

2025-2026学年度第一学期

计划课程开课任务书

填报学院： （盖章）

填报时间：

目 录

1.开课任务书情况报告····················1

2.2025-2026学年度第一学期开课任务汇总表（教务处排课）···X

3.2025-2026学年度第一学期开课任务汇总表（各学院排课）···X

4.2025-2026学年度第一学期教授、副教授为本科生授课情况一览表·····························X

5.2025-2026学年度第一学期通识选修课（线下）上课安排申请汇总表·····························X

6.2025-2026线上课开课汇总表················X

7.2025-2026学年度第一学期外聘教师信息表··········X

8.2025-2026学年度第一学期双语/全外语教学申请审批表····X

9.申请使用机房课程清单··················X

开课任务书情况报告

2025-2026学年度第一学期,本学院共开设课程XX门，教学课堂XX个，其中：通识必修课XX门，教学课堂XX个；通识选修课XX门（线上XX门），教学课堂XX个（线上XX个）；专业课XX门，教学课堂XX个。申请双语/全外语教学课程XX门，教学课堂XX个。请使用机房课程XX门，教学课堂XX个。

本学院共有教授、副教授XX人，教授、副教授为本科生授课XX人。拟外聘教师XX人。

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| 附件1-1 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2025-2026学年度第一学期开课任务汇总表（教务处排课）** | | | | | | | | | | | | | | | | |
| 填表人： | |  |  | 学院教学负责人签字： | | | |  |  |  |  |  |  | 盖章 |  |  |
| **说明：** | | | | | | | | | | | | | | | | |
| 序号 | 通知单编号 | 课程编号 | 课程名称 | 授课 教师 | 课堂名称 | 选课 人数 | 讲课 周次 | 上机 周次 | 实验 周次 | 设计 周次 | 课外 周次 | 实践 周次 | 计划 学时 | 双语/全外语课程 | 机房  申请 | 备注 |
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| 附件1-2 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2025-2026学年度第一学期开课任务汇总表（学院排课）** | | | | | | | | | | | | | | | | |
| 填表人： | |  |  | 学院教学负责人签字： | | | |  |  |  |  |  |  | 盖章 |  |  |
| 序号 | 通知单编号 | 课程编号 | 课程名称 | 授课 教师 | 课堂名称 | 选课 人数 | 讲课 周次 | 上机 周次 | 实验 周次 | 设计 周次 | 课外 周次 | 实践 周次 | 计划 学时 | 双语/全外语课程 | 机房  申请 | 备注 |
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| 附件1-3 | | |  |  |  |  |  |
| **2025-2026学年度第一学期教授、副教授为本科生授课情况一览表** | | | | | | | |
| **序号** | **学院** | **姓名** | **职称** | **是否为本 科生授课** | **授课门数** | **授课门次** | **未为本科生 授课原因** |
| 1 |  |  |  |  |  |  |  |
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| **合计** | | **为本科生授课的教授（人）** | **为本科生授课的副教授（人）** | **由教授授课的 课程** | | **由副教授授课的 课程** | |
| **门数** | **门次** | **门数** | **门次** |
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| 注： |  |  |  |  |  |  |  |
|  | 1.统计对象为组织人事部下发的年度专任教师名单中各学院所属专业的职称为教授、副教授的教师，包括行政双肩挑人员。 2.该教师如为本科生授课，只需在对应的学年学期栏里打“√”，如没有授课，请填写未授课的原因。 | | | | | | |
| **填表人（签名）：** | | |  |  |  | **学院盖章** |  |

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| 附件1-4 | |  |  |  |  |  |  |  |  |  |  |  |  |
| **2025-2026学年度第一学期通识选修课（线下）上课安排申请汇总表** | | | | | | | | | | | | | |
| **开课学院** | **课程编号** | **课序号** | **课程名称** | **教材** | **总学时** | **周学时** | **学分** | **可选人数** | **选课对象** | **任课教师** | **职称** | **上课时间** | **备 注 （教室需求）** |
| **星期** 第 节 |
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| 填表人： | | | | | 学院教学负责人审核意见： 盖章 | | | | | | | | |
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| 注： |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.本表汇总内容将用于《2025-2026学年度第一学期通识选修课课程安排表》的编排，请各学院认真审核、签字并盖章。 | | | | | | | | | | | | |  |
| 2.本表上课时间栏的填写说明：①“上课时间”栏为必填内容，表示该门课程的上课时间；“课序号”栏填写本课程开设的课堂数。②如果根据课程实际需要，要求对选课人数进行分班，则必须填写每班上课时间；③单班只填写一个时间；④需用多媒体教室或机房上课的课程请在备注栏中标明。 | | | | | | | | | | | | | |
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| 3.通识选修课申报时提供的教材版本部分已过时或不适应目前教学，请教师在申请汇总表上将采用的最新教材及版本一并登记，方便学生参考自备教材。 | | | | | | | | | | | | |  |

