附件4

**期中教学检查自查表（实训部）**

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| 实训部 |  | 检查时间 |  |

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| 序号 | 检查内容 | 检查情况 |

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| 1 | 课程授课计划执行情况 |  |

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| 2 | 课程运行状况，有无随意调停课现象 |  |

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| 3 | 教学条件、人员安排情况 |  |

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| 4 | 教师的教学态度、报告批改、巡回指导等情况 |  |

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| 5 | 实训部自查情况、有无记录 |  |

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| 6 | 教学文件（实习报告、记分册、考勤表、考卷等）归档情况 |  |

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| 7 | 课程教学质量情况，有无教学数据分析 |  |

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| 8 | 有无实训部活动计划，实训部活动开展情况，有无记录 |  |

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| 9 | 教育教学改革情况 |  |

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| 10 | 教师相互听课、集体备课情况 |  |

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| 11 | 学生学习态度、实习效果 |  |

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| 12 | 教学设备维护修、保养情况 |  |

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| 13 | 教学文件是否齐全 |  |
| 14 | 考核细则、评分标准的制定、落实情况 |  |

检查人：