**关于开展2023-2024-1学期期中教学工作检查的通知**

各教学院（部）：

为了加强教学质量监控，及时掌握教学动态，发现和解决教学中存在的问题，学校决定在10-11周开展期中教学检查，现将有关事项通知如下：

**一、二级院部自查工作**

1.教学运行相关工作情况，参照《期中教学检查记录表》附表1相关内容。

2.实验室安全及运行管理情况，参照《期中实验室检查记录表》附表2相关内容。

**二、学生期中评教**

测评系统于11月6日 12:00至11月15日12:00开放，二级学院有序组织学生对中期课程进行评教。

（教学管理信息服务平台-教学评价-过程评价）

**三、学校抽查**

1.抽查内容

按照工作安排，学校组织相关职能处室，针对附件中所涉及的教学运行、实验室安全、工学交替管理等工作开展情况进行抽查。

2.成员构成

相关职能处室负责人、工作人员、督导。

3.分组安排

第一组：化学工程学院、工商管理学院、马克思主义学院、信息工程学院、国际教育学院

第二组：建筑工程学院、材料工程学院、汽车工程学院、机电工程学院、基础课教学部（体育与艺术教学部）

**四、工作要求**

（1）高度重视。各教学单位应按学校的统一部署组织自查，认真落实学生测评工作，确保学生参与率达标。

（2）严肃整改。各教学单位对在检查中反映出的影响教学运行、教学质量等问题，要进行专题研究，提出有效的整改措施，确保期中教学检查工作取得实效，并反映在期中教学检查工作总结中。

（3）注重长效。各教学单位要在运行过程中不断改进管理方法，适应新形势下教学质量提高的“新要求”和“新标准”，提升教学管理科学化与规范化。

11月10日11:00时前将以下材料电子稿发至[jwc@mail.xzcit.cn](mailto:zhigb@mail.xzcit.cn)邮箱。

附表1.《期中教学检查计划》

附表2.《期中教学检查工作总结》

附表3.期中教学检查数据

附表4.2021级工学交替改革实施方案一览表

附表5.2021级学生毕业设计（论文）选题一览表

**《期中教学检查计划》《期中教学检查工作总结》与《2021级工学交替改革实施方案一览表》**需将纸质稿交教务部412室（李老师67198）。

                                教务部

2023年11月2日

**附表1**

**2023-2024-1期中教学检查记录表**

教学单位 检查人员签名

|  |  |  |  |
| --- | --- | --- | --- |
| **序号** | **检查内容** | **检查方式** | **检查情况记录** |
| 1 | 期中教学检查工作计划、总结及过程材料 | 查看计划、总结 |  |
| 2 | 负责人听课情况 | 查看听课记录本 |  |
| 3 | 教师、学生座谈会开展情况 | 查看会议记录、图片 |  |
| 4 | 日常教学秩序检查情况 | 查看教学检查记录本 |  |
| 5 | 观摩课开展情况 | 查看工作通知（安排表）、现场图片、课后总结 |  |
| 6 | 教师调课情况 | 查看调课检查情况记录 |  |
| 7 | 教研室活动 | 查看教研室活动记录 |  |
| 8 | 工学交替 | 三方协议是否上传管理系统 | 有□　无□ |
| 学生实习日志的数量、质量 | 次；一般□ 良好□ 优秀□ |
| 指导教师的日报批阅、指导、巡访等记录（工学云系统查阅） | 有□　无□ |
| 9 | 毕业设计 | 毕业设计（论文）任务书 | 一般□ 良好□ 优秀□ |
| 指导教师毕业设计指导记录本 | 一般□ 良好□ 优秀□ |
| 通过任务书、指导记录本体现毕业设计进展 | 一般□ 良好□ 优秀□ |

检查日期： 年 月 日

**附表2**

**2023-2024-1期中实验室检查记录表**

教学单位 检查人员签名

|  |  |  |  |
| --- | --- | --- | --- |
| **序号** | **检查内容** | **检查方式** | **检查情况记录** |
|
| 1 | 安全自查情况 | 查看安全检查项目对照表，检查频次是否符合要求，是否在部门网站通报检查情况 |  |
| 2 | 安全责任体系建立情况 | 查看二级学院文件及文号，是否签订安全责任书（重点：人才工作室） |  |
| 3 | 隐患整改情况 | 查看问题清单及整改落实 |  |
| 4 | 实验室管理制度、指导书、操作规程、应急预案 | 查看是否齐全，是否上墙 |  |
| 5 | 实验室信息、标识、记录、分课表门牌是否齐全并及时更新 | 抽查实验室分课表、标识、记录 |  |
| 6 | 实验室环境卫生情况 | 查看实验室环境卫生 |  |
| 7 | 是否将安全教育贯穿教学的全过程 | 查看二级学院培训或检查记录 |  |
| 8 | 安全技能和操作规范培训情况 | 查看记录 |  |
| 9 | 实训室准入情况 | 查看通过和未通过名单 |  |
| 10 | 是否存在安全隐患 | 查看实验室危险源、档案及重大危险源月巡记录 |  |
| 11 | 危险品全流程管理情况 | 查看计划、采购、入库、出库、回收等台账（重点：人才工作室） |  |
| 12 | 应急逃生疏散路线图 | 查看现场 |  |
| 13 | 消防器材、监控设施、急救包（箱）、劳保用品、应急喷淋和洗眼装置等应急物资，安装报警装置、废气净化过滤、气体检测、联动排风等装置情况 | 查看现场配备情况 |  |
| 14 | 气瓶使用情况 | 查看现场，是否建立台账，标识状态是否符合规定 |  |
| 15 | 演练情况 | 查看记录、宣传等资料 |  |

