**呼伦贝尔职业技术学院**

**教师教学工作手册**

/ 学年第 学期

课程名称

任课班级

任课教师 职称

任课时间 年 月 日（第 周）至 年 月 日（第 周）

代课教师 职称

代课时间 年 月 日（第 周）至 年 月 日（第 周）

二〇一六年八月制

使 用 说 明

一、仅供本院专、兼职教师理论讲授及随堂实践（实验）教学使用。

二、任（代）课教师须持本手册上课，亲自认真填写有关栏目，字迹要工整，记载要及时准确，结课后交课程所在系部存档。

三、应严格按照教务处任务、要求和课程安排及学院批准的学期授课计划进行授课，未按规定要求办理手续并经教务处批准，不得擅自停课、调课。

四、本工作手册同时作为教师教学工作业务考核依据之一。

五、本工作手册解释权在教务处。

**教师教学工作任务书**

**老师：**

**根据学院教学计划安排， / 学年第 学期，分配您承担如下教学任务：**

**1.担任 教学班 课程授课任务，授课学时数 ，周学时 ，共 周（第 周至第 周），该课程为考试/考查课。请按教学大纲要求，结合教学条件和学生实际情况，编制学期授课计划（一式 份）于 月 日前交课程负责人检查、本教研室（组）负责人审定，教学系（部）负责人审核，教务处批准并按批准的学期授课计划，依照学院安排的时间执行，根据我院教学规范与制度的要求，做好学生考勤、作业布置与批改、课堂表现、课堂提问、讨论、小论文、小测验、实验考评、结课考核、出卷与评卷（或成绩评定）、试卷分析、总评成绩分析表及分布图等工作。本课程总授课学时数 ，其中理论讲授 学时，随堂实践 学时，上学期已完成学时 ，（理论讲授 学时，实践 学时），下学期将完成学时 ，（理论讲授 学时，实践 学时）。**

**2.其他教学工作：**

**教务处**

**年 月 日**

**学 期 授 课 计 划**

**课 程 表**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **星期**  **课程**  **节次** | **一** | **二** | **三** | **四** | **五** | **六** | **日** |
| **1-2节** |  |  |  |  |  |  |  |
| **3-4节** |  |  |  |  |  |  |  |
| **5-6节** |  |  |  |  |  |  |  |
| **7-8节** |  |  |  |  |  |  |  |
| **晚自习** |  |  |  |  |  |  |  |

**（将课程教学大纲、批准执行的学期授课计划及校历附贴此页之后）**

**实 际 授 课 记 录**

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| **授 课顺次** | **授 课**  **时 间** | **授课周别** | **授课节次** | **授课时数** | **授 课 内 容 摘 要** | **课外作业** |
| **月 日**  **星 期** |
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**实 际 授 课 记 录**

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| **授 课顺次** | **授 课**  **时 间** | **授课周别** | **授课节次** | **授课时数** | **授 课 内 容 摘 要** | **课外作业** |
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**实 际 授 课 记 录**

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| **授 课顺次** | **授 课**  **时 间** | **授课周别** | **授课节次** | **授课时数** | **授 课 内 容 摘 要** | **课外作业** |
| **月 日**  **星 期** |
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**学生课堂考勤表**

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| 授课顺次  月  日  星  学 期  号 姓名 节次 | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** |
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| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **8** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**注：缺勤/，迟到×，早退〇。缺课总节数=缺课总次数×2**

**学生课堂考勤表**

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| **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** | **32** | **33** | **34** | **35** | **36** | **37** | **38** | **39** | **40** | **41** | **42** | **43** | **44** | **45** | **46** | **47** | **48** | **49** | **50** | **缺课总次数** | **出勤成绩得分** |
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**学生课堂考勤表**

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| 授课顺次  月  日  星  学 期  号 姓名 节次 | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** |
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| **26** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **27** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **46** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **47** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **48** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **49** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **50** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**注：缺勤/，迟到×，早退〇。缺课总节数=缺课总次数×2**

