

# The Study Commissary for Curriculum Construction in Chinese Universities

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## Abstract

The study commissary in Chinese university plays an important role in optimizing curriculum construction and promoting teaching progress. Each study commissary has the basic responsibility of timely conveying the notice of the collage, receiving and sending homework and counting the class results. They should be able to coordinate the work of the superior with the students, actively feedback the learning problems and help the head teacher adjust the study atmosphere. They should also actively help students find learning materials and help students cultivate correct learning methods. In addition, the study committee members should cooperate with the class members to promote the formation of a good classroom atmosphere and learning atmosphere, and promote the solid and effective development of the teaching progress of Chinese university.

## Keywords

University; Study commissary; Curriculum construction; Teaching progress; Ideology education; Feedback.

## 1. Introduction

The study commissary is one of the basic position in the student cadre team, which is mainly responsible for the study of the students in the class. There are many differences between the university study commissary and the middle school study commissary. On the one hand, most of secondary school study commissaries are appointed by the head teacher and are held by students with better academic performance, while the university study commissaries are selected by students at the beginning of the semester and need to be approved by the head teacher. On the other hand, the representatives of each subject can play an important role in the middle school teaching process, including helping teachers send and receive homework, preparing teaching aids, timely reporting students who owe homework, and leading early reading, etc., so the work of middle school study commissary is relatively easy. Their main job is setting an example in all aspects and communicate the training meetings arranged by the school. Now some schools still have the position of class representative, but the work is relatively easy, and more work and responsibilities are on the study commissary. University study commissary is the bridges of communication between schools, teachers and students, and play a "backbone" role in the process of school curriculum construction and teaching progress (Hao Wu et al., 2021) [1]. At the beginning of the semester, the university study commissary should notify the students to receive textbooks and pay the textbook fee, and notify the university of the make-up exam arrangement. Usually need to help teachers fill out the class roster, check the attendance of classmates and so on. At the end of the semester, help the teacher to transcribe the grades and complete the class ledger for each semester. Today's university students are living in the Internet age. The development of science and technology has made the acquisition of knowledge more convenient and the learning methods have become increasingly diversified (Shengjian Bai et al, 2021) [2]. Therefore, the study

commissary needs to take the initiative to give feedback to teachers on students' differences; cooperate with the class committee to strengthen the construction of the class committee; take the initiative to play a leading role, lead the class to create a good learning atmosphere, etc., and assist teachers to optimize the concept of curriculum construction and carry out teaching progress through active feedback (Meng Zhao, 2021) [3].

## **2. Functions and Roles of University Study Commissary**

### **2.1. basic Responsibilities of University Study Commissary**

The basic responsibility of the university study commissary is the bridge and link between the management department of the college and the specialist teacher with students: the study commissary is responsible for notifying the book collection work arranged by the university, and determining the actual number of books required for each subject in the class this semester. For various training courses offered by the university, the study commissary should keep abreast of the situation and explain to the students, count the students who are willing to sign up, and the study commissary is responsible for unified registration and payment. For the make-up exams and the arrangement of the CET-4 and CET-6 exams in each semester, the study commissary should convey it to the students in a timely and accurate manner, so as to avoid students missing the registration or the loss of the exam time. Always keep in touch with the teachers, and urge the class representatives to earnestly complete the task of sending and receiving workbooks; when the class time or location is adjusted, you need to ask the teacher for the latest class schedule, and notify the class in time. In class every day and in the morning and evening for self-study, it is necessary to grasp the list of unexcused absences in time and explain to the head teacher or class teacher. In addition, the study commissary needs to help the teachers of each subject to register the grades, count the number of unqualified students in the whole class at the end of the term, and report it to the head teacher and counselor.

