**附件1 2018-2019学年度第一学期教学部(教研室)教学资料完成情况统计表**

教学部教研室： 填表日期：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓名 | 课程 | 执行情况 | | | | 教学文件完成情况 | | | | | 其他 | | 备注 |
| 课程标准 | | 计划进度 | | 1-18周  教案 | 1-18周课件 | 听课  记录 | 试卷归档、评分标准 | 成绩、成绩分析报告 | 工作  总结 | 教学质量评价 |
| 相符 | 不符 | 相符 | 不符 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 情况概述【包括：任课教师教学文件的完成情况，教学中存在的问题等。】  教学部（教研室）主任签字： | | | | | | | | | | | | | | |