

福 州 英 华 职 业 学 院

**ANGLO-CHINESE COLLEGE**

**2023-2024学年第二学期**

**期中教学自查总结表**

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| **系（院、部）：** |  |

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| **督导组组长：** |  |

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| **填表日期：** |  |

**教学督导办公室 制**

填表说明

1.本表用A4纸填写、打印，最后一页盖系章，一式两份。一份留系（院、部）存档，另一份提交教务处教学督导办公室（同时电子版发至教务邮箱：[fzaccjwc@163.com](mailto:fzaccjwc@163.com)）。

2.不够填写可加页，注意排版格式。

3.本表第11周提交教学督导办公室。

| **一、教学进度及教学材料情况** | | | | | | | | |
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| 任课  教师 | 课程名称 | 课程  类型  （A、B、C） | 教案 | | 课件 | 课程实训  任务指导书[[1]](#footnote-0) | | 教学进度执行情况（符合、快、慢） |
| （第6-10周） | | |
| 完  整  性 | 规范性 | 一致性 | 有无 | 规范性 |
| Xxx | C语言 | B | 是/否 | 是/否 | 是/否 | 有 | 是/否 | 符合 |
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| 其他说明（主要问题及原因分析等） |  | | | | | | | |

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| **二、作业布置及批改情况** | | | | | | | | | | |
| 任课  教师 | 课程名称 | 授课班级 | 作业布置及批改情况 | | | | | 课程实训开出情况 | | |
| 应布置作业次数 | 实际布置作业次数 | 批改次数 | 布置作业方式 | 布置作业形式 | 应开出实训项目数 | 实际开出实训项目数 | 实训报告（作业）次数 |
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注：作业方式可选填 线上/线下/线上线下结合

作业形式可选填 习题/实验报告/作品制作/项目任务书/思考讨论/调查报告等

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| **二、作业布置及批改情况** | | | | | | | | | | |
| 任课  教师 | 课程名称 | 授课班级 | 理论部分 | | | | | 实训开出情况 | | |
| 应布置作业次数 | 实际布置作业次数 | 批改次数 | 布置作业方式 | 布置作业形式 | 应开出实训项目数 | 实际布置作业次数 | 实训报告（作业）次数 |
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| 其他说明（主要问题及原因分析等） |  | | | | | | | | | |

| **三、实践教学情况（专项实训）** | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 年级专业 | | 实训课程名称 | 是否与人培方案一致 | 有无课程变更审批手续 | 课程标准 | | 任务指导书 | | 是否完成实训任务 | 有无教师实训手册 | 有无学生实训报告 |
| 有无 | 规范性 | 有无 | 规范性 |
| 23级大数据 | | XXX | 是 | 与人培不一致填写 | 有 | 是/否 | 有 | 是/否 | 是 | 完成实训任务填写 | 完成实训任务填写 |
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| 其他说明（主要问题及原因分析等） |  | | | | | | | | | | |

| **三、实践教学情况（岗位实习）** | | | | | |
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| 指导教师 | | 年级专业班级 | 指导学生人数 | 有无教师巡访记录 | 教师是否批阅周报 |
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| 其他说明（主要问题及原因分析等） |  | | | | |

| **四、实训室管理情况** | | | | | |
| --- | --- | --- | --- | --- | --- |
| 实训室名称 | | 责任人 | 是否落实6S | 实训室使用登记（有/无） | 实训室卫生与维护登记（有/无） |
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| 其他说明（主要问题及原因分析等） |  | | | | |

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| **五、师生座谈会情况** | | | |
| 会议时间 |  | 会议地点 |  |
| 会议主持人 |  | 会议记录人 |  |
| 参会教师人员 |  | 参会学生人数 |  |
| 年级专业 | 反馈问题及意见 | 处理情况及改进措施和建议 | |
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| **六、教研活动开展情况** | | | | | | | |
| 教研室 | | | 负责人 | 教研室活动情况 | | | |
| 是否按计划开展 | 次数 | 内容与计划是否相符 | 有无活动记录 |
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| 其他说明（主要问题及原因分析） |  | | | | | | |
| **七、自查总结** | | | | | | | |
| 期初检查存在问题的整改情况 | |  | | | | | |
| 期中检查中值得借鉴推广的经验 | |  | | | | | |
| 存在的问题及改进措施 | |  | | | | | |

1. 课程类型为B类应查填课程实训任务指导书。 [↑](#footnote-ref-0)