**甘肃农业职业技术学院日常教学检查记录表**

（系部检查用表）

　　检查日期： 　　　　　　　　　　　　　　　　　　　　检查人：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 教师 | 班级 | 地点 | 课程 | 节次 | 出勤 | | | | 教学材料 | | | 备注 |
| 迟到 | 早退 | 旷课 | 课间 | 授课计划 | 教案 | 讲稿 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. 出勤情况在相应样打“√”，课间是指课间休息是否能够按时进教室。
2. 教学材料主要检查是否携带、签字审核手续是否完备，并根据材料质量在相应栏填写“优秀”“良好”“合格”，存在问题填写在备注栏。

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（系部检查用表）

　　检查日期： 　　　　　　　　　　　　　　　　　　　　检查人：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 教师 | 班级 | 地点 | 课程 | 节次 | 出勤 | | | | 教学材料 | | | 备注 |
| 迟到 | 早退 | 旷课 | 课间 | 授课计划 | 教案 | 讲稿 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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