**附件1：**

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| **2020-2021学年第2学期****二级学院（部）教师教学准备情况检查记录表（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。 |

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| **附件2：** **2020-2021学年第2学期****二级学院（部）线上教学教师准备情况检查记录表（自查）** |
| 序号 | 授课教师教研室 | 教师姓名 | 课程名称 | 授课课班级 | 学生人数 | 学时 | 上课周次 | 其他（有无主讲教师更换、延期等安排） | 线上授课方式（可选）利用QQ群 微信群在线授课 | 线上授课方式（可选）借助授课平台 | 提供的教学材料检查情况（课件、教学设计、电子教材等） |
| 1 |  | 张三 | 橡胶生产技术 | 材料工程181 | \*\* | \*\* | 1-2周 |  | QQ群号：12345678或者二维码 | 智慧职教平台《橡胶生产技术》 |  |
| https://www.icve.com.cn/portal\_new/courseinfo/ |
| 2 |   | 张三 | 橡胶配方设计 | 材料工程183 | \*\* | \*\* |  |  | 微信群号：二维码 | 中国大学MOOC平台，《xxxx》课程，网址 |  |
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| 重要提醒：1.本表由教学单位填写，检查本单位任课教师的授课准备情况； |
| 2.承担创新创业课程教师由创新学院检查授课准备情况； |
| 3.机关处室承担专业课教师由课程所在学院检查；机关处室承担公选课教师由基础体艺部检查。 |

检查人： 年 月 日

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| **附件3：****2020-2021学年第2学期****二级学院（部）实验、实训室教学准备情况检查记录表（自查）****实训中心 \_\_\_\_\_\_\_\_\_\_ 检查人 \_\_\_\_\_\_\_\_\_\_**

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| **实验实训室名称** | **检查项目** | **存在的问题** |
| **实验实训记录本、实验室日常检查用表是否齐备** | **环境卫生情况** | **实验药品准备情况** | **仪器设备完好情况** | **是否存在安全隐患** | **分课表是否做好** |
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