementation of the supervising teacher and the education and management work of internship students' discipline and safety.
7. Responsible for mobilizing internship teaching, checking the teaching process, summarizing work, recognizing achievements, and showcasing internship teaching results.
8. Responsible for the management of internship teaching materials.
9. Write corresponding teaching materials, handouts, guides, etc.

Article 5 The types of internship teaching are divided into three categories: observational internship, professional internship (production internship, educational internship, sketching, etc.), and graduation internship.

Chapter Three: Management of the Internship Teaching Process

Article 6 Formulation and requirements of the internship teaching syllabus.

The internship teaching syllabus is a guiding document for conducting internship teaching. It serves as the basis for formulating the internship teaching implementation plan, organizing internships, and assessing students, and must be developed according to the teaching plan and professional training objectives. Any changes to the teaching syllabus of newly opened internship projects and the internship teaching syllabus must be reported to the academic affairs office for record-keeping in a timely manner. Secondary colleges should continuously reform the content and methods of internship teaching according to the needs of professional development and revise the internship teaching syllabus under the unified organization of the school.

The internship teaching outline should include the following content: introduction to the internship course, internship objectives, internship duration, internship credit hours, internship methods, internship content and requirements, requirements for internship locations and related facilities, and assessment criteria.

Article 7 Formulation and requirements of the internship teaching implementation plan.

Each major should flexibly arrange internship times and develop an internship teaching implementation plan based on the internship teaching syllabus, semester teaching tasks, the actual production situation of the internship unit, and its capacity to receive interns. The internship teaching implementation plan must be reviewed by the department head and approved by the college leadership responsible for internship teaching before being submitted to the academic affairs office for archiving. Once the internship teaching implementation plan is approved, it must be strictly followed, and changes to the time and location of the internship are not allowed without proper authorization. Any special circumstances requiring changes must be approved by the academic affairs office.

The internship teaching implementation plan should include the following content: internship objectives and specific requirements, internship content and location, internship time and schedule, internship personnel and grouping situation, internship guiding teachers, funding arrangements, and assessment methods, etc.

Article 8 Forms of internship teaching: centralized internship, decentralized internship.

The leaders of the secondary college responsible for practical teaching confirm the form of practical teaching based on the characteristics of each major, while ensuring the quality of the internship.

1. Centralized internship teaching: The centralized internship is organized by the secondary college according to the class system (internship group), arranging students to gather at specific internship locations for teaching, with the guiding teacher providing guidance throughout the process.

2. Distributed internship teaching: The distributed internship is coordinated between the secondary college and the internship unit, where an external instructor is hired at the student's internship location to guide the students. The on-campus instructor supervises and checks strictly according to the internship teaching requirements through a combination of online and offline methods.

Article 9 Principles for selecting internship bases.

Each secondary college selects units for internships based on the content of the internship, following the principles of proximity, relative stability, and cost savings, choosing units that are relevant to the major, well-equipped, technologically advanced, well-managed, and compliant with safety production laws and regulations.

Before determining the internship unit, the secondary college must conduct on-site inspections and evaluations. After confirming that the internship conditions are met, a cooperation agreement should be signed with the internship unit to clarify the rights, obligations, and management responsibilities of both parties. Students are not allowed to intern if the cooperation agreement is not signed as required.

Article 10 Selection of guiding teachers.

The secondary colleges and internship units should select experienced, well-qualified, responsible teachers and technical personnel to manage and guide students' internships throughout the process, ensuring the quality of internship teaching. For students who choose to intern at different units on their own, on-campus teachers should also be arranged to provide follow-up guidance.

2. For centralized internships, internship supervisors can be assigned at a teacher-student ratio of about 1:15. For decentralized internships, secondary colleges should assign teachers in a certain proportion to be responsible for reviewing the implementation of internship units and off-campus supervisors, as well as for inspection and assessment work.

Article 11 Responsibilities of the guiding teacher.

1. Arrive at the internship teaching location in advance to understand the situation, prepare for the internship teaching, and draft a specific internship schedule. The supervising teacher for off-campus internship teaching must contact the internship unit and the off-campus supervising teacher in advance to jointly formulate the internship schedule and organize its implementation.

The supervising teacher is fully responsible for the students participating in the internship, ensuring the students' ideological work, guiding and inspecting the internship process, and conducting discipline and safety education for the students. Regular meetings of the internship teaching group should be held to guide students in filling out the "Internship Work Manual" to ensure the smooth progress of the internship teaching.

3. For dispersed internship students, guidance should be strengthened and strict requirements should be enforced. Supervising teachers should maintain regular phone contact with students and periodically visit the internship sites for comprehensive understanding and inspection.

4. Regularly communicate with the leaders of the internship teaching units about the students' internship situations, striving for guidance and assistance from the internship teaching units. Regularly report to the college on the progress of students' internships.

After the internship teaching ends, the supervising teacher should carefully check the students' internship work manuals and other materials, complete the assessment of students' internship grades and the summary of internship teaching, and submit the internship archive materials and internship work summary to the college within two weeks after the internship ends.

