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| |  | | --- | | **福州软件职业技术学院 2020-2021学年 第2学期 教师教学任务书** | | 老师： 打印时间：  根据教学计划安排，请你担任本学期下列课程的教学任务，望你根据教学大纲的要求，做好备课及课前准备工作，安排好教学进度，准时上课。严格遵守学校关于《教师教学工作规范》等教学管理的各项规章制度，认真做好教学工作。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **序号** | **教学任务名称** | **性质** | **本学期 学时** | **学时分配** | | | **学分** | **周学时** | **考核 方式** | **主导** | **辅导** | **授课班级** | **执行教研室** | | **理论** | **实践** | **上机** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 教师签章： |  | 系部盖章： |  | 教务处审核盖章： |  | 分管教学 院长签发： |  | |
| **教 师 须 知**  一、以任务书中本学期课时为准编写授课计划，授课计划（或实习、设计计划）于开学一周内完成系统录入，并打印一份报教务处审核批准执行。授课计划以二课时为基本单元，每个基本单元反映出章、节内容提要及授课方式（讲授、复习、习题、实验与测验等）等。 二、教师必须认真备课、写出教案，在开课之前至少须准备好学期授课内容三分之一以上的教案。 三、教师上课时必须认真填写教学日记。 |

**备注：本表请从学院教务信息平台“教务管理→教研室教学任务→操作→任务书打印”中直接批量打印。**