检查日期： 年 月 日

**附表3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 教学单位名称 |  | | | | |
| **一、教师基本情况以及本学期教师承担教学任务情况** | | | | | |
| 专任教师 |  | 人 | 专任教师中新教师 |  | 人 |
| 外聘教师 |  | 人 | 外聘教师中新聘教师 |  | 人 |
| 兼课教师 |  | 人 | 本学期全院（部）课程门数 |  | 门 |
| 教学任务总数 |  | 个 | 已开始 |  | 个 |
|  | 个 | 未开始 |  | 个 |
| **二、教学活动基本运行情况** | | | | | |
| 有课程标准的课程占比 |  | % | 调课总人次 |  | 次 |
| 有2周讲稿余量的课程占比 |  | % | 因公调课 |  | 次 |
| 有教材的课程占比 |  | % | 因私调课 |  | 次 |
| 实训课门数占比 |  | % | 调课3次以上 |  | 人 |
| 近3年出版的新教材使用占比 |  | % | 学生迟到人数 |  | 人 |
| 教师认真考勤，较为突出的是（两名） | （教师姓名） | | 学生旷课超过4次以上 |  | 人 |
| 教师认真批改作业，较为突出的是（两名） | （教师姓名） | | 教学内容有创新点，且较为突出的是（两名） | （课程名称+教师姓名） | |
| **三、教师座谈、学生座谈以及听课情况** | | | | | |
| 部门领导听课 |  | 次 | 已开观摩课次数 |  | 次 |
| 日常教学巡查发现问题 |  | 个 | 座谈会反馈问题 |  | 个 |
| 日常教学巡查落实整改 |  | 个 | 座谈会落实整改 |  | 个 |

**2023-2024-1期中教学检查数据**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **附表4**  **学院2021级工学交替改革实施方案一览表** | | | | | | | | | | | | | | | | | | | | 学院（章） | | | | | | | | | | | | | | | | | | | | **序号** | | **实施方案名称** | | | **实施方案编号** | | **姓名** | **学号** | **班级** | | **企业名称** | | | | **学校指导教师** | | **企业指导教师** | | | 1 | | 2021级软件技术专业工学交替改革实施方案 | | | 2023-XX-003 | | 孙士\* | 9920713041\*\* | 软件技术201 | | 江苏京东信息技术有限公司 | | | | 宋\*\* | | 冯\*\* | | | 2 | |  | | |  | |  |  |  | |  | | | |  | |  | | | 3 | |  | | |  | |  |  |  | |  | | | |  | |  | | | 4 | |  | | |  | |  |  |  | |  | | | |  | |  | | | 5 | |  | | |  | |  |  |  | |  | | | |  | |  | | | 6 | |  | | |  | |  |  |  | |  | | | |  | |  | | | 7 | |  | | |  | |  |  |  | |  | | | |  | |  | | | 8 | |  | | |  | |  |  |  | |  | | | |  | |  | | | 9 | |  | | |  | |  |  |  | |  | | | |  | |  | | | 10 | |  | | |  | |  |  |  | |  | | | |  | |  | | | 注：1、学校指导教师如有多个，只填负责人。  2、编号：2023-XX-00\*信息学院；2023-GS-00\*工商学院；2023-HG-00\*化工学院；2023-CL-00\*材料学院;2023-QC-00\*汽车学院；2023-JD-00\*机电学院；2023-JZ-00\*建筑学院；2023-00\*国际学院 | | | | | | | | | | | | | | | | | | | | **附表5**  **学院2021级学生毕业设计（论文）选题一览表** | | | | | | | | | | | | | | | | | | | 汇总人： 　　　　汇总时间： | | | | | | | | | | | | | | | | | | | 序号 | 班级 | | 姓名 | 学号 | | 毕业设计（论文）名称 | | | | 校内指导教师 | | 指导教师工号 | 指导教师职称 | 企业指导教师 | | 论文性质【论文（有实验）/论文（无实验）/毕业设计】 | | | 1 |  | |  |  | |  | | | |  | |  |  |  | |  | | | 2 |  | |  |  | |  | | | |  | |  |  |  | |  | | | 3 |  | |  |  | |  | | | |  | |  |  |  | |  | | | 4 |  | |  |  | |  | | | |  | |  |  |  | |  | | | 5 |  | |  |  | |  | | | |  | |  |  |  | |  | | | 6 |  | |  |  | |  | | | |  | |  |  |  | |  | | | 7 |  | |  |  | |  | | | |  | |  |  |  | |  | | | 8 |  | |  |  | |  | | | |  | |  |  |  | |  | | | 9 |  | |  |  | |  | | | |  | |  |  |  | |  | | | 10 |  | |  |  | |  | | | |  | |  |  |  | |  | |   注：本表以电子稿形式发至jwc@mail.xzcit.cn邮箱 |  |