

# Doing Well the College Students in the New Period Research and Reflection on Practice of Tutor Management

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**Abstract**—With the reform and development of higher education, the importance of the position and role of practical tutor management in Colleges and universities has become increasingly prominent. The Office of practical tutors in Colleges and universities is an important department to realize the management of campus practical tutors, and it is also a link to ensure the normal operation of the work of the whole college. In view of the requirements of the development of colleges and universities in the new era, we should explore ways to do a good job in the management of practical tutors in Colleges and universities in the new era from the aspects of innovation of ideas, reform of systems and mastery of methods.

**Keywords**—colleges and universities, practice tutor management, innovate

## I. INTRODUCTION

With the rapid development of higher education in the new era and the new situation, the office of practical tutors in Colleges and universities, which is charged with the task of teaching, scientific research service and students' daily management, is facing the new era's important task. The Office of practical tutors in Colleges and universities should constantly adapt to the new situation, explore the law, improve the level of management and service, do a good job in all aspects, and constantly explore new working methods and modes to adapt to the changes of the situation.

As the center of the practical tutor management system, the office of practical tutor in Colleges and universities should meet the needs of the development of colleges. On the basis of implementing the scientific concept of development, it should strengthen the team building, optimize the structure of the team, establish the correct working concept of the office of practical tutor in Colleges and universities, and strengthen the scientific management.[1]

## II. STRENGTHEN THE STANDARDIZED CONSTRUCTION OF PRACTICE INSTRUCTOR'S OFFICE IN COLLEGES AND UNIVERSITIES

To fully embody the functions of the office of practical tutors in Colleges and universities, we must start from the standardization of the office and strengthen the construction of the style of work. Standardization includes clear scope of responsibilities, personnel structure, post settings, etc. We must cater to the size of our school or our institute and meet the needs of the construction and development of our unit and department.

## III. THE DUTY OF PRACTICE INSTRUCTOR OFFICE IS STANDARDIZED

The scope of responsibility of the practical tutor office in Colleges and universities determines its management scope, organization, post setting and personnel allocation. Even in the absence of human resources, we should expand the scope of management as far as possible. Therefore, the scope of responsibility of the office of practical tutor should be positioned from the aspects of facilitating the communication of information, doing well in students' daily learning, managing the learning of practical courses, inspecting supervision and coordinating comprehensively.

## IV. THE STRUCTURE OF OFFICE STAFF IN PRACTICE INSTRUCTOR'S OFFICE IS STANDARDIZED

All things are people-oriented, the key to management lies in people, and staffing plays a decisive role. Institutional settings are reasonable, but the lack of staff or staff is not suitable for the nature of the job, and can not be competent for such work, will certainly affect the efficiency of office work, and the quality of work is not guaranteed. Any unit and social institution should formulate the principles and standards of employment suitable for their own units and departments. In order to meet the needs of the development of colleges and universities in the new era, we have been following the principles of specialization, emphasizing on ability, giving full play to the strengths of talents and employing talents. This should also be the basic criteria for the staffing of practical tutors' offices in Colleges and universities, and the requirements for the quality of office staff.

## V. INSTITUTIONS OF HIGHER LEARNING PRACTICE TUTOR OFFICE, POST SETTINGS STANDARDIZATION

How do we set it up? Modern management theory holds that people and institutions are particularly important elements of modern management. Whether there is a reasonable and scientific organization to organize human, financial and material factors is of great significance to scientific management. A dynamic and efficient organization management system is a closed scientific system composed of a decision-making center and three systems: execution, supervision and feedback. The Office of Practical Tutors in Colleges and Universities is the management organization of Practical Tutors. It also participates in the implementation and feedback process of relevant decision-making on the management of Practical Tutors in schools and colleges. Therefore, the establishment of the organization needs to take into account the daily needs of the work, but also take into account the feedback process must play a role. The most basic principle is to set up the office of practice instructors in Colleges and universities.

## VI. STRENGTHEN THE INFORMATION CONSTRUCTION OF UNIVERSITY PRACTICE INSTRUCTOR'S OFFICE

Twenty-first Century is an era of rapid development. It is the age of information. Informationization has become an important feature of today's society, which is reflected in all aspects of our work and has changed our office methods and environment subtly. As an important part of the teaching operation in Colleges and universities, the office of practical tutors in Colleges and universities is facing severe challenges. Only by keeping up with the pace of the times and implementing information technology into specific work, can the office of practical tutors in Colleges and universities play a better role as a fortress. This requires us to deeply analyze the current situation and existing problems of the informationization of the practice tutor's office in Colleges and universities, and further strengthen the informationization construction of the practice tutor's office in Colleges and universities.

