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| **附件1：**  **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。 | | | | | | | | | | |