

Construction and Management Measures for Off-Campus Internship Teaching Bases of Hunan City University

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The off-campus internship base refers to a place for off-campus internships and social practice activities that has a certain scale and is relatively stable. The construction of off-campus internship bases is directly related to the quality of practical teaching and plays a very important role in cultivating students' practical skills and innovative awareness. In order to further strengthen and standardize the construction and management of off-campus internship bases, this management method has been formulated in conjunction with the specific situation of our school.

1. Guiding Ideology for the Construction of Off-Campus Internship Bases

The establishment of off-campus internship bases should be based on the integration of schools and society, fully utilizing social resources, with the primary goal of improving teaching quality, and ensuring effective measures. It should follow the laws of higher education while adapting to the requirements of the socialist market economy system, striving to strengthen practical teaching, cultivate students' practical abilities and innovative spirit, benefit teachers' research activities, and enhance the construction and improvement of the school's scientific and technological innovation system, thereby improving the overall level of the profession.

II. Principles of Building Off-Campus Internship Bases

1. The principle of fully meeting teaching needs. Off-campus internship bases are an important support for achieving training goals and cultivating high-quality talents. The bases should provide the necessary conditions and venues for internship teaching, fully meet the requirements of internship teaching, and ensure the quality of internship teaching.

2. We must adhere to "the principle of combining" teaching, research, and production. The establishment of off-campus internship bases should strengthen internship teaching, cultivate students' practical and innovative abilities, facilitate the development of teaching and research activities, and contribute to the construction and improvement of the school's technological innovation system, as well as promote and demonstrate advanced scientific and technological achievements.

3. We must adhere to the principles of advancement and diversity. The constructed base should encompass as many disciplines and specialties as possible, and the research, production, and management of the base should have a certain level of representativeness, with development being forward-looking.

4. The principle is to focus on stable core internship bases while developing decentralized internship bases as a supplement. Off-campus bases are managed dynamically; some bases with good conditions and stable development can be relatively fixed, while others are flexibly adjusted based on actual circumstances to ensure the quality of teaching and the effectiveness of cooperation.

5. Adhere to the principle of mutual benefit, shared responsibilities, joint construction, and common development between the school and the internship base.

3. Construction and Management of Off-Campus Internship Bases

1. The construction and management of off-campus internship bases are managed at two levels: the university and the college (department). The Academic Affairs Office is the supervising department, responsible for formulating macro-level regulations and systems for construction and management, and coordinating related matters. The college (department) is specifically responsible for the construction and management of the base, formulating internship plans, internship outlines, and other internship teaching management documents that are suitable for their professional characteristics, and ensuring the implementation of internship tasks to guarantee the quality of internship teaching.

2. Approval Procedures for Off-Campus Internship Bases

(1) Application. Based on the preliminary investigation and demonstration of the relevant department, preliminary negotiations are conducted with the base to reach an initial agreement on establishing an off-campus

internship base, and the "Application Form for Off-Campus Internship Base of Hunan City University" is filled out(see Attachment 2), and submitted to the Academic Affairs Office.

(2) Approval. After receiving the application, the Academic Affairs Office will review the conditions of the off-campus base and the necessity of its establishment. Once approved, it will be submitted to the supervising principal for approval.

(3) Sign the agreement. After approval by the school, the school or department will jointly sign the agreement with the base. The agreement is made in triplicate, with each party holding one copy: the Academic Affairs Office, the base, and the department. Relevant matters will be determined through consultation between both parties.

(4) Listing. If necessary, the college (department) may list some relatively stable and representative off-campus internship bases, but must fill out the "Application Form for Listing Off-Campus Internship Bases of Hunan City University"(see Attachment 3), and submit it to the Academic Affairs Office for approval and filing. The base signs will be uniformly produced by the school. If the signs are used for product packaging, investment promotion advertisements, production and operation, or other purposes, they must be approved by the school, and a separate sign usage contract must be signed; otherwise, they will be invalid.

3. Each college (department) should strengthen its connection and management with off-campus internship bases, and jointly research and explore methods to improve the quality of our internship teaching.

4. The school has established corresponding "Evaluation Standards for the Construction of Off-Campus Internship Bases"(see Attachment 1), and will regularly organize inspections and evaluations of the bases. Each year, the school allocates funds from its financial budget for the "Special Fund for Internship Base Construction", and recognizes and invests in departments or bases with outstanding performance and good construction; rewards are given to provincial and school-level excellent internship bases. For units with poor construction and prominent issues, rectification requirements will be proposed, and if the requirements are not met within the specified time, the base will be disqualified or revoked; for bases with expired agreements and good construction, renewal procedures can be handled based on the cooperation intentions of both parties.

5. For individuals who have made outstanding contributions to the construction of off-campus bases, the school will provide policy preferences in professional title evaluation and teaching achievement award assessment.

IV. These management measures shall be implemented from the date of promulgation and shall be interpreted by the Academic Affairs Office.

