厦门海洋职业技术学院

**学生社团指导教师日常工作登记表**

**/ 学年第 学期**

**挂靠部门：**

**社团名称：**

**指导老师：**

**填写说明**

1. 表中各项内容必须如实填写；
2. 每次指导应按学期计划进行；
3. 每次指导应认真考勤，如实登记学生出勤情况；
4. 每次指导活动应在社团活动管理登记平台上按要求申报和记录；
5. 此表作为社团年审材料之一，应妥善保管，年审中交团委保存。

学生社团活动管理登记平台

网址：

二维码：

**指导情况及学生考勤记录**

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| **周次** | **日期** | **星期** | **节次** | **教学内容** | **电子记录凭证（含考勤）** |
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| 符号说明 缺席 迟到 √ 早退： 病、事假：  学生迟到、早退15分钟以上均按旷课登记，迟到、早退15分钟以内的每三次记旷课一学时。 | | | | | |

**指导情况及学生考勤记录**

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| **周次** | **日期** | **星期** | **节次** | **教学内容** | **电子记录凭证（含考勤）** |
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活动记录及考核登记表

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| 成绩 | 日期 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 考勤  统计 | 平时 | 期末 | 总评 |
|  | 内容 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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注：学生一学期缺勤的学时达到社团学期活动总学时三分之一者，视为自动退出社团，考核不合格，不得学分积点。

辅 导、答 疑 记 事

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