**附表2：**

**湖南邮电职业技术学院督导室教学资料检查情况表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 院督导检查人员签名 | | |  | | | | | | | | | 检查  日期 | |  | | |
| 被检查部门 | | |  | | | | | | | | |
| 系办教学质量检查的组织和落实、检查小结和有关检查的资料存档情况 | | | 定期(开学/期中/期末)检查 | | | | | | 常规检查(月检) | | | | | | | |
| 检查结果：  年 月 日 | | | | | | 检查结果：  年 月 日 | | | | | | | |
| 系部教学活动、教学会议和教研活动开展情况 | | | 系部教学活动和教学会议 | | | | | | 教研活动记录本抽查 | | | | | | | |
|  | | | | | | 教研室1： 记录情况简述： | | | | | | | |
| 教研室2： 记录情况简述： | | | | | | | |
| 抽查  对象 | 授课计划 | | 教 案 | | | 听课意见薄 | | 教学日志 | | | 学生成绩登记表 | | 期末成绩评定和试卷分析 | | 得分 | 备注：听课以期末完成2节为准，此前均以满分计(兼职督导除外)。 |
| 授课计划 | 教学进度 | 首页 | 讲授内容 | 教案余量 | 评价表 | 听课  记录 | 基本信息(时间班级考勤) | 讲授摘要 | 作业及辅导 |
| 10 | 15 | 5 | 15 | 10 | 5 | 5 | 5 | 10 | 5 | 15 | | | | 100 |
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