**xm**

**实习实训情况记载簿**

（ ～ 学年 第 学期）

课程代码： 课程名称：

课程学分： 实习（训）起止时间：

课程类别： 学生班级：

任课教师： 所在学院：

**说 明**

1. 本记载簿作为教师教学必备和应完成的教学文件之一，必须按照各项要求，认真逐项填写。

2. 实习实训包括课程实习（设计）、认识实习、生产实习和毕业实习。

3. 实习实训期间各项工作必须按照《大连海洋大学实习教学管理规定》和《大连海洋大学实习安全管理办法》的相关规定执行。

4. 各记录栏均可加附页，电子文件可从教务处网站下载。

**一、实习实训准备工作**

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| 准备工作（实习动员、业务准备、组织落实、纪律、学风要求等） |

填写说明：本页用于记载实习实训各项准备工作，可加附页。

**二、实习实训主要阶段内容安排**

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| 序号 | 主要阶段 | 主要内容 | 时间 | 备注 |
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|  |  |  | 第 周-第 周  共 天 |  |
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|  |  |  | 第 周-第 周  共 天 |  |
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| 其它需要说明的问题: | | | | |

**三、实习实训出勤记录**

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| **学号** | **日期**  **姓名** | **学生出勤情况** | | | | | | | | | | | | | | |
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出勤√ 公假十 病假**○** 事假**△** 旷课**×**  迟到#

**四、平时成绩记录及成绩核算**

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**五、教学记事**

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| （实习实训指导情况、讨论、教学改革、学生学习状况及安全管理等） |

**六、教学总结**

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| （分析学生在实习实训中存在的优缺点；算出全班平均分，找出原因；提出今后做好实习实训的建议，包括对相应的课程的建议） |