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| **2018-2019学年第2学期**  **教师教学准备检查记录表（自查）** | | | | | | | | | | |
| **学院：** |  | |  | |  | | | |
| **教师** | **授课班级** | **授课课程** | **检查项目** | | | | | | | **存在问题** |
| **教学任**  **务书** | **课程**  **标准** | | **教学**  **日历** | **讲稿余量/质量** | **记分册** | **教材（讲义、指导书）** |
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| 说明: | (1)“教学大纲、教学日历”具备并符合要求打“√”不具备项目打“×”，具备但不符合要求打“O”。 | | | | | | | | | |
|  | (2)讲稿余量填写具体周数，质量选填 “优、良、中、差”。 | | | | | | | | | |
|  | （3）每位教师的每个课程及相应班级要填写完整，不要遗漏。 | | | | | | | | | |
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检查人员： 检查日期： 年 月 日