

福州软件职业技术学院

教 师 工 作 记 录

**学 年 第 学 期**

**教学单位：**

**专业班级：**

**课程名称：**

**学 时：**

**教 师：**

**教务科研处 制**

**福州软件职业技术学院教师职业道德规范**

**一、依法执教** 拥护党的基本路线，全面贯彻党的教育方针，自觉遵守《教育法》、《职业教育法》、《高等教育法》、《教师法》等法律法规，在教育教学中同党和国家的方针政策保持一致，不得有违背党和国家方针、政策的言行。

**二、教书育人** 忠诚职业教育事业，全面履行教师职责，树立正确教育思想，自觉加强教学的教育性，正确处理教书与育人的关系，不传授有害学生身心健康的思想，积极实施素质教育，注重培养学生的良好思想品德、职业素养、创新精神和实践能力。

**三、爱岗敬业** 热爱教育，热爱学校，尽职尽责，勇挑重担，认真完成教育教学任务，积极参与教育教学改革。在教学中做到：认真制订授课计划，认真备课，认真写好教案，认真讲课，认真辅导，认真批改作业，认真带好实训实习，认真搞好考试考查，认真教研、改进教学、提高质量。

**四、热爱学生** 关心爱护全体学生，尊重学生的人格，平等、公正对待学生，做学生的良师益友。对学生严格要求，耐心教导，从思想、品德、学业、生活等方面帮助学生提高综合素质，促进学生在德、智、体、美等方面全面主动健康地发展。

**五、严谨治学** 崇尚科学，反对迷信，树立优良学风，刻苦钻研业务，不断更新知识结构，努力增强实践能力。积极开展教育教学研究，努力改进教育教学方法，不断提高教育教学水平。努力探索职业教育教学规律和高等职业教育特色，掌握现代教育教学技术，积极开拓，勇于创新。

**六、团结协作** 谦虚谨慎，尊重同志，相互学习，相互帮助，严于律已，宽于待人，正确处理竞争与合作的关系，维护其他同志在学生中的威信，关心集体，维护学院荣誉，共创文明校风。

**七、廉洁从教** 坚持高尚情操，发扬奉献精神，自觉抵制社会不良风气影响，不利用职务之便谋求私利。勤俭节约，爱护公物，节约水电，少花钱多办事。

**八、为人师表** 模范遵守社会公德，衣着整洁得体，语言规范健康，举止文明礼貌，作风正派，以身作则，注重身教。自学遵守学校规章制度，不迟到、不早退、不旷课或擅离工作岗位。

**课程信息表**

|  |  |
| --- | --- |
| **课 程** | **课程名称： 学分： 总学时数： 共分 学期完成** |
| **本学期为第 学期，本学期学时数 学时，其中理论教学时数： 实践教学时数：** |
| **先修课程： 后续课程：** |
| **课程目标** |  |
| **教材及参考书** |  |
| **主要授课方式** |  |
| **考核方式** | **本课程考核方式为：** |
| **课程总评成绩比例分配：期末考试占 %，平常成绩占 %，其他方式 %。** |
| **小测、阶段考 次，作业 次，实训 次，其他 次。** |
| **教研室**  **意见** | 年 月 日 |
| **教学单位主任意见** | 年 月 日 |

**考核纲要**

|  |
| --- |
| **考试纲要：**  **其他说明：** |

说明：可以文字或图形说明考试纲要，开学初告知学生

**教学进度表**

|  |  |  |  |
| --- | --- | --- | --- |
| **序号** | **周数** | **教学内容（章节名称或实验、实习、实训名称）** | **备注** |
| 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 |  |  |  |

**教 学 日 记**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **序号** | **周**  **次** | **日**  **/**  **月** | **星**  **期** | **节**  **次** | **教学情况**  **(主要内容、授课方式和手段等)** | **学生情况** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |

**教 学 日 记**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **序号** | **周**  **次** | **日**  **/**  **月** | **星**  **期** | **节**  **次** | **教学情况**  **(主要内容、授课方式和手段等)** | **学生情况** |
| **14** |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |
| **16** |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |
| **19** |  |  |  |  |  |  |
| **20** |  |  |  |  |  |  |
| **21** |  |  |  |  |  |  |
| **22** |  |  |  |  |  |  |
| **23** |  |  |  |  |  |  |
| **24** |  |  |  |  |  |  |
| **25** |  |  |  |  |  |  |
| **26** |  |  |  |  |  |  |

**教 学 日 记**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **序号** | **周**  **次** | **日**  **/**  **月** | **星**  **期** | **节**  **次** | **教学情况**  **(主要内容、授课方式和手段等)** | **学生情况** |
| **27** |  |  |  |  |  |  |
| **28** |  |  |  |  |  |  |
| **29** |  |  |  |  |  |  |
| **30** |  |  |  |  |  |  |
| **31** |  |  |  |  |  |  |
| **32** |  |  |  |  |  |  |
| **33** |  |  |  |  |  |  |
| **34** |  |  |  |  |  |  |
| **35** |  |  |  |  |  |  |
| **36** |  |  |  |  |  |  |
| **37** |  |  |  |  |  |  |
| **38** |  |  |  |  |  |  |
| **39** |  |  |  |  |  |  |

**学 生 考 勤 表**

**教学单位 年级 专业 班级 课程**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学 号 | 日期  姓名 | 月  日 | 月  日 | 月  日 | 月  日 | 月  日 | 月  日 | 月  日 | 月  日 | 月  日 | 月  日 | 月  日 | 月  日 | 月  日 | 月  日 | 月  日 | 得 分 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

考勤标识：“√”表示正常，“×”表示旷课，“O”表示迟到，“\*”表示请假。

# 学生作业（作品、成果）情况登记表

**教学单位 年级 专业 班级 课程**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学号 | 日期  姓名 |  |  |  |  |  |  |  |  |  |  | 总评 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

# “平时考核+期末考核”课程成绩登记表

**教学单位 年级 专业 班级 课程**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **学号** | **姓名** | **平时考核组成及成绩** | | | | | | **期末**  **考核成绩** | | **总**  **评成**  **绩** |
| **考 勤**  **（ %）** | **作 业**  **（ %）** | **期中考**  **（ %）** | **其他** | **合 计** | |
| **100%** | **( %)** | **100%** | **( %)** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

备注：考勤、作业等列填写原始成绩，此表可打印粘贴

**课程教学总结**

|  |  |
| --- | --- |
| **教学执行情况** | **（对教学计划及实际完成情况、教学效果自我评价等）** |
| **对学生学习情况分析与评价** |  |
| **课程教学改革情况（包括教学内容，教学方式、手段，考核评价等）** |  |
| **特色亮点** |  |
| **教学存在问题及改进意见** |  |
| **教研室**  **意见** | 年 月 日 |
| **教学单位主任意见** | 年 月 日 |