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| **2018-2019学年第一学期**  **学院（部）教师教学准备检查记录表（自查）** | | | | | | | | | | | |
| **教研室** | **\_\_\_\_\_\_\_\_\_\_** | | **检查人** | | **\_\_\_\_\_\_\_\_\_\_** | | |  |  | |  |
| 教师 | 授课班级 | 授课课程 | 检查项目 | | | | | | | 存在问题 | |
| 教学  大纲 | 教学日历 | | 讲稿余量/质量 | 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（手写），不要遗漏。 | | | | | | | | | | |

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**2018-2019学年第一学期**

**学院（部）实验、实训室教学准备检查记录表（自查）**

**实训中心 \_\_\_\_\_\_\_\_\_\_ 检查人 \_\_\_\_\_\_\_\_\_\_**

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| 实验实训室名称 | 检查项目 | | | | | 存在问题 |
| 实验实训记录本是否齐备 | 环境卫生 | 实验  药品准备 | 仪器设备完好情况 | 分课表是否做好 |
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| **2018-2019学年第一学期**  **教师教学准备记录表（学校抽查）** | | | | | | | | |
| **学院：** |  | |  | |  | | | | |
| 教师 | 授课班级 | 授课课程 | 检查项目 | | | | | 存在问题 |
| 教学  大纲 | 教学日历 | | 讲稿余量/质量 | 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。 | | | | | | | |

检查人： 年 月 日

**2018-2019学年第一学期**

**实验、实训室教学准备记录表（学校抽查）**

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| **学院：** |  | |  | | |  |  | |  |
| 实验实训室名称 | 检查项目 | | | | | | | | 存在问题 |
| 实验实训记录本是否齐备 | 环境卫生 | | 实验  药品准备 | 仪器设备完好情况 | | | 分课表是否做好 |
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检查人： 年 月 日

2018-2019学年第1学期 期初教学保障教室检查表（学校抽查）

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| 部门 | 门牌 | 检 查 项 目 及 存 在 问 题 | | | | | |
| 多媒体 | 课桌椅 | 资源配备 | 卫生 | 课表 | 设施 |
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检查时间： 年 月 日 检查人员：

2018-2019学年第1学期期初教学保障卫生检查表（学校抽查）

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| --- | --- | --- | --- | --- | --- | --- |
| 部门 | 位置 | 检 查 项 目 及 存 在 问 题 | | | | |
| 水龙头 | 延时阀 | 排气扇 | 隔板、蹲坑 | 卫生 |
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检查时间： 年 月 日 检查人员：

**二级学院（部）开学教学准备工作情况抽查记录表**

学院（部）： 检查人: 检查日期： 年 月 日

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| 序号 | 检查项目 | 内涵 | 检查结果 |
| 1 | 学院（部）自查记录 | 学院（部）自查项目完整，自查结果记录祥实。 |  |
| 2 | 教师教学资料准备情况 | 教学任务书、教学设计（讲稿）、教学日历、课程标准、记分册等准备完整。（抽查） |  |
| 3 | 各专业外聘企业专业技术人员承担教学任务情况 | 各专业专业课程外聘企业技术人员比例（学校要求不低于40%） |  |
| 4 | 外聘新教师培训情况及任教资格 | 查阅学院（部）新外聘教师培训记录。 |  |
| 5 | 其它 |  | |
| 6 | 总体评价 |  | |