江苏城市职业学院传媒与设计学院教学档案归档流程

1、关于提交档案的时间

每学期期末考试结束的周末(一般为20周)为提交教学档案的截止时间

2、教学档案提交的形式

课程作业和考核大作业以光盘形式存档，教学大纲、授课计划、教案、课程总结、非卷面评阅单、试卷分析表、顶岗实习材料以纸质形式存档。

3、教学档案需提交的资料目录

请参照以下按照A/B/C类分类目录要求进行准备

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| **20 XX -20 XX学年第X学期高职教学档案检查表（A类课）** | | | | | | | | | | | | | | | | | | | | | | |
| **学院** | **课程名称** | **班级** | **任课教师** | **教学大纲** | | | **授课计划** | | | **教案** | | | **课程总结** | | | **考试材料(期末考试)** | | | **学生作业** | | | **备注** |
| **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **改进之处及特殊情况说明** |
| XXX | XXX | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **20 XX -20 XX学年第X学期高职教学档案检查表（B类课）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **学院** | **课程名称** | **班级** | **任课教师** | **教学大纲** | | | **授课计划** | | | **教案** | | | **课程总结** | | | **实践教学资料** | | | **过程考核材料** | | | **考试材料(期末考试)** | | | **学生作业** | | | **备注** |
| **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **改进之处及特殊情况说明** |
| XXX | XXX | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **20XX-20 XX学年第X学期教学档案检查表（C1类课：纯实践，不包括认识实习、顶岗实习、毕业设计）** | | | | | | | | | | | | | | | | | | | | | | |
| **院** | **课程名称** | **班级** | **任课教师** | **教学大纲** | | | **授课计划** | | | **教案　　(或讲义）** | | | **课程总结** | | | **实践教学资料** | | | **过程考核资料** | | | **备注** |
| **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **改进之处及特殊情况说明** |
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| **20 XX -20 XX学年第X学期高职教学档案检查表（C2类课：纯实践课中认识实习、顶岗实习、毕业设计）** | | | | | | | | | | | | | |
| **学院** | **课程名称** | **班　级** | **任课教师** | **教学大纲** | | | **授课计划（或教师指导记录表或毕业设计任务书）** | | | **实习/设计报告、鉴定（或毕业论文）** | | | **备注** |
| **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **优秀** | **合格** | **不合格** | **改进之处及特殊情况说明** |
| XXX | XXX | XXX | XXX |  |  |  |  |  |  |  |  |  |  |
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