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| **北京师范大学学生生活指导室**  **总结考核表**  学 部 院 系 名 称  负 责 教 师 姓 名  **北京师范大学党委学生工作部**  **2021年 月 日**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **基本情况** | | | | | | | | | **学部、院系名称** | | |  | | | | | | **负责教师** | | |  | **联系电话** | |  | | | **工作人员（含学生）（总计 人）** | | | | | | | | | **姓名** | **职务** | **身份（老师/学生）** | | | **联系方式** | | **具体分工** | |  |  |  | | |  | |  | |  |  |  | | |  | |  | |  |  |  | | |  | |  | |  |  |  | | |  | |  | |  |  |  | | |  | |  | | **生活指导室地点**  **及场地大小** | | | **\_\_\_\_楼\_\_\_\_办公室；\_\_\_\_平方米；**  **专用（ ）/合用（ ）** | | | | | | **活动开展总体情况（总计 次）** | | | | | | | | |  | | | **活动名称** | | | | **参与学生人数** | | **必选模块** | | |  | | | |  | |  | | | |  | |  | | | |  | |  | | | |  | |  | | | |  | | **可选模块** | | |  | | | |  | |  | | | |  | |  | | | |  | |  | | | |  | |  | | | |  | | **注：如表格行数不够，可自行添加。** | | | | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **管理及条件保障** | 组织保障 | 从学部院系参与程度、工作定位、工作完成程度、工作思路和计划等方面总结。 | | | |  | | | | 制度建设 | 从人员选聘制度、值班制度、活动开展相关制度等方面总结。 | | | |  | | | | 队伍建设 | 从人员配备结构与分工、专业素养、服务意识等方面总结。 | | | |  | | | | 经费投入 | 从经费分配结构、使用规范等方面进行总结。 | | | |  | | | | 设施与平台建设 | 从空间安排、设备布置、硬件维护、资料整理等方面进行总结。 | | | |  | | | | **活动成果汇报** | 必选模块  （包括《北京师范大学学生生活指导室建设方案》中的心理健康模块和生涯规划模块，从活动目标、主题设置、内容丰富度、专业特色、活动前期宣传、活动开展与组织、活动后期反馈、活动效果等方面总结。） | | | | |  | | | | | 可选模块  （包括《北京师范大学学生生活指导室建设方案》中的防疫健康模块、体育运动模块、手工实践模块等，从活动目标、主题设置、内容丰富度、专业特色、活动前期宣传、活动开展与组织、活动后期反馈、活动效果等方面总结。） | | | | |  | | | | | **工作特色、亮点和创新点** |  | | | | | **学部院系意见** | 学部院系学生工作负责人签字  （盖章）：  年 月 日 | | **学**  **校**  **意**  **见** | 年 月 日 | |