**武汉高科技工学校**

**教 师 工 作 日 志**

**（二○二 —— 二○二 学年 第 学期）**

**教 务 处**

**一、备课要求:**

1、教学目的要明确，确定教学计划要做到完整，做到长期（学期）和短期(周)计划相结合。

2、仔细钻研考试/教学大纲。熟读教材，了解教学对象，做到重点要突出、难点处理要恰当。

3、教案编写做到完整且系统有课时安排与分配。

4、讲义(包括电子讲义)书写要规范、工整、具体，字迹要清晰。

5、确定课型、选择教学方法和手段、设计(情景化)教学过程，把创新融入到教学中，体现该课程特色。

6、按照该课程大纲要求预设课堂练习和课外作业。

7、基础课程作业以书面练习为主，练习和作业量不得少于该课程大纲或授课内容要求的 75%。

8、专业课程作业可依据专业特点以实操练习为主，书面作业练习为辅，实操练习和书面练习比例可按3:1(实操3，1)但总练习量不得低于授课内容要求的75%。

9、每学期开课前各位授课老师需提前做好所带课程整学期的教学计划进度安排、需提前至少备3周的课。开课前3天需将所带课程的整学期的教学计划进度表、上课前3周备课的教案和课件发至教务处检查审核并存档。

10、每月月底，授课老师需提交当月上课的课件和教案，以便教务存档。

**二、上课要求:**

1、课堂是教书育人的阵地，在教学过程中教师既要重视知识的传授，更要重视对学生人格的培养和遵规守纪的教育。

2、老师应在上课铃声前进入教室，做好课前准备。开课前用5分钟左右时间，整顿课堂秩序并与学生进行交流。

3、声音明亮、吐字清晰、语速适中、提倡使用普通话教学。

4、老师在课堂上衣着整洁，教态自然大方，以站立讲授为主做到声情并茂、风趣幽默，平易亲切。

5、讲新课(内容)前应对前授课程进行复习，使前后内容连贯。

6、讲授内容逻辑性要强，条理要清，重点要突出，难点讲解做到深入浅出。

7、在知识传授过程中要注重培养学生独立思考的能力。贯彻启发式教学原则，调动学生在课堂上的学习主动性、积极性。

8、教学方法要创新、教学手段要丰富，教学理念要先进。

9、板书整洁、布局合理、字迹清晰、层次分明。电子板书设计要美

观、生动、色彩鲜艳、图片要明亮、短片声面要清晰。

1. 不允许播放与教学内容无关的影片。播放与教学内容相关的影片时应在45分钟内合理调配播放与讲解的有效配合。杜绝满堂(45分钟)播的现象，杜绝播放与讲解两张皮的现象。