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| 附件1-5 |  |  |  |  |  |  |  |  |
| 2025-2026线上课开课汇总表 | | | | | | | | |
| **序号** | **选课学院** | **校内助教** | **课程名称** | **英文名称** | **开课学校** | **学分** | **学时** | **选课人数（不少于150人）** |
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| 备注：各学院自建线上课程请填表开课，每学院填报不得多于2门，开课需面向全校学生不可设置限选。 | | | | | | | | |
| 填报人： | |  |  |  |  | 教学院长： | |  |

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| 附件1-6 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2025-2026学年度第一学期外聘教师信息表 | | | | | | | | | | | | | | | | |
| 姓名 | 聘用后 所授课程 | 性别 | 民族 | 政治面貌 | 身份证 号码 | 出生日期 | 联系电话 | 文化程度 | 最高学历 | 学位 | 聘用前 工作单位 | 研究方向 | 职称 | 参加工作时间 | 从教时间 | 聘用前 任课状况 |
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| 填表人： | | | | | | 学院教学负责人审核意见： 盖章 | | | | | | | | | | |
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| 附件1-7 | |  |  |  |  |  |  |  |
| **2025-2026学年度第一学期双语/全外语教学申请审批表** | | | | | | | | |
| 学院 |  | 教师  姓名 |  | 性别 |  | | 出生日期 |  |
| 技术职称 |  | | 最高学历 及专业 |  | | | 最高学位 及专业 |  |
| 教学对象 |  | | 授课人数 |  | | | 开课学期 | 2025-2026学年度第一学期 |
| 课程名称 （中英文） |  | | | 外语语种 |  | 双语❏ | 学时学分 |  |
| 全外语❏ |
| 课程类别 | 通识必修课 ❏ 学科基础课❏ 专业核心课❏ 专业选修课❏ 创新创业课❏ 通识选修课❏ | | | | | | | |
| 教材 |  | | | | | | | |
| 开设的教学优势条件 |  | | | | | | | |
| 课程简介 （包括采用双语/全外语教学的必要性和教师的外文水平、进修经历、本课程授课经历等） |  | | | | | | | |
| 教研室 意见 | 教研室主任签名： | | | | | | | |
| 年 月 日 | | | | | | | |
| 学院 推荐意见 | 负责人签名： 学院盖章 | | | | | | | |
| 年 月 日 | | | | | | | |
| 教务处 审批意见 | 负责人签名： | | | | | | | |
| 年 月 日 | | | | | | | |
| 注：1.对第一次进行双语教学的教师，教研室应组织说课，经同行认可后方可推荐。 | | | | | | | | |
| 2.本表一式两份，一份交教务处教学科存档，一份由开课学院留存。 | | | | | | | | |

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| 附件1-8 | |  |  |  |  |  |  |  |  |  |  |  |
| **申请使用机房课程清单** (2025-2026学年度第一学期) | | | | | | | | | | | | |
| **学院** | **课程号** | **课程名** | **班级信息** | **班级人数** | **总学时** | **人培方案要求安排实验学时数** | **实际需求实验学时数** | **上机 起止周** | **上机 周学时** | **任课 教师** | **备注** | **审核结果** |
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| 注： 1.需指定特定机房的院系专业课请在 “备注”栏填写具体的机房号。 2.如“实际需求实验学时数”与“人才培养方案要求安排实验学时数”不相符合，须由任课教师提出申请，并在“备注”栏注明“特殊申请”。 | | | | | | | | | | | | |
| **填表人（签名）：** | | |  |  | **学院盖章** | | |  |  |  |  |  |