附表1

河南建筑职业技术学院

学期系（部）教学工作计划

\_\_\_\_\_\_\_\_\_\_\_\_\_ 系（部）(公章) \_\_\_\_\_\_年\_\_\_\_月\_\_\_\_日 系部主任签字\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |

附表2

河南建筑职业技术学院

教学基本文件准备检查表

\_\_\_\_\_\_\_\_\_\_ 系（部）(公章) 教研室 教研室主任签字：\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号** | **课程名称** | **任课教师** | **教学大纲/课程标准** | **教学日历** | **教案** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |
| 18 |  |  |  |  |  |
| 19 |  |  |  |  |  |
| 20 |  |  |  |  |  |
| 21 |  |  |  |  |  |
| 22 |  |  |  |  |  |
| 23 |  |  |  |  |  |
| 24 |  |  |  |  |  |
| 25 |  |  |  |  |  |
| 26 |  |  |  |  |  |

注：由教研室主任检查填写，交系（部）教学主任（或教学秘书）核查，同一门课程多位教师授课，教学大纲/课程标准可相同，教学日历按班级制订，质量合格打“√”，没做的打“×”。

附表3

河南建筑职业技术学院

实验、实训教学环节落实情况检查表

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号** | **项目名称** | **指导教师** | **教学日历** | **任务书、指导书** | **教案或授课提纲** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |
| 18 |  |  |  |  |  |
| 19 |  |  |  |  |  |
| 20 |  |  |  |  |  |
| 21 |  |  |  |  |  |
| 22 |  |  |  |  |  |
| 23 |  |  |  |  |  |
| 24 |  |  |  |  |  |
| 25 |  |  |  |  |  |
| 26 |  |  |  |  |  |
| 27 |  |  |  |  |  |

附表4：

河南建筑职业技术学院

网络教学平台课程建设期初检查表

\_\_\_\_\_\_\_\_\_\_ 系（部）(公章) 教研室 教研室主任签字：\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **序号** | **教师姓名** | **课程建设情况** |
| **学生名单** | **教学大纲/课程标准** | **教案** | **PPT** | **教学参考资料** | **其他** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

注：由教研室主任检查填写，其中教案至少需上传两周授课内容，检查时教师已上传此资料并符合学校要求打“√”，未上传或不符合要求则打“×”。

附表5

河南建筑职业技术学院

系（部）期初教学检查总结简表

\_\_\_\_\_\_\_\_\_\_\_\_\_ 系部(公章) \_\_\_\_\_\_年\_\_\_\_月\_\_\_\_日 系部主任签字\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **检查内容** | **检 查 记 录** |
| 课堂教学情况 |  |
| 教学工作安排 |  |
| 教学基本文件 |  |
| 实验实训运行 |  |
| 教学基本条件 |  |
| 取得的主要成效及存在的主要问题： |
| 改进的意见和建议： |

附表6

河南建筑职业技术学院

教研室活动计划表

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 系（部）(公章) 教研室主任签字：\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **周次** | **活动内容** | **负责人** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |