**附件1：**

**常州大学怀德学院外语系语音室课表**

- - 学期

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 教室 | 周次 | 节次 | 周一 | | 周二 | | 周三 | | 周四 | | 周五 | |
| 班级 | 教师 | 班级 | 教师 | 班级 | 教师 | 班级 | 教师 | 班级 | 教师 |
| B  座  （数字/多媒体） | 单周 | 1-2节 |  |  |  |  |  |  |  |  |  |  |
| 3-4节 |  |  |  |  |  |  |  |  |  |  |
| 4-5节 |  |  |  |  |  |  |  |  |  |  |
| 6-7节 |  |  |  |  |  |  |  |  |  |  |
| 8-9节 |  |  |  |  |  |  |  |  |  |  |
| 双周 | 1-2节 |  |  |  |  |  |  |  |  |  |  |
| 3-4节 |  |  |  |  |  |  |  |  |  |  |
| 4-5节 |  |  |  |  |  |  |  |  |  |  |
| 6-7节 |  |  |  |  |  |  |  |  |  |  |
| 8-9节 |  |  |  |  |  |  |  |  |  |  |

**备注：****本表一式三份，语音室管理员，系（部）任课教师，系（部）教务秘书各留存一份。**

**附件2：**

**常州大学怀德外语系语音室班级座次表**

系(部): 专业班级: 语音室: 学期: 任课教师: 上课时间: — 周 (单/双),星期 ， - 节

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A10 |  | B10 |  | C10 |  | D10 |  | E10 |  | F10 |  | G10 |  | H10 |  | I10 |  | J10 |  |
| A9 |  | B9 |  | C9 |  | D9 |  | E9 |  | F9 |  | G9 |  | H9 |  | I9 |  | J9 |  |
| A8 |  | B8 |  | C8 |  | D8 |  | E8 |  | F8 |  | G8 |  | H8 |  | I8 |  | J8 |  |
| A7 |  | B7 |  | C7 |  | D7 |  | E7 |  | F7 |  | G7 |  | H7 |  | I7 |  | J7 |  |
| A6 |  | B6 |  | C6 |  | D6 |  | E6 |  | F6 |  | G6 |  | H6 |  | I6 |  | J6 |  |
| A5 |  | B5 |  | C5 |  | D5 |  | E5 |  | F5 |  | G5 |  | H5 |  | I5 |  | J5 |  |
| A4 |  | B4 |  | C4 |  | D4 |  | E4 |  | F4 |  | G4 |  | H4 |  | I4 |  | J4 |  |
| A3 |  | B3 |  | C3 |  | D3 |  | E3 |  | F3 |  | G3 |  | H3 |  | I3 |  | J3 |  |
| A2 |  | B2 |  | C2 |  | D2 |  | E2 |  | F2 |  | G2 |  | H2 |  | I2 |  | J2 |  |
| A1 |  | B1 |  | C1 |  | D1 |  | E1 |  | F1 |  | G1 |  | H1 |  | I1 |  | J1 |  |

**备注：本表一式二份，一份送语音室管理员，一份系（部）任课教师留存。**

**附件3：**

**常州大学怀德学院外语系语音室使用记录表**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 学期 | 日期 | 地点 | 授课班级 | 任课教师 | 设备异常、丢失 | 语音室管理员反馈 | 备注 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**备注：本表每个语音室一份（任课教师课后及时填写，管理员及时反馈签字），学期结束后管理员收齐系部存档。（管理员联系方式：18752695509）**

**附件4:**

**常州大学怀德学院外语系语音室维护记录表**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 学期 | 地点 | 日期 | 检查维护保养记录 | 故障原因与维修记录 | 维护维修人员 | 实验室管理员 | 备注 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**备注：本表由系部语音室管理员留存备案。**

常州大学怀德学院办公室 2018年5月11日印发