11、教学内容在注重基本知识，基本概念的基础上，还要引入本学科

最新的理念和新技术。

12、课堂教学原则上不得使用互联网，因教学内容的需要可提前提出申请开通网络。

13、实操教学任课老师必须要与学生在同一场地(或可视空间)指导学生的练习，以确保学生的安全和设备的正确使用。

14、课后应对教学效果作出及时、客观、公正的自评，做到自我反省与提高。

**三、批改作业要求:**

1、 学生的作业应由授课教师布置批阅，其他人无权代批。

2、 批改作业要及时，不要拖延。

3、 批改作业时，老师要本着认真负责、实事求是的原则，不徇私情，评分标准一致，公平打分。

4、 专业训练的习作批阅可以根据专业特点进行批改，但要真实、规范，并保留习作。

5、 作业批改应做到一习一改一登记。作业的批改、评分、登记可作为平时成绩的依据。

**四、考试命题要求:**

1、试卷命题要依据大纲，内容紧扣教材或讲义，不得有与教学不相符的内容。

2、试卷内容要求知识面广，侧重基本技能的考核。

3、试卷难易程度要适中，既要考虑大面，又要有提高的点。

4、上缴电子版的试卷书写要规范、完整、清晰。

5、试卷要求一式两份(A/B卷)，2套试卷重复率不得超过30%，并备有答案，提前两星期交教务。

**五、试卷评分及分析要求:**

1、评卷人员必须是该门课程的授课教师，必须具有高度责任感和一丝不苟的精神。

2、评卷必须在规定时间、规定地点评阅。

3、评卷一律用红色水笔，每小题都有评分，计分做到精确清楚。

4、评卷严格掌握评分尺度，做到宽严始终如一、标准一致，评判公平。

5、评卷结束后，任课教师应结合考试成绩，进行试卷分析。

6、学期末，授课教师要对本学期所授课程作出客观的书面分析报告与教案、教一并上交教务处。

**教 师 课 表**

**教学周： 教 周 周学时数： 学时**

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| **星期**  **节次** | | | **一** | | | | **二** | | | | | **三** | | | | **四** | | | | **五** | | | | **六** | | | |
| **1节** | | |  | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |
| **2节** | | |  | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |
| **3节** | | |  | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |
| **4节** | | |  | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |
| **5节** | | |  | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |
| **6节** | | |  | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |
| **7节** | | |  | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |
| **晚一** | | |  | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |
| **晚二** | | |  | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |
| **教学情况记载** | **周次** | **1** | | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | | 12 | 13 | 14 | | 15 | 16 | 17 | | 18 | 19 | 20 |
| **内容记载** |  | |  |  |  | |  |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |

**说明：教学-，考试KS,实习0，设计\*,军训√，入学（毕业）教育+，毕业答辩**

**学生课堂考勤记载**

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**迟到（△），缺课（X）,事假（O）,病假（B），公假（-），按时到（√）**

**学生课堂考勤记载**

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**迟到（△），缺课（X）,事假（O）,病假（B），公假（-），按时到（√）**

**学生课堂考勤记载**

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**迟到（△），缺课（X）,事假（O）,病假（B），公假（-），按时到（√）**

**学生课堂考勤记载**

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**迟到（△），缺课（X）,事假（O）,病假（B），公假（-），按时到（√）**

**学生课堂考勤记载**

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**迟到（△），缺课（X）,事假（O）,病假（B），公假（-），按时到（√）**

**学生课堂考勤记载**

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**迟到（△），缺课（X）,事假（O）,病假（B），公假（-），按时到（√）**

**学生课堂考勤记载**

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**迟到（△），缺课（X）,事假（O）,病假（B），公假（-），按时到（√）**

**学生课堂考勤记载**

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**迟到（△），缺课（X）,事假（O）,病假（B），公假（-），按时到（√）**

**学生课堂考勤记载**

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**迟到（△），缺课（X）,事假（O）,病假（B），公假（-），按时到（√）**

**学生课堂考勤记载**

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**迟到（△），缺课（X）,事假（O）,病假（B），公假（-），按时到（√）**

**学生作业情况记载表**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **教学周** | **布置 日期** | **第 章 第 节** | **作业内容** | | | | **批改 日期** |
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**学生总评成绩评定表**

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| **序号** | **姓名** | **平时成绩** | | | | **期末** | **总评** |
| **考勤分** | **作业分** | **课堂表现** | **备注** |
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**教 师 备 课**

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| **课 程** |  | **授课班级** |  | |
| **授课时间** |  | **课时安排** | 周 学时 | |
| **课 题** |  | | | |
| **教学类型** | 理论课□ 实验课□ 习题课□ 实践课□ 其它□ | | | |
| **授课方法** |  | | | |
| **教学目标** |  | | | |
| **重 　点** |  | | | |
| **难 　点** |  | | | |
| **教 学 过 程** | | | | **附 记** |
| **导入环节：**  **新授环节：**  **巩固练习：**  **课堂小结：**  **作业布置：** | | | |  |
|  |
| **板书设计：** | | | | |
| **教学总结：** | | | | |
| **课后反思：** | | | | |

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| **课 程** |  | **授课班级** |  | |
| **授课时间** |  | **课时安排** | 周 学时 | |
| **课 题** |  | | | |
| **教学类型** | 理论课□ 实验课□ 习题课□ 实践课□ 其它□ | | | |
| **授课方法** |  | | | |
| **教学目标** |  | | | |
| **重 　点** |  | | | |
| **难 　点** |  | | | |
| **教 学 过 程** | | | | **附 记** |
| **导入环节：**  **新授环节：**  **巩固练习：**  **课堂小结：**  **作业布置：** | | | |  |
|  |
| **板书设计：** | | | | |
| **教学总结：** | | | | |
| **课后反思：** | | | | |

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