附件1： **2018-2019学年第一学期中期教学检查系部自查表**

学（系）部： （盖章） 教研室： 自查时间： 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 教师姓名 | 任教课程/指导实践 | 任教  班级 | 平时成绩记载情况（有/无） | 教学秩序 | | | 教学文档 | | | | 教研室活动 | | | | 备注 |
| 缺课 | 迟到/早下课情况 | 私下调停代课 | 教案 | 备课  笔记 | 多媒体课件 | 试卷批改情况 | 集体  备课 | 试讲 | 听课 | 其他  活动 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

注：1.教学秩序栏请填写有或无，若有请填写次数

2.教学文档栏请填写是否齐全

3.教研室活动栏请填写次数 审核人：