**学生课堂考勤表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** | **32** | **33** | **34** | **35** | **36** | **37** | **38** | **39** | **40** | **41** | **42** | **43** | **44** | **45** | **46** | **47** | **48** | **49** | **50** | **缺课总次数** | **出勤成绩得分** |
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**学生课堂考勤表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 授课顺次  月  日  星  学 期  号 姓名 节次 | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** |
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| **51** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **52** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **53** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **54** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **56** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **57** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **58** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **59** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **61** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **62** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **63** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **64** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **65** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **67** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**注：缺勤/，迟到×，早退〇。缺课总节数=缺课总次数×2**

**学生课堂考勤表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** | **32** | **33** | **34** | **35** | **36** | **37** | **38** | **39** | **40** | **41** | **42** | **43** | **44** | **45** | **46** | **47** | **48** | **49** | **50** | **缺课总次数** | **出勤成绩得分** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**学生成绩评定及成绩登记的要求**

**一、成绩评定**

**课程的总评成绩由平时成绩和结课考核成绩综合进行评定。**

**考试课程均按百分制记分。结课考核成绩占该课程总评成绩的50%，平时成绩占该课程的总评成绩的50%。平时成绩包括学生课堂出勤和其它平时成绩（作业、课堂表现、课堂提问、讨论、小论文、小测验、实验考评等）**

**考查课按优、良、中、及格、不及格五个档次记分，其对应的分值分别为：优-90~100，良-80~89，中-70~79，及格-60~69，不及格-60分以下。结课考核成绩评定以过程控制为主，由任课教师综合评定。其成绩结合课堂出勤、平时作业、小测验、实验报告、课堂总结、笔试、口试、答辩、上机操作等综合衡量。**

**学生缺课（含实习、实训）累计超过本课程教学时数1/3或平时成绩不及格，总评成绩考试课以“0”分记，考查课总评成绩以不及格记。**

**二、学生成绩登记**

**学生平时成绩、结课考核及总评等成绩，均记录在学生成绩登记表中。及格以上的成绩一律采用蓝或黑色记录，不及格的成绩一律采用红色记录。总评成绩均用整数表示（计算结果出现小数，“四舍五入”取整）。如有涂改应在涂改处附近签名。学生缺考，应注明“缺考”；“考试作弊”，应注明“作弊”；缺课超过1/3，在“平时总评”栏中填写缺课时数。**

**学生成绩登记表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **学**  **号** | **姓 名** | **其他平时成绩（包括作业、课堂表现、课堂提问、讨论、小论文、小测验、实验考评等）** | | | | | | | | | **其**  **他**  **平**  **时**  **成**  **绩**  **得**  **分** | **平**  **时**  **总**  **评** | **期**  **末**  **或**  **结**  **课**  **成**  **绩** | **总**  **评**  **成**  **绩** |
| **项**  **目** |  |  |  |  |  |  |  |  |
| **日**  **月** |  |  |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **16** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **19** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **20** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **21** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **22** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **23** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **24** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **25** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**学生成绩登记表**

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| **学**  **号** | **姓 名** | **其他平时成绩（包括作业、课堂表现、课堂提问、讨论、小论文、小测验、实验考评等）** | | | | | | | | | **其**  **他**  **平**  **时**  **成**  **绩**  **得**  **分** | **平**  **时**  **总**  **评** | **期**  **末**  **或**  **结**  **课**  **成**  **绩** | **总**  **评**  **成**  **绩** |
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**学生成绩登记表**

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| **学**  **号** | **姓 名** | **其他平时成绩（包括作业、课堂表现、课堂提问、讨论、小论文、小测验、实验考评等）** | | | | | | | | | **其**  **他**  **平**  **时**  **成**  **绩**  **得**  **分** | **平**  **时**  **总**  **评** | **期**  **末**  **或**  **结**  **课**  **成**  **绩** | **总**  **评**  **成**  **绩** |
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**试卷情况分析**

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| **分析内容：试题范围、难易程度、试题份量、存在问题、改进措施等。** |

**结课考核**

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| **1.考核形式（闭卷笔试、开卷笔试、操作、专项测试等）：**  **2.结课考核试题或内容（书写或将空白试卷及标准答案附贴此页之后）：** |

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| **3.总评成绩说明：**  **上报成绩：任课教师将成绩交至本系部综合办，综合办以系部为单位将成绩汇总表上报至教务处学籍管理科。** |

**记 事 栏**

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| **日 期** | **主 要 情 况 记 载** |
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**记 事 栏**

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