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 Facilities  Campus 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)