### **2.2. Potential Responsibilities of University Study Commissary**

In addition to the basic responsibilities required by rules and regulations, university study commissary also have potential responsibilities: First, study commissary needs to have the ability to coordinate the tasks of teachers and classmates. The study commissary needs to complete the class ledger every semester. The ledger is a summary of the class work for one semester. The study commissary should assign it to the corresponding class committee according to the different contents in the ledger to fill in and submit it, and finally form a complete ledger. Second, the study commissary should report the difficulties encountered by the students in their study to the teachers in a timely manner after class, convey the teacher's reply to the students, and help the students solve their learning difficulties. The study commissary should have an in-depth understanding of the students' learning situation, and timely feedback students with weak foundation and poor understanding ability to teachers and representatives of various disciplines, so that teachers can give them key attention. Third, the school committee should actively feedback the style of study and help the head teacher to adjust the style of the class. The study commissary must implement the school's teaching opinions and measures, actively form a good style of study for the class, constantly understand the advanced deeds of the class in learning, and give feedback to the class teacher; organize and carry out various activities conducive to learning to improve their ability and exchange learning experiences.

### **2.3. The Spiritual Attributes of University Study Commissary**

The study commissary needs to possess certain spiritual attributes. First of all, the study commissary acts as a pacesetter in day-to-day attendance and study. They must study hard, attend every class well, clarify high requirements to improve their comprehensive quality, and

then establish a good image and drive classmates to develop good habits of active learning. Secondly, the study commissary should actively help the classmates to find the study materials they need. For example, the final exam that most students care about most, the teacher can't give the students the scope of the exam, so the study commissary needs to find the exam questions and review materials of previous years to help students review efficiently and reduce the failure rate of the class. Finally, the study commissary should cultivate the correct study methods of the students in the class. In middle school, students are taught by teachers, while universities emphasize that students must learn autonomously and consciously. However, most university students lack the ability of active learning, so the study commissary needs to innovate the learning method on the basis of the high school learning method, and often lead the class to conduct effective preview of the students; or reviewing the old and learning new things to help students check and fill in the gaps; or develop the good habit of constructing mind maps independently, and scientific memory methods help students to review efficiently; or organize classmates to set up study groups to timely students who are absent from school or who are behind in academic performance will be offered supplementary tutoring to cultivate a rigorous and meticulous class style.

### **3. Deficiencies in the Construction of Auxiliary Courses for University Study Commissary**

#### **3.1. The Study Commissary Did Not Take The Initiative To Play A Feedback Role**

At present, most of the study commissary lacks the initiative to perform their duties, and are not good at taking the initiative to feedback teaching problems to teachers. First, the study commissary's perception of their own responsibilities is not clear. Many of the study commissary think that students should ask the teacher questions in person, rather than having the study commissary asks questions on their behalf, and the teacher's direct answers are more concise and clear, thus losing the original extracurricular reporting step. Second, the study commissary did not remind the teacher to adjust the teaching speed. Some teachers are used to teaching knowledge points directly to students in class, but this teaching method can easily make the teacher's teaching speed faster. Therefore, teachers usually ask students whether the speed of class is acceptable during or after class. Often, the entire class will default to the teacher's teaching speed, but the results of homework and exams are unsatisfactory. Third, among the majors admitted by the liberal arts and sciences students, the students in the class are more likely to be partial to subjects. For example, some advanced mathematics teachers will habitually think that students majoring in economics and management have a good foundation in science, so the teaching speed is relatively fast, which makes the gap between students become wider. Finally, the study commissary did not take the initiative to suggest that teachers improve their teaching methods. Most of the courses use a combination of teaching methods, such as the teaching method, the demonstration method and the practice method, but some teachers blindly use the demonstration and practice method in class, and the students cannot understand the principle and the learning effect is very small. There are also some teachers who do not discriminate between difficult and difficult points when teaching, so that students cannot distinguish important knowledge points, and they are at a loss when reviewing before the exam. As for the teaching method, most of the study commissary feels that it is irrelevant and will not feedback the problems to the teachers, which makes the curriculum construction unable to be perfected.

