|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 福州软件职业技术学院201 -201 学年第 学期期 教学秩序检查表 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 系（部）： 第 周　　 　 星期 年 月 日填表人： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | 任课教师 | | 教室 | | 班级 | 课程名称 | | 上课时间 | | 学生人数 | | | | 教师到岗情况 | | | | | 教 室 情 况 | | | | | | 教学秩序 | | | | | |
| 请在设备完好处打“√” | | | | | | 请在相应栏内打“√” | | | | | |
| 应到人数 | | 实到人数 | | 按时 | | 迟到 | 缺岗 | | 桌椅 | 灯光 | | 多媒体 | | 卫生 状况 | 良 | | 中 | | 差 | |
|
| 1 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 2 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 3 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 4 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 5 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 6 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 7 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 8 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 9 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 10 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 11 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 12 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 13 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 14 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 15 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 16 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 17 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 18 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 19 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 20 |  | |  | |  |  | | 第 节 | |  | |  | |  | |  |  | |  |  | |  | |  |  | |  | |  | |
| 附表2： | | | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 福州软件职业技术学院201 -201 学年第 学期期 教学检查统计表(常规检查部分) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 系（部）： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | 姓名 | | 课程名称 | | | 教学大纲 | | | | 教学进度表 | | | | 教案 | | | | | | | | 课件 | | | | | 备注 | |
| 有 | | 情况 | | 有 | | 情况 | | 有 | | | 预备量是否达1/3 | | | 情况 | | 有 | | | 情况 | |
| 1 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 2 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 3 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 4 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 5 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 6 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 7 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 8 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 9 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 10 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 11 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 12 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 13 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 14 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 15 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 16 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 17 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 18 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 19 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
| 20 | |  | |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | | |  | |  | |
|  | |  | |  | | |  | |  | |  | |  | |  | | | 填报人： 年 月 日 | | | | | | | | | | | |
| 注：1、每项内容如有，在空格内打“√”； | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| 2、每项内容情况，指质量属“优”、“良”、“中”、“差”的定性分析，一般由各分院院长审定，特别优秀的请在备注栏中指出。 | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |

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| 附表3： | |  |  |  |  |  |  |
| 福州软件职业技术学院 201 -201 学年第 学期期 教学检查统计表（汇总表） | | | | | | | |
| 系（部）： | |  |  |  | 填表时间： 年 月 日 | | |
| 教师到岗情况 | 任课教师总数 | |  | 专任教师数 |  | 兼职教师数 |  |
| 迟到教师人次 | |  | 早退教师人次 |  | 旷课教师人次 |  |
| **教师迟到（早退、旷课等）情况统计** | | | | | | |
| 教师姓名 | 任教科目 | 代课班级 | 迟到（早退、旷课等）原因 | | 备注 | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
| 教学资料准备情况 | **教学进度表** | 应有份数 | 实有份数 | **教学大纲** | 应有份数 | 实有份数 | 备注 |
|
|  |  |  |  |  |
| **教案编写** | 总份数 | 预备量达1/3以上的份数 | 预备量1/3以下的份数 | 无教案 教师数 | 备 注 | |
|
|  |  |  |  |  | |
| 开设课程情况 | **系（部）应开课 总门数** | | **实开门数** | **为本系开设 专业课门数** | | **为其它系开设专业课门数** | |
|  | |  |  | |  | |
| 教材是否完全到位，未到教材名称及原因 |  | | | | | | |
|
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | 填报人（签名）： | | |
|  |  |  |  |  | 负责人（签名）： | | |

附表4：

福州软件职业技术学院期初教学检查总结

系(部)： 学年第 学期

|  |
| --- |
| 检查时间： |
| 检查情况： |
| 存在的主要问题： |
| 整改措施：  系主任（签字）  年 月 日 |