

**教 学 日 志**

**（ —— 学年第 学期）**

学院（部）：

专 业：

课程名称：

任课班级**：**

授课教师：

信阳航空职业学院教务处编制

使用说明

1.本教学日志是记载任课教师课堂教学内容、检查执行计划进度、统计教师工作量、考核学生出勤的原始记录，由授课教师按要求及时认真填写；

2.任课教师应及时、认真、完整地按照规定要求填写教学日志中各栏目；二级学院（部）负责人应对所属教师的教学日志填写情况进行定期检查（每学期不少于4次），教务处将不定期进行抽查；

3.任课教师上课时应携带教学日志，以便及时填写；每次上课必须考勤，并做好记录；

4.学期结束时，应以二级学院（部）为单位汇总至教务处；

5.学生考勤记录：旷课“〇”；病、事假“△“；迟到“×”；早退“-”。

教学日志目录

一、课程表

二、学生到课记录表

三、教学过程信息登记表

四、课程教学小结

**课 程 表**

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| 节次 |  星期时间 | 一 | 二 | 三 | 四 | 五 | 六 | 日 |
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| 5 | 下 午 |  |  |  |  |  |  |  |
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| 8 |  |  |  |  |  |  |  |
| 9 | 晚上 |  |  |  |  |  |  |  |
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\_\_\_\_\_\_\_\_专业\_\_\_\_\_\_\_班学生到课纪录表（续表）

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教学过程信息登记表

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| **日期** | **节次** | **应到/实到(人数)** | **章节课题** | **学时/ 累计** | **教师签字** | **二级学院（部）检查签字** |
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教学过程信息登记表

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教学过程信息登记表

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教学过程信息登记表

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课程教学小结

课程名称：

|  |  |
| --- | --- |
| 教学实施情况 |  |
| 存在问题 |  |
| 改进建议 |  |