教 学 日 志

甘肃警察职业学院



学年第 学期

系 （部）： 任课教师： 课 程： 课程代码：

级（ 大队） 区队

教务处制

# 填 写 说 明

1. 教学日志是教师授课全过程的原始记录，必须认真填写，字迹清晰工整。
2. 授课教师必须在开课前完成“课程基本情况”、“教学计划内容”和“教学实施方案”的填写，并送教研科科长和系（部）主任签字后方可实施，否则按教学事故处理。
3. 授课教师应抓好学生考勤工作，考勤检查应如实记录。
4. 平时成绩包括出勤、作业、实验、实训、测验等成绩。总评成绩是平时成绩、期末成绩按规定权重折算后的总和。
5. 授课过程中因故更换任课教师时，按照有关规定报教务处审批备案，否则按教学事故处理。
6. 各系（部）主任和教研科科长要定期检查、了解教师上课情况。
7. 每学期考试结束后一周内，由任课教师将本日志交系（部），经教研科科长和系（部）主任审查后存档。

课 程 基 本 情 况

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| 课程名称 |  | | 课程代码 |  | 总 学 时： 学时  理论讲授： 学时  实验实训： 学时 |
| 课程类别 |  | | 考核方式 |  |
| 授课专业 |  | | 授课区队 |  | |
| 任课教师 |  | | 职 称 |  | |
| 教学目的要求 | |  | | | |
| 教学重点、难点 | |  | | | |
| 使用教材与版本 | |  | | | |
| 教学参考书目 | |  | | | |
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教研科科长： 系（部）主任：

注：此表应于开课前填写，并经教研科科长、系（部）主任审阅签字

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| 授课日期 | 年 月 日 星期 | | |
| 章节及课题 |  | 实验实训项 目 |  |
| 本节教学（实验实训）目的和要求 |  | | |
| 本节教学重点、难点 |  | | |
| 教学方法 |  | | |
| ［教学过程（实验实训过程）］ | | | |
| 作业布置情况 |  | | |
| 课后总结 |  | | |

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| 序号 | 学 号 | 姓 名 | 平时成绩 | | | | | | | | | | 期末成绩 | | 总评成  绩 |
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| 序号 | 学 号 | 姓 名 | 平时成绩 | | | | | | | | | | 期末成绩 | | 总评成  绩 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 总评 | 折合成绩  （ %） | 卷面成绩 | 折合成绩  （ %） |
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| 序号 | 学 号 | 姓 名 | 平时成绩 | | | | | | | | | | 期末成绩 | | 总评成  绩 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 总评 | 折合成绩  （ %） | 卷面成绩 | 折合成绩  （ %） |
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本课程教学工作小结

本 课 程 考 试 分 析