



UNIVERSITY OF
MARYLAND

OFFICE OF CHINA AFFAIRS
马里兰大学·中国事务办公室

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Higher Education Administration Training Program Sample
高等教育行政管理培训项目样本

Day 1 Monday	
9:30am-9:45am	Welcome & Orientation 开学典礼/项目介绍
9:45am-12:00pm	Lecture: Introduction to University of Maryland 专题讲座: 马里兰大学介绍
12:15-1:00pm	Welcome luncheon 欢迎午餐
1:30pm-3:30pm	Lecture: Ideologies and Strategic Development of the University System of Maryland 专题讲座: 马里兰公立大学体系办学基本理念和战略规划
3:45-5:00pm	Professional Visit: UMD McKeldin Library and Hornbake Library, to learn about collection management and academic area research assistance 参观: 马大麦克尔丁图书馆(综合类)和霍恩贝克图书馆(多媒体), 了解图书馆管理及专业科研辅导
Day 2 Tuesday	
9:30am-12:00pm	Lecture: University Community Relations and Community Services 专题授课: 大学与社区关系及社区服务
1:30pm-3:30pm	Lecture: Student Honor Code and Academic Integrity 专题讲座: 学生守则及学习诚信制度
3:45pm-4:30pm	Visit the UMD Career Center at Hornbake Library 参观: 马大就业指导中心



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Day 3 Wednesday	
<i>9:30am-12:00pm</i>	Lecture: Developing Strong Research Capacities at the University Level: Coordination of various projects, research talent development, and incentive programs to encourage participation in research projects. 专题讲座：大学层面的科研能力建设：科研项目综合协调，科研人才开发，以及如何调动教研人员的科研积极性
<i>1:30pm-3:30pm</i>	Lecture: Building Research Teams and Managing Research Project: How to develop and coordinate "research teams/research groups" for research projects; and research institute management. 专题讲座：科研项目团队建设，科研机构及科研项目管理
<i>3:45pm-4:30pm</i>	Visit: Lab at School of Engineering, CATT Lab, Nano Lab, Environmental Energy Engineering Lab 参观：工程学院实验室：交通工程实验室、纳米实验室、环境能量实验室等
Day 4 Thursday	
<i>9:30am-12:00pm</i>	Lecture: Faculty Retention and School/Department Leadership Team's Role in Faculty Development 专题讲座：院系领导团队在科研、教研人才开发中的作用
<i>1:30pm-3:30pm</i>	Lecture: Faculty Human Resource Development: Recruitment, Performance Evaluation, Promotion and Salaries. 专题讲座：大学人力资源的开发与激励管理：以马里兰大学的教师岗位聘任、评价、晋升和薪酬体系为例
<i>3:45pm-4:30pm</i>	Visit: Epley Recreation Center, participate in recreation activities 参观：校园健身中心，参与健身活动（游泳、壁球、攀岩等）



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Day 5 Friday	
<i>9:30am-12:00pm</i>	Lecture: Undergraduate Curriculum Planning and Program Administration 专题讲座: 本科学科规划及项目管理
<i>1:30pm-3:30pm</i>	Lecture: Graduate Program Administration 专题讲座: 研究生院管理
<i>3:45pm-4:30pm</i>	Visit: Stamp Student Union 参观: 多功能学生活动中心
Saturday	
<i>Full day</i>	Weekend Break/ Individual Research 周末休息/个人研修
Sunday	
<i>Full day</i>	Weekend Break/ Individual Research 周末休息/个人研修
Day 6 Monday	
<i>9:30am-12:00pm</i>	Lecture: Teaching & Learning Transformation Center, and Teaching Models, Quality Management and Assessment System; how to become better teachers 专题讲座: 马大教学卓越中心的建设, 教学模式、质量控制及考核
<i>1:30pm-3:30pm</i>	Lecture: Introduction to the Counseling Center and Student Counseling Programs 专题讲座: 学生辅导中心介绍, 学生心理辅导及学业辅导
<i>3:45pm-4:30pm</i>	Visit: Health Center 参观: 校园健康中心(校医院)



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Day 7 Tuesday	
9:30am-12:00pm	Lecture: Alumni Donor Relations 专题讲座：大学校友关系及校友捐赠文化
1:30pm-3:30pm	Lecture: University Finance Administration: Accounting Auditing and Assets Management 专题讲座：马大财务管理体系：会计、审计、资产管理等
3:45pm-4:30pm	Visit: Tour of the Clarice Smith Center for the Performing Arts, and if schedule allows, observe student performance 参观：参观马大表演艺术中心，如时间允许，安排观摩马大学生艺术团团体表演活动
Day 8 Wednesday	
9:30am-12:00pm	Lecture: Education Abroad Programs and International Student Service 专题讲座：马大海外学习项目及国际学生管理及服务
1:30pm-3:30pm	Lecture: Student Affairs and Student Engagement and Activities 专题讲座：学生事务管理及校园学生活动
3:45pm-4:30pm	Visit: Comcast Center and Byrd Stadium, if schedule allows, watch UMD games 参观：马大大型比赛运动场地（篮球场、橄榄球场/足球场），如时间允许，课安排观摩马大学生运动队比赛



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Day 9 Thursday	
<i>9:30am-12:00pm</i>	Professional Visit: Maryland Higher Education Commission, on higher education accreditation rules, and policies on higher education development 专业访问：马里兰州高等教育委员会，了解高等院校认证机制，以及高等教育发展政策制定过程。
<i>1:30pm-4:00pm</i>	Professional Visit and on site lecture: Georgetown University, presentation on: Georgetown University history, global strategies & featured academic programs; Followed by a guided campus tour. 名校访问：乔治城大学，了解校史及国际化讲座，及校园参观。
Day 10 Friday	
<i>9:30am-12:00pm</i>	Lecture: Introduction to UMD and Internationalization of Universities and Campus Culture, and how to attract talented faculty and students from all over the world 专题讲座：马里兰大学国际化进程及校园文化，如何从世界各国吸引优秀教师与优秀学生来马大工作和学习
<i>12:00pm-1:00pm</i>	Farewell Lunch 欢送午餐
<i>1:30pm-3:30pm</i>	Round table: Globalization and Changing Ideology of Higher Education, and University Reform Trends to Adapt to Internationalization 讲座与研讨：国际化背景下高等教育教学理念的变革，以及适应国际化的美国大学变革趋势
<i>3:30pm-4:00pm</i>	Graduation Ceremony 结业典礼