附件1：

青海大学研究生注册情况统计表

 学年第 学期

院（系）（章）： 填表日期：

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 班 级 | 应注册人数 | 实际注册人数 | 注册率 | 备 注 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 合计 |  |  |  |  |
| 平均注册率 |  |

填表人： 单位负责人（签名）：

附件2：

青海大学研究生教学任务汇总表

 学年第 学期

院（系）（章）： 填表日期：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 教师姓名 | 职称 | 学历 | 所授课程名称 | 授课班级 | 合班情况 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

填表人： 单位负责人（签名）：

附件3：

青海大学研究生期初教学情况检查表

 学年第 学期

院（系）： 填表日期：

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 班级 | 课程名称 | 教师到位情况 | 教材情况 | 教室配置情况 | 是否有大纲 | 教学进程计划是否规范 | 是否有教案 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

填表人： 单位负责人（签名）：

附件4：

青海大学开课第一天研究生到课情况统计表

 学年第 学期

院（系）（章）： 填表日期：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 班 级 | 应到人数 | 实到人数 | 旷课人数 | 请假人数 | 迟到人数 | 备注 |
| 上午 | 下午 | 上午 | 下午 | 上午 | 下午 | 上午 | 下午 |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 合 计 |  |  |  |  |  |  |  |  |  |  |

填表人： 单位负责人（签名）：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 附件5：青海大学研究生课程听课记录表

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 课程名称 | 授课教师姓名 | 授课专业、年级 | 授课地点 | 授课时间 |
|  |  |  |  |  |
| 任课教师（签字） |  | 班长（签字） |  |
| 基本情况 | 教师工作纪律 | 学生出勤情况 |
| 项 目 | 否 | 是 | 时间（分钟） | 项 目 | 人 数 |
| 迟 到 |  |  |  | 应 到 |  |
| 早 退 |  |  |  | 实 到 |  |
| 授课章节及主要内容 |  |
| 序号 | 评 价 指 标 | 优 | 良 | 中 | 差 |
| 1 | 准备充分，讲课认真，做好考勤 |  |  |  |  |
| 2 | 仪表端庄，精神饱满，有热情  |  |  |  |  |
| 3 | 语言生动、声情并茂、有感染力 |  |  |  |  |
| 4 | “教”、“学”互动，启发思维、善于诱导 |  |  |  |  |
| 5 | 对问题的阐述简练准确，重点突出，思路清晰 |  |  |  |  |
| 6 | 对课程内容娴熟，运用自如，基本脱稿 |  |  |  |  |
| 7 | 板书工整、美观、布局合理、繁简适当 |  |  |  |  |
| 8 | 有驾驭课堂教学活动的能力，课堂气氛良好 |  |  |  |  |
| 9 | 使用现代教学手段效果良好，方法得当 |  |  |  |  |
| 10 | 对学生要求严格，课堂纪律严明 |  |  |  |  |
| 听课后总体印象： 优（ ） 良（ ） 中（ ） 差（ ） |
| 对课堂内容或其它方面的意见或建议：  |
| 听课人姓名 |  | 职务 |  | 部门 |  |

 |

附件6：

青海大学研究生期初教学检查总结简表

 学年第 学期

院（系）（章）： 填表日期：

|  |  |
| --- | --- |
| 检查内容 |  |
| 检查工作的组织 |  |
| 取得的成效及存在的主要问题 |  |
| 改进的措施 |  |
| 意见和建议 |  |

填表人： 单位负责人（签名）：