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| **2023-2024学年第1学期**  **学院（部）教师教学准备检查记录表（自查）** | | | | | | | | | | | |
| **教研室** | **\_\_\_\_\_\_\_\_\_\_** | | **检查人** | | **\_\_\_\_\_\_\_\_\_\_** | | |  |  | |  |
| **教师** | **授课班级** | **授课课程** | **检查项目** | | | | | | | **存在问题** | |
| **课程**  **标准** | **教学**  **日历** | | **讲稿余量/质量** | **教材（讲义、指导书、记分册）** | | |
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| 说明: | (1)“教学大纲、教学日历”具备并符合要求打“√”不具备项目打“×”，具备但不符合要求打“O”。 | | | | | | | | | | |
|  | (2)讲稿余量填写具体周数，质量选填 “优、良、中、差”。 | | | | | | | | | | |
|  | (3)每位教师的每个课程及相应班级要填写完整（手写），不要遗漏。 | | | | | | | | | | |

年 月 日