At present, the consciousness of information work in Colleges and universities is short. Informatization construction is in its infancy, with relatively backward concepts, insufficient awareness of the importance of information work, insufficient familiarity with the working methods of using information network resources to improve service efficiency, and some office departments are still using traditional office modes to complete their tasks, inevitably affecting their work efficiency. This requires us to accelerate the pace of information construction in the practice instructor's office of colleges and universities.

## VII. TO STRENGTHEN THE INFORMATIZATION CONSTRUCTION OF PRACTICE INSTRUCTOR'S OFFICE IN COLLEGES AND UNIVERSITIES, WE MUST FIRST DO A GOOD JOB IN INFRASTRUCTURE CONSTRUCTION

With the rapid development of computer and Internet technology, in order to improve the information level of practical tutor's office in Colleges and universities, we must make full use of various office software to realize the electronic information processing, the orderly information storage and the automation of information retrieval. At the same time, the construction of a safe and efficient information network, the introduction of electronic version of office, information management system, to achieve fast and convenient office information dissemination and transmission, office daily work standardization, standardization, electronization. Make full use of the characteristics of fast dissemination, wide range and large quantity of network information, speed up the transmission and processing of information in various departments, and improve work efficiency and information service level. And we are committed to improving the teaching methods and methods that are more suitable for students' practical ability and scientific research ability, in order to cope with the current transformation of colleges and universities.

## VIII. STRENGTHENING THE INFORMATION CONSTRUCTION OF THE PRACTICAL MENTOR OFFICE IN COLLEGES AND UNIVERSITIES ALSO NEEDS TO ESTABLISH A RIGOROUS INFORMATION MECHANISM

To formulate a specific system of information collation, transmission and feedback, to clarify the responsibilities of the executive body of the Office of Practical Instructors in Colleges and universities, and to implement the responsibility system of information work. Secondly, we should establish a wide and crisscross network of information platforms to transmit information quickly and comprehensively, so that information can flow smoothly among departments of colleges and departments, and enhance the timeliness and efficiency of information transmission.

## IX. STRENGTHEN THE SENSE OF INNOVATION, AND DO WELL IN THE PRACTICE OF TUTOR OFFICE IN COLLEGES AND UNIVERSITIES UNDER THE NEW SITUATION

Inheriting the fine tradition and taking the essence to remove the dross is the foundation for the innovation of office work in the new era

The experience and fine tradition of the office work of practical tutors in Colleges and universities are the accumulation of valuable experience of office staff in various periods in persisting in innovation and exploring practice for a long time. At the present stage, the practice tutor office work should inherit and carry forward the fine tradition of the past work while possessing innovative consciousness. Only by combining the inheritance of fine traditions with innovation, can we make our work adapt to the development of the times, keep vigor forever, and better practice the essential requirements of the work of the tutor's office, which is the basis of the innovation of the work of the practice tutor's office in the new era.

## X. WE SHOULD STRENGTHEN OUR SENSE OF INNOVATION, OPEN UP NEW IDEAS, AND STRIVE FOR INNOVATION IN OFFICE WORK

We should renew our concepts and actively explore effective ways to practice the work of tutor's office in the new era. In our work, we should embody the "three speeds", that is, the new spirit of practical supervisor management, the fast learning and

understanding of new documents, the fast acceptance and digestion of new experiences and practices, and the fast introduction and application of new methods. At the same time, we should also have some new ideas and make effective attempts.

Innovation in thinking should be innovative and unique in the formulation of work plans. It should have the characteristics and characteristics of its own unit and department. It should also have the characteristics of the times and the times. It should not be copied by others. It should follow the old tune and repeat the old one.[2]

In a word, in the new historical period, the office of practical tutors in Colleges and universities should further recognize its responsibilities and historical mission under the new situation of educational reform in Colleges and universities, constantly explore the law of office work, play a good role, serve teaching and scientific research well, and serve teachers and students well.

#### XI. CONCLUSION

To sum up, in the new era and new historical situation, the office of practical tutors in Colleges and universities should be well aware of the responsibilities and historical missions we should undertake under the new situation of educational reform in Colleges and universities, constantly explore the law of office work, play a good role, constantly improve the level, and build the office of practical tutors in Colleges and universities. The new image will promote the practice of tutor management to a new level.

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