茅台学院开课前的教学准备工作检查表

系部名称：

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| **本学期教学工作准备情况** | | | | | | | | |
| 任课教师到位情况 | | 应到位教师数 | | 实到位教师数 | | | 缺位数量 | |
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| 实验实训设备情况 | |  | | | | | | |
| 教室及设备情况 | |  | | | | | | |
| 其他 | |  | | | | | | |
| **本学期教师教学工作准备情况** | | | | | | | | |
| 教师姓名 | 授课计划  （完成情况） | | 教案（讲义）  （完成情况） | | 大纲 | 课件 | | 备注 |
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部主任签字： 日期：