

Hunan Institute of Engineering Experimental Teaching Management Measures

Academic Affairs Office No. 39 (2018)

In order to strengthen the management of experimental teaching, standardize the process of experimental teaching, improve the quality of experimental teaching, combined with the actual situation of our school According to the situation, this management method is formulated.

1. Experimental teaching management system

(1) Experimental teaching shall be conducted under the unified leadership of the principal in charge of teaching.

(2) The two-level management system of school and college shall be implemented in experimental teaching. The Academic Affairs Office is responsible for the inspection of the experimental teaching work of the whole school Check and assess. Each college is responsible for coordinating the theoretical teaching and experimental teaching, the relationship between teachers and experimental personnel, the arrangement and implementation of experimental teaching plans, and is responsible for the inspection and assessment of experimental teaching undertaken.

(3) Each laboratory is responsible for undertaking specific experimental teaching tasks and shall ensure the completion of experimental teaching tasks.

2. Experimental teaching management requirements

(1) According to the different nature of the courses stipulated in the talent training plan, the experimental courses are divided into general education basic experiment and subject based Basic experiment and specialized experiment.

(2) Each experiment should have experimental teaching instructions; The experiment course that opens the course separately should have the experiment teaching syllabus and the actual check the teaching instructions.

(3) The process of experimental teaching should generally be connected with the corresponding theoretical courses.

(4) For the courses with more experimental projects, more class hours or more strong connection of experimental projects, experimental courses can be set up separately, and Incorporate into the teaching plan. The teaching and research Office shall put forward

the application and the course commencement plan, which shall be reviewed by the school and submitted to the Academic Affairs Office for approval.

(5) If the teaching experiment project required in the teaching plan cannot be opened on campus, it is necessary to go to the off-campus unit to do the experiment. The relevant laboratory shall contact and report to the Management Section of the Academic Affairs Office for approval before implementation.

(6) The teacher of theory course should submit the experimental project and experimental time of this semester to the college in the first week, and then forward it to the laboratory Lab. The laboratory arranges the weekly schedule of the experimental course in this semester according to the experimental class, fills in the "Experimental Teaching Teaching Schedule" as required, and submits it to the Teaching Office after the second week. For the experimental course with separate courses, the "Experimental Teaching Teaching Schedule" shall be submitted to the college within the first week and then uniformly submitted to the Academic Affairs Office.

(7) Teachers should prepare the lesson carefully and write the teaching plan of the experiment course. Before the experiment, the teacher and the laboratory staff should check the experiment instrument. The integrity of the apparatus and equipment. The first experiment in the semester should be done in advance, and the experimental data results and equipment performance should be done. Have a clear idea to avoid temporary mistakes. It is strictly required that students do a good preparation for the experiment and check it before the experiment begins.

(8) Before students take the experiment class for the first time, the instructor should carefully preach the "Hunan Institute of Engineering Student Experiment Rules". And relevant rules and regulations, and conduct experiment discipline and safety education for students.

(9) At the beginning of the experiment, the instructor should explain the experiment purpose, content, requirements, operation safety and other experimental requirements.

(10) During the experiment, the instructor should tour to guide, find problems and solve them in time. It is required to refer to the method Guidance, can not be done for students. Students should do it themselves, and instructors should check and supervise.

(11) At the end of the experiment, the instructor should check the students' experiment records, check and accept the instruments and equipment. The causes of the current problems should be identified in time and dealt with in accordance with relevant regulations. At the same time, the instructor should fill in the "Laboratory Work Manual" as required, and the Academic Affairs Office will take this as the basis for checking and evaluating the experimental teaching and accounting the workload.

(12). Students must complete the experiment report independently, and the instructor should correct all the experiment reports and record the results. Every those who do not write the experiment report or plagiarize others' experiment report for no reason will be punished with failing the experiment. If the experimental course

offered separately fails in the assessment, it shall be dealt with according to the Regulations on the Management of student Status of Hunan Institute of Engineering.

(13).The experimental course should be checked in and the student sign-in system should be implemented. Do experimenter without reason, to truancy, the the experiment counts zero points. Students who miss the experiment due to special reasons must apply for making up the experiment. Advocate and encourage teachers to boldly reform experimental teaching methods, so that experimental teaching from demonstration, verification step by step to design, comprehensive, optional, open transition.

3. experimental course performance assessment

Experimental course performance assessment adopts the percentage system or excellent, good, medium, pass, fail five points system.

(1) The scores of separate experimental courses are assessed as follows: the usual scores account for 60% of the total scores, and the final exam scores Account for 40% of the total score. The usual scores are evaluated according to the five aspects of preview, questioning, experimental operation, experimental attitude and experimental report. The form of the final exam can be divided into two kinds of theory and operation, the specific operation can choose a single or two and use the way. The theoretical examination can be carried out by written test or oral test, or it can be combined. But no matter which form, the test content of experimental skills is not less than 50%.

(2) The score of the experimental course attached to the theoretical course shall be scored according to the proportion between the experimental course and the theoretical period, but the minimum is no if it is less than 15%, there will be no final exam, and the score of the experiment part will be based on the usual score.

(3) Students who are short of one third of the experimental project are not allowed to participate in the final exam of the corresponding theoretical or experimental course. The course must be retaken.

4. Other regulations

(1) Any teacher who has experimental content in the theoretical course must participate in the supervision of the experiment. The teacher of theory course is responsible for guiding the experiment preview, checking the preview, guiding the discussion after class; The experiment teacher is responsible for the preliminary preparation and experiment. Give lectures, sort out the experiment report in the later period, and submit the experiment results. The theory teacher and the experiment teacher shall jointly undertake the practical guidance and the on-site management of the experiment, and fill in the "Laboratory Manual" together.

(2) Each laboratory shall establish experimental teaching technology files, and truthfully fill in the "Experimental Project Card" and "Experimental Situation. Summary form, do a good job in the collection, sorting, reporting and archiving of basic information of experimental teaching.

(3) The laboratory shall strictly abide by the relevant provisions of the "Hunan Institute of Engineering Laboratory Work Regulations", and often treat teachers and students Carry out safety education, conscientiously implement the safety measures of fire prevention, explosion prevention, theft prevention and accident prevention, and effectively protect the personal safety of teachers and students and the safety of the college property.

(4) The laboratory should strengthen the management, timely maintenance of instruments and equipment, improve the integrity rate and utilization rate of instruments and equipment, improve experiment out rate.

5. Supplementary provisions

(1) These Measures shall take effect as of the date below. The original "Hunan Institute of Engineering Experimental Teaching Management Measures (Trial)" (Institute Teaching character (2002) No. 58) repealed at the same time.

(2) The Teaching Affairs Office shall be responsible for the interpretation of these measures.