郑 州 航 院

教师教学工作手册

（ 学年第 学期）

**手册内容**

1.课程教学大纲

2.课程教学日历

3.平时成绩考核记录表

教师姓名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

课程名称：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

授课班级：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

学院(部) ：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**课程教学大纲**

**（按学校规定的格式）**

**郑州航院20 -20 - 学期教学日历**

教师姓名： 课程名称： 教学班：

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| 教学进度表 | 周 次 | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **共计** |
| 讲 课 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |
| 讨 论 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |
| 实 验 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |
| 上 机 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |
| 周时数 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |

**教学内容和学时安排**

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| --- | --- | --- | --- | --- |
| **周次** | **日期** | **教 学 内 容** | **学时** | **作业布置** |
| **讲课** | **讨论** | **实验** | **上机** |
| 　 | 月 日 | 　 | 　 | 　 | 　 | 　 |  |
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**郑州航院平时成绩考核记录表**

**任课教师： 课程名称： 教学班：**

| **序号** | **班级** | **学号** | **姓名** | 9-15上 考勤1 | 9-20下 作业1 | 9-15上 考勤1 |  |  |  | 11-3上 测验1 |  |  | **平时****成绩** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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