**重庆城市职业学院**

**顶岗实习教师工作记录本**

**（供辅导员/指导教师使用）**

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| **姓 名** |  |
| **所属院系** |  |
| **指导班级** |  |

**教学工作部印制**

**学生顶岗实习信息简表**

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| **序号** | **姓名** | **实习单位** | **单位落实方式** | | | **单位地点** | | **备注** |
| **就业** | **院系** | **自主** | **省** | **市** |
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| **序号** | **姓名** | **实习单位** | **单位落实方式** | | | **单位地点** | | **备注** |
| **就业** | **院系** | **自主** | **省** | **市** |
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填写说明：单位落实方式中就业指已签就业协议并到就业单位去顶岗实习；院系指还未找到就业单位，通过二级院系落实顶岗实习单位；自主是指学生自己落实顶岗实习单位。在相应的表格打钩即可，如在实习期间有变动，在此表中反映出来。

**准备工作记录**

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| **资料准备情况记录** | 请列出资料清单，并妥善保存资料，以方便日后整理归档（如纸张不够，可以附页） |
| **动员会纪要** | 请务必详细记载学生离校之前，您对学生进行了哪些教育（培训会上要有学生签字表），提出了哪些要求、提醒和告诫（如纸张不够，可以附页）  **学生代表签字**  年 月 日 |
| **备注** |  |

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| 学生实习及指导情况： | | |
| 其他情况记录： | | |
| 时间 | 年 月 日- 月 日 | 备注：1.请各系自行留存对学生的指导记录，特别是安全和纪律方面和毕业设计、实习情况。并请关注学生的课程合格情况和学籍情况。  2.周工作记录以“周”为单位进行填写。 |

**顶岗实习工作总结**

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| （可以打印后粘贴于此，如页面不够请附页） |
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| 教师（签字）： |
| 年 月 日 |
| 二级院系领导审阅  二级院系（签字/盖章）：  年 月 日 |