Attachment 1:

Evaluation Standards for the Construction of Off-Campus Internship Bases at Hunan City University

Primary indicator	Second level Indicator	Weight	Evaluation elements and standards		Evaluation results				Remarks
			Grade A standard	C-level standard	A	B	C	D	
Organization leadership and	organization Leader	0.10	The leaders of the institute (department) attach great importance to the construction of the base; the leaders of the internship base pay great attention to the construction of the base; the base has carried out extensive cooperation with the school, and the work has been very effective	Both leaders are able to value base construction, cooperate well, and achieve effective results					

const ructi on plan ning	Const ructio n Planni ng	0.05	There is a construction plan that aligns with the long-term and stable cooperative development between the school and the base, along with a series of practical construction measures.	Well-planned, can be implemented, feasible measures					
	Const ructio n Target	0.05	The construction goals are clear, the construction standards are high, there is a clear work plan, and we will work together to build the base into a high-tech promotion and demonstration base	The construction goals are clear, and there is a certain development approach					
Con ditio n const ructi on	Teach ing Condi tion	0.05	The foundation for base construction and development is good, with production and development scale and relatively advanced technology and management level, and has a strong ability to receive students for internships	The foundation for base construction and development is relatively good, with a certain capacity to accept student internships and can provide the necessary internship conditions					
	Scient ific resear ch Condi tion	0.05	The school has strong capabilities in technology promotion, development, and scientific research, and the base has good foundational conditions and a strong community base, which can effectively support technology promotion, development, and scientific research	Able to cooperate or has certain cooperation potential					
	team Const ructio n	0.10	The school has a group of strong guiding forces for the construction of guidance bases, and has fixed base contacts, or technical personnel stationed at the bases; the bases have a strong ability to guide students' internships	Both parties have designated contacts for base construction					
Man age ment syste m	Mana geme nt syste m	0.05	Managementsystem is sound, which can effectively ensure the good and healthy development of various collaborations between the school and the base.	There are management systems that both parties can adhere to					
	Run mech anism	0.05	The base operation mechanism is good, allowing both parties to benefit	The operating mechanism needs to be adjusted to promote mutual benefits for both parties					
Servi ce syste m	Techn ology Promo tion and open Send	0.10	The system for promoting and developing technology is sound, and the school prioritizes conducting high-tech promotion and demonstrations at the base, as well as carrying out scientific research, with the base actively providing favorable conditions	Both parties can effectively cooperate in areas such as technology promotion and development					
	Techn ology Traini ng	0.10	Vigorously carry out technology training, technology consulting, and technology promotion work.	Can carry out technology training work					
Effe cts and bene fits	Teach ing Effect	0.10	Effectively improve students' ability to analyze and solve problems, train and cultivate students' organizational skills, social skills, and comprehensive abilities, write high-quality internship reports, and significantly enhance the quality of talent cultivation	Has a good internship teaching effect					

Techn ology Effect iveness	0.10	The technological achievements of the school can be quickly and effectively promoted and applied in the base, achieving significant economic benefits, with major scientific research results or excellent teaching achievements	Achieved better results in technology promotion and demonstration, with significant economic benefits					
Societ y benefi t	0.10	The base has a high technological content, has a good demonstration and promotion radiation effect of high-tech, can effectively promote technological development, and has a high social reputation and influence within the province	Can promote the technological development of the local and surrounding areas, with a certain social reputation and influence					
Total score								

Explanation: The evaluation results of each secondary indicator are divided into four levels: A, B, C, and D. Among them: A=95 points, B=80 points, C=65 points, D=50 points; totalscore $M=\sum KM$, where K is the weight of each secondary indicator, and M is the score of the evaluation results of each secondary indicator.

Attachment 2:

Application Form for Off-Campus Internship Base of Hunan City University

Application unit: Off-campus internship base unit:

Construction of the internship base Target			
The foundation and results of the cooperation between both parties			
Conditions and characteristics of the internship base			
Conditions and capacity for accepting student internships at the base		Majors suitable for internships	
Future cooperation intentions			
Both parties' opinions on the negotiation	Opinion of the applying unit: Person in charge: (official seal) <div style="text-align: right;">Year Month Day</div>		Off-campus internship base feedback: Person in charge: <div style="text-align: right;">Year Month Day</div>

Review comments from the school management department	Person in charge: (public seal) Year Month Day	

Attachment 3:

Application Form for Off-Campus Internship Base of
Hunan City University

Off-campus internship base unit:

Off-campus internship base address	Person in charge	Establishment time	Time of signing the agreement
Internship site conditions (material, life)			
Internship base Guiding force (Position, Title)			
Internship situation for students in the past two years (profession, number)			
Situation of cooperation, scientific research and development, etc			
Department (Faculty) Opinion	Person in charge: (public seal) Year Month Day		
Off-campus internship base	Person in charge:		

opinions	(public seal) Year Month Day
School review comments	Person in charge: (public seal) Year Month Day