附件3

**20 ~20 学年第 学期期初教师教学资料检查记录**

院（部） 教研室 院部领导（签字）： 年 月 日

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| 姓 名 | 课 程 | 班 级 | 起止周 | 总学时 | 授课 计划 | 教案 | 上期教案首页 | 备注 |
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| 注：1、将检查结果“优秀、合格、不合格”分别填在授课计划、教案和上期教案首页栏内；  2、没有按要求完成的，在相应栏内填“无”，并在备注栏说明原因；  3、教师分班教授课程请分别填写。 | | | | | | | | |