Article 12 Conduct mobilization work before the internship. The secondary college must hold a mobilization meeting for internship teaching before students begin their internships, explaining the purpose, requirements, schedule, and importance of the internship teaching, so that students clearly understand the tasks, content and methods of the internship, as well as the internship discipline. At the same time, ensure safety and ideological education work is well done.

Article 13 Internship assessment and grading.

After the internship teaching ends, students must submit an internship work manual based on the requirements of the internship teaching syllabus and the internship

teaching guide, as well as the actual content of the internship, in order to participate in the internship teaching assessment.

The instructor conducts a comprehensive evaluation based on the student's performance during the internship, task completion, internship summary, and comments from the guiding personnel of the internship unit, using a scoring system with five levels: excellent, good, average, pass, and fail.

3. Internship assessment and grading The internship assessment is considered failing under any of the following circumstances: failure to meet the basic requirements specified in the internship syllabus; absence during the internship exceeding one-third of the total internship time; the internship report does not meet the requirements; the content of the internship report contains significant errors; inability to correctly answer key questions or having fundamental errors during the assessment; serious disciplinary violations during the internship that are not corrected after education. Students who fail the internship assessment must retake the internship with the next grade level.

Article 14 Summary and inspection of internship teaching.

After the internship teaching ends, the college should organize a meeting for the internship students to summarize the internship teaching process, share their experiences, and guide students to change their mindset and promptly transition into classroom learning.

2. The secondary colleges should promptly submit internship summaries to the academic affairs office. The summary materials should include the implementation status of the internship teaching plan, analysis of internship teaching quality, existing problems, solutions, suggestions, and other content, in order to accumulate experience, continuously improve the content and methods of internship teaching, and enhance the quality of internship teaching.

3. The school organizes internship teaching inspections and assessments every year, which include (1) internship organization and management; (2) implementation of the internship teaching syllabus and plan; (3) quality of internship teaching; (4) management of internship funds; (5) safety management and others. The school will commend and promote those with good internship teaching results and significant achievements throughout the school.

Article 15 The secondary colleges should promptly archive various documents and materials related to internship teaching.

Chapter Four Student Internship Code of Conduct

Article 16 Abide by laws and regulations, maintain the reputation of the school and internship unit, and comply with the daily behavior norms for students.

Article 17 Before participating in the internship, mobilization and safety procedure training must be completed; those who do not participate are not allowed to join the internship; all internship tasks must be completed according to the requirements of the internship teaching outline and internship plan.

Article 18 Must strictly adhere to the relevant rules and regulations of the school and the internship unit, especially in terms of safety, confidentiality, operating procedures, and labor discipline. If personal injury occurs due to violations of internship discipline and safety rules, the student shall be responsible. If injury to others or economic losses to the state occur, the student and their parents shall bear economic and legal responsibility.

Article 19 Respect the leadership of the internship unit and follow the arrangements of the supervising teacher; be humble in learning from the supervising teacher and technical staff, comply with assignments, focus on unity, strengthen internship training, and strive to improve your professional operational skills and practical work abilities.

Article 20 During the internship period, students must write a daily internship diary, succinctly recording the teaching tasks completed and the gains made on that day,

and attach sketches if necessary, in preparation for writing the internship report.

Article 21 Strict discipline; students are generally not allowed to take leave during the internship period. In case of special circumstances, they should request leave from the supervising teacher. Those whose absences exceed one-third of the internship time are not allowed to participate in this internship teaching assessment and must complete the required internship hours and teaching tasks before they can take the assessment.

Article 22 Comply with the relevant regulations in public places, behave civilly, do not disturb the order, do not fight, do not gamble, do not drink excessively, swimming in rivers, lakes, and seas is strictly prohibited to prevent accidents.

Article 23 Students who are doing decentralized internships should report the basic information and contact details of the internship unit to their on-campus supervising teacher before the internship, and during the internship, they should regularly report the progress of the internship to the supervising teacher.

Chapter Five Management of Internship Funds

Article 24 According to the "Management Measures for Internship Funds of Hunan City University," the Academic Affairs Office shall allocate funds to the secondary colleges from the school's financial "internship funds" special budget based on the internship teaching tasks undertaken by the secondary colleges. The secondary colleges must ensure that the internship funds are used for internship work.

Article 25 The expenditure of internship funds must adhere to the principle of frugality, and each internship should have a designated person responsible for financial matters. The expenditure should be planned before the internship, accounted for during the internship, and settled after the internship. After the internship, relevant expenses should be reimbursed in a timely manner according to the school's financial regulations.

Chapter Six Supplementary Provisions

Article 26 This method shall be implemented from the date of its publication and shall be interpreted by the Academic Affairs Office. The original "Internship Teaching Management Measures of Hunan City University" (Xiangchengyuan Fa [2009] No. 58) and the "Student Internship Code of Hunan City University" (Xiangchengyuan Jiaozi [2007] No. 80) are simultaneously abolished.

