**附件1 2018-2019学年度第二学期系（部）教学资料完成情况统计表**

系（部）： 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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 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。】  系（部）主任签字： | | | | | | | | | | | | | | |