期初教学检查表
**Start of Semester Inspection Form**

教学单位School：  日期Date：

| **序号 S/No** | **检查项目 Itineraries** | **检查内容 Contents** | **检查情况记录****Record** | **检查人****Inspected By** |
| --- | --- | --- | --- | --- |
| 1 | 教学设施校园卫生Teaching FacilitiesCampus Sanitation  | 教室、桌椅、白板、灯光、空调、门窗、窗帘、教学器材、设备是否完好，卫生情况。Are the classrooms, tables and chairs, whiteboards, lights, air-conditioners, doors and windows, teaching equipment in working condition? What about the campus sanitary condition? |  |  |
| 2 | 教师上课准备 Professors’ Lesson Preparation | 教学准备情况；任课教师安排情况；教师出勤情况；授课进度表填写情况；教材落实情况；实验实习准备情况* Teaching Preparation
* Professors’ Arrangement
* Professors’ Attendance
* Completion of Topical Outline
* Teaching Materials
* Experimental practice preparation
 |  |  |
| 3 | 学生报到上课情况Students’ Reporting & Class Attending Situation  | 学生按期返校人数；学生注册报到人数；学生上课出勤情况* Number of students returning to college on schedule
* Number of registered students
* Students’ attendance situation
 |  |  |
| 4 | 第一天上课情况Day 1 Lesson  | 课表与实际课堂是否一致；教室有无冲突现象；教师出勤情况；学生上课出勤情况* Is the timetable consistent with the actual class?
* Is there any conflict in the classroom?
* Professors’ attendance
* Students’ attendance
 |  |  |
| 5 | 总结及建议Summary & Suggestions | （写不下可附页Attached a new sheet where applicable） |
| 6 | 其它Others |  |

教学单位领导签字： （教学单位盖章）

Signed by Dean of School: (Seal of School)