附表二： 教师教学计划及教学档案完成情况统计表

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| 序号 | 教师姓名 | 所授课程 | 教学计划执行及完成情况 | 教学档案完成度及质量情况 |
| 优 | 良 | 一般 | 较差 | 优 | 良 | 一般 | 较差 |
| 1 | 张三 | 《概论》 | √ |  |  |  |  | √ |  |  |
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制表人： 学院（盖章）