### **3.2. The Study Commissary Did Not Actively Cooperate with Other Class Committees**

University class collectives are mainly responsible for daily management by the monitor, study commissary and league secretary, but most study commissary is out of class management, thinking that they only need to pay attention to the learning situation of the class, and other affairs have nothing to do with them, which makes them less cooperative with the class committee. First of all, the coordination between the study commissary and the monitor is not in place. The monitor is the class teacher's assistant to manage the class, and usually has to deal with very heavy class affairs. Sometimes the monitor will also receive the task of counting the failures of the classmates, and he will ask the study commissary. However, if the study commissary has not yet been able to count the situation, the monitor will be asked to understand the situation, which will increase the monitor's workload. Second, the study commissary did not actively cooperate with the league secretary. The league secretary usually carries out group day activities in accordance with the requirements of the university, and has strong organizational skills. When the university hold some activities to show the class's style of study, the publicity organization of the study commissary is insufficient. In addition, the study commissary himself is not very enthusiastic about such activities, and he is unwilling to cooperate with the league secretary to make the class win honors, which leads to the participation of the class, and the final work of the class collective was also crude. Finally, the relationship between study commissary and other class committees is not close enough. The study commissary usually thinks that the class's learning situation and the students who are often late or incomplete should be reported to the head teacher by the teaching assistants.

### **3.3. The Study Commissary Did Not Take the Initiative to Insist on Taking The Lead**

Because the study commissary in Chinese university is elected by the students of the class, the study commissary is not necessarily the students with the best grade and cannot be used as example. First of all, some study commissaries think that they manage the teaching assistants, and they naturally leave the work to the teaching assistants to complete. This kind of study commissary is not serious and down-to-earth in the classroom, and has a fluke in the final exam of each subject. This not only affects the learning of the study commissary, but also affects the learning atmosphere of the classroom, which increases the failure rate of the subject. In the face of unsatisfactory test results, most of the study commissary does not think about changing themselves, but go with the flow. Secondly, some study commissaries have a strong sense of responsibility, and strive to complete the work tasks assigned by the university and teachers, but they are inevitably irritable when they encounter complex and difficult work, and their attitude towards their classmates will naturally not be friendly enough. The relationship between classmates has deteriorated, which is not conducive to the follow-up study commissary to carry out various work on students. Thirdly, some study commissaries cannot balance work and study well. They are too focused on their work, resulting in a lack of learning. They fail to check and fill in homework in a timely manner, resulting in suboptimal grades and failure to set a positive example for their classmates' learning. Finally, the study commissary did not take the initiative to take the lead in participating in the activity. There are various competitions in the university. Most of the study commissaries are reluctant to spend time and energy to participate in unfamiliar competitions, but instead require classmates to participate, which is extremely unfair in the eyes of the students.

## 4. Breakthrough Paths for University Study Commissary to Help Teaching Progress

### 4.1. The Study Commissary Plays A Feedback Role

As a study commissary, one of the important responsibilities is to give timely and active feedback to the classmates on their learning problems. First of all, the study commissary should collect the problems encountered by the students in their studies, and give feedback to the teacher in time, so that the teacher can understand the shortcomings of the students, and it is convenient to prescribe the right medicine. This prevents students from being afraid to ask questions to the teacher because they are afraid of the teacher, making learning full of loopholes and resulting in unsatisfactory final grades. Secondly, when the teacher's teaching speed is fast and the students are difficult to keep up, the study commissary should explain the situation to the teacher as soon as possible to help the teacher adjust the teaching speed. Because the right teaching speed is very important for students to learn effectively. Too fast teaching speed will easily make students bored because they cannot keep up with the teacher's ideas, and too slow teaching speed will make students lose their minds because they are too relaxed, which will greatly reduce the teaching effect. At the same time, the study commissary should go deep into the classmates, listen carefully to the opinions, suggestions and requirements of the classmates. The study commissary should communicate with teachers on the teaching progress suggestions put forward by students, strengthen students' dominant position in the course construction and teaching process, promote teaching development, and enable learning to be carried out smoothly and efficiently. Finally, the study commissary can join the study section in the Chinese student union. The Chinese Student Union is a bridge and link between students and the school, where study commissary can better reflect students' learning problems and needs to higher-level leaders.

