机电院2018级本科生副班导师

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2018年7月

**班导师日常教育管理工作的“五个1”规范**

**（试行）**

1.每周进班级或进寝室、进课堂1次；

2.平均每周与重点关心学生谈话1次；

3.每周批阅班级日志1次；

4.每月主持开展班级活动、召开班级讲评会、开展安全教育及主体班会1次；

5.每学期至少与每位学生交流谈话1次。

**答疑解惑情况记录表**

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| 时间 | 地点 | 学生姓名 | 问题 | 解答情况 |
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**学风建设情况记录表**

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**学风建设情况记录表**

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**进寝室情况登记表**

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**学年末汇总统计**

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| 项目 | 累计开展次数 |
| 答疑解惑 |  |
| 学风建设 |  |
| 进寝室 |  |
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此表于2019年6月自行统计后把整个工作记录本交至机电楼B202办公室。