**义乌工商职业技术学院**

**督导专用**

**听**

**课**

**记**

**录**

**本**

部门

教研室

姓名

学期

教育督导处 制

**听课记录汇总表**

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| 序号 | 授课教师 | 授课班级 | 课程名称 | 听课时间 |
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**督导员签名：** 日期： 年 月 日

**听课评价表**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **课程名称** |  | | | **授课班级** | |  | | | |
| **应到人数** |  | | | **实到人数** | |  | | | |
| **授课教师** |  | | | **所属学院** | |  | | | |
| **所属教研室** | |  | | | |
| **听课时间** | 月 日 星期 第 节 | | | | | **授课地点** |  | | |
| **讲课内容** |  | | | | | | | | |
| **评 价 指标** | | | **评价等级** | | | | | | |
| **一级指标** | **二级指标** | | **A**  **（5分）** | | **B**  **（4分）** | | | **C**  **（3分）** | **D**  **（2分）** |
| **教学准备** | **提前到课、充分准备** | |  | |  | | |  |  |
| **着装得体、精神饱满** | |  | |  | | |  |  |
| **课前交流、亲和友善** | |  | |  | | |  |  |
| **教学组织** | **语言通畅、表述准确** | |  | |  | | |  |  |
| **重点突出、难点清晰** | |  | |  | | |  |  |
| **环节连贯、进度适中** | |  | |  | | |  |  |
| **理实一体、案例得当** | |  | |  | | |  |  |
| **课件精良、板书适当** | |  | |  | | |  |  |
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| **评价结果** | | |  | |  | | |  |  |
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| **综合**  **评价**  **意见** | |  | | | | | | | |

*备注：新教师带\*号二级指标不作评价要求，满分为85分，合格为50分。*

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| **义乌工商职业技术学院听课评价指标内涵说明** | | | | | | |
| **一级指标** | **二级指标** | **内涵说明** | **A** | **B** | **C** | **D** |
| 教学准备 | 提前到课、充分准备 | 开课前十分钟进入教学场所，做好上课准备，包括教案、教具及教学过程中需要的教学用品，开启相关设备等。 |  |  |  |  |
| 着装得体、精神饱满 | 着装整洁得体，相符教师职业特点；进入教学场所应精神振奋，不带任何不利于教学的情绪、情感，不讲不利于教学的语言。 |  |  |  |  |
| 课前交流、亲和友善 | 课前应与学生和善交流，使学生的紧张心理得到放松，思维活动调整到活跃状态。 |  |  |  |  |
| 教学组织 | 语言通畅、表述准确 | 鼓励教师讲普通话，表达流畅，对讲话内容要表述清楚，基本概念、基本理论和学习要点要表述准确。 |  |  |  |  |
| 重点突出、难点清晰 | 每次讲课有目的要求，有重点难点，并在讲课过程中得到体现。 |  |  |  |  |
| 环节连贯、进度适中 | 教学过程中每个环节要环环紧扣，符合学生的思维逻辑，教学进度能符合授课计划要求，每堂课教学任务大体相当。 |  |  |  |  |
| 理实一体、案例得当 | 能体现职业教育理实一体、学做结合的基本特征，选用案例与授课内容关联紧密，对学生有效学习有促进作用。 |  |  |  |  |
| 课件精良、板书适当 | 课件设计内容正确，图文并茂，详略得当；并结合课堂教学实际，板书端正、清晰。 |  |  |  |  |
| 声形并重、动静结合 | 讲课声音宏亮、肢体语言丰富，能走进学生，不拘于讲台。 |  |  |  |  |
| 启发引导、方法灵活 | 采用灵活多样的教学方法，能启发引导学生积极思索。 |  |  |  |  |
| 演示正确、操作熟练 | 课堂演示和实际操作正确、熟练。 |  |  |  |  |

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| **一级指标** | **二级指标** | **内涵说明** | **A** | **B** | **C** | **D** |
| 教学组织 | \*教书育人、关注发展 | 关注学生个体发展和学习的需要，结合自己所见、所闻和亲身体会，体现既教书、又育人，促进学生的健康成长。 |  |  |  |  |
| \*把握趋势、信息丰富 | 在讲课过程中，能把握行业产业的发展趋势，掌握发展的前沿信息，丰富教学内容。 |  |  |  |  |
| \*创新教学、培育特色 | 在教学过程中，能从自身的优势出发，注重教学方法和技巧的创新，逐步形成独特的教学风格。 |  |  |  |  |
| 课堂气氛 | 场所整洁、就座有序 | 教学场所整洁，学生精神饱满，必能按指定座位就座，教学秩序井然。 |  |  |  |  |
| 紧张活泼、节奏明显 | 课堂或实训室内，学生的情绪紧张、活泼，思维连贯，松紧结合，有比较明显的节奏感。 |  |  |  |  |
| 纪律严明、到课率高 | 学生到课情良好，不无故请假、不带早点进教室，能自觉执行学习的相关制度要求。 |  |  |  |  |
| 学生态度 | 主动参与、思维活跃 | 学生整堂课表现积极主动、思维敏捷、参与度高。 |  |  |  |  |
| 认真听讲、勤记笔记 | 听课不做与学习无关的事，不说与学习无关的话，及时做好课堂笔记。 |  |  |  |  |
| 互动有序、发言积极 | 互动讨论中，学生能积极示意发言，回到问题和提出建议正确率高。 |  |  |  |  |

说明：1.此评价指标每项二级指标按A为5分，B为4分，C为3分，D为2分及以下设计，共20项，满分100分。听课老师只要早A、B、C、D相应的空格内打“√”。

2.对不同教师合格要求的设定：三年以上的教师合格为80分；新教师带\*号二级指标不作评价要求，满分85分，合格为50分。