附1

**实际上课课时统计表（ 月）**

**系部名称：**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | 课程名称 | 课堂  教学 | 实训教学（其中集中实训教学） | | 理实  一体 | 实习  指导 | 毕业  设计 | 合计  课时 |
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课时统计人签字： 教学主任签字：

附2

**折合课时统计表（ 月）**

**系部名称：**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | 命题监考阅卷 | 听课 | 传帮带 | 教学资源建设 | 实训室建设 | 项目申报验收 | 技能竞赛双创比赛辅导 | 体育队训练 | 体育健康测试 | 体育比赛组织 | 第二课程辅导 | 特殊人员课时 | 合计 |
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课时统计人签字： 教学主任签字：

附3

**非日常教学课时审批表**

部门： 月 日

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| --- | --- | --- | --- | --- | --- |
| **事 项** |  | | | | |
| **发生时间段** |  | | | | |
| **符合“课时量管理办法”的课时项目** |  | | | | |
| **课时类型** | 实际课时/折合课时 |  | | 理论/实践/理实一体 |  |
| **人员姓名** | **部门** | **课时标准** | **单位** | **合计** | **备注** |
|  |  |  |  |  | 课时清单  可另附 |
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| 总计 |  |  |  |  |  |

制表人（手 签）： 主持部门负责人： 教务处长签字：

主持部门主管领导： 主管教学副院长：