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：

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| 班 级 | 应注册人数 | 实际注册人数 | 注册率 | 备 注 |
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| 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：

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
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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：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
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填表人： 单位负责人（签名）：

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| 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）：