附件1 二级教学单位检查用表 学院： 教研室：

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| 教师姓名 | 课程标准 | 授课计划 | 教案 | 教学业务手册 | 考勤表 | 实践教学计划 |
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注：每个教研室一张表；材料齐全：打“√”；材料缺失：打“○”；不涉及的材料：打“/”。

教学副院长签字：

教研室主任（专业带头人）签字：

日期：