### 4.2. The Study Commissary Cooperates with Other Class Committees

The class monitor, the study commissary and the league secretary are the main figures in the management of the class work, and they are inseparable from each other. First of all, the study commissary and the monitor should coordinate and cooperate to complete the attendance in their daily work, and help the teacher to get teaching aids before class. When the monitor's affairs are heavy, the study commissary should take the initiative to help them to share the work tasks, such as asking the classmates to fill out various forms, and then hand them over to the monitor after they are finished. Secondly, the study commissary can organize and carry out study-related activities in coordination with the league secretary, such as reading sharing meetings, knowledge quizzes, etc., to enhance students' interest in learning and establish a good style of study. At the same time, the study commissary can cooperate with the league secretary to carry out activities such as party history knowledge quizzes and hot topic discussions in the class to improve the ideological and political literacy of the students. Finally, the study commissary leads the teaching assistants, usually remembers the homework assigned by the specialist teacher and reminds the students to complete it in advance, and also reminds the class representatives to send and receive the homework in time. For students who lack learning ability, the study commissary and teaching assistants should give care and help, help solve problems within their ability, and prevent students from giving up because of poor academic performance. The teaching assistants mainly communicate with the specialist teachers, while the study commissary need to know the specific situation of the classmates in each subject from the teaching assistants and report to the head teacher, so as to help the head teacher to keep abreast of the learning situation of the class, and communicate with the relevant students as soon as possible to alleviate their psychological pressure.

### 4.3. The Study Commissary Insists on Taking the Lead

The study commissary is the leader of the class in learning and should lead by example. First of all, the study commissary should be diligent and practical in their studies, not arrogant or impetuous, and should correctly understand and treat their own achievements while striving for excellent results. Even as a study commissary, there may be times when you may perform poorly in exams. The study commissary should consciously seek out their own shortcomings, strive to change themselves, and make themselves better, so as to drive the collective progress of the class; secondly, the study commissary will encounter many difficulties in study and work, and it is necessary to rise to it. In learning, you must be diligent and ask questions, and understand the knowledge points you do not understand. At work, you must be patient with your classmates, or take the trouble to serve them; finally, the study commissary must actively participate in group activities. There are all kinds of collective activities in the university, which are related to the honor of the class collective and even the school university. University class honors are very important, they can not only add a piece to the resume of the monitor or the class committee to show their achievements in student work, but some awards can also allow classmates to get extra points for comprehensive evaluation. As one of the main class committee, the active participation of the study commissary can drive the enthusiasm of the classmates. The study commissary should take every class well, set an example for the classmates, drive the students' enthusiasm for class, and adjust the class atmosphere. Good learning atmosphere in a class can affect students' academic performance, thereby reducing the resistance of teaching progress and improving students' core literacy more effectively.

## 5. Prospects for the Importance of Teaching in Universities

In order for the academic committee to better assist the teaching progress, it is necessary to train them to take the initiative to play a feedback role, and to actively give feedback to the teachers or the higher-level leaders of the college about the students' learning problems. They should actively cooperate with other class committee to help the class activities, get more class honors, and promote the formation of a good atmosphere of study in the class; insist on taking the lead in study, work and participation in activities, and drive classmates to make progress together. On the basis of cultivating the study commissary to play an active role, universities can set up relevant training courses so that the study commissary can clarify their responsibilities and enhance their sense of service and responsibility; it is also necessary to carry out more cultural activities such as "Reading Festival" and "English Corner", in order to develop the practical ability and leadership of the study commissary. Further, the work tasks of the study commissary in different types of universities should have different priorities. The study commissary of application-oriented universities should focus on basic courses and competitions, and assist the teaching practice of professional courses; while the study commissary of research-oriented universities should pay more attention to scientific research projects, assist in the cultivation of scientific research-oriented talents, and cooperate with the school to teach students in accordance with their aptitude.

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