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| **2019-2020学年第1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 | |
| 课程  标准 | 教学  日历 | | 讲稿余量/质量 | 教材（讲义、指导书、记分册） | | |
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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。 | | | | | | | | | | |

**2019-2020学年第1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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| **2019-2020学年第1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** | |
| **课程**  **标准** | **教学**  **日历** | | **讲稿余量/质量** | **教材（讲义、指导书、记分册）** |
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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

**2019-2020学年第1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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说明：各检查项目完好、齐备打“√”，不完好、齐备打“×”

检查人员： 检查日期： 年 月 日

**2019-2020学年第1学期**

**期初教学保障教室检查表**

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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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说明：各检查项目完好、齐备打“√”，不完好、齐备打“×”

检查人员： 检查日期： 年 月 日

**2019-2020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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说明：各检查项目完好、齐备打“√”，不完好、齐备打“×”

检查人员： 检查日期： 年 月 日

**2019-2020学年第1学期**

**二级学院（部）开学教学准备工作情况抽查记录表**

学院（部）：

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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 |  | |

检查人员: 检查日期： 年 月 日