**学业辅导室建设基本数据统计表**

**（2020年版）**

**学部院系(签章)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 学业辅导室负责人 | | | 姓名 | | |  | | | | | 职务 | | | | |  | | | | |
| 联系电话 | | |  | | | | | 邮箱地址 | | | | |  | | | | |
| **硬件建设** | | | | | | | | | | | | | | | | | | | | |
| **办公空间及设备** | | | 场地大小 | | 平米 | | | 地址 | | | |  | | | | 功能设置 | | | | 专用/合用 |
| 电脑 | | 有□ 没有□ | | | 电话 | | | | 有□ 没有□ | | | | 桌椅 | | | | 套 |
| 书柜 | | 有□ 没有□ | | | 图书 | | | | 册　没有□ | | | |  | | | |  |
| **队伍建设** | | | | | | | | | | | | | | | | | | | | |
| （参与学业辅导室工作的人员构成情况，包括学部院系党政领导（含副书记和学工负责人）、辅导员、班主任、专业教师和导师等，需按照身份类别提供人员名单）  党政领导（ 人）；辅导员/班主任（ 人）；专业教师/导师（ 人）；其他人员（ 人）。 | | | | | | | | | | | | | | | | | | | | |
| 工作团队 | | | | | | | | | | | | | | | | | | | | |
| 姓名 | 职务 | | 身份（教师/学生） | | | | | | | | 联系方式 | | | 工作分工 | | | | | | |
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| 导师团队 | | | | | | | | | | | | | | | | | | | | |
| 姓名 | 职务／  职称 | | 身份（教师/学生/校友） | | | | | | | | 参与学业  辅导形式 | | | 辅导内容 | | | | 辅导时间／次数 | | |
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| **组织协调** | | | | | | | | | | | | | | | | | | | | |
| 治学修身活动 | 治学修身学术沙龙\_\_\_\_次，共计参与\_\_\_\_人；  其他学术讲座\_\_\_\_次，共计参与\_\_\_\_人。 | | | | | | | | | | | | | | | | | | | |
| **活动开展情况** | | | | | | | | | | | | | | | | | | | | |
| **日常工作开展情况** | 学业辅导室开放时间 | | 接待来访人次 | | | | | | | 来访原因 | | | | | | | | | | |
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| **专项活动开展情况** | 时间 | | | 活动主题 | | | | | | | | | | | 活动形式 | | | | | 参与人数 |
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| **学困生帮辅档案建立情况** | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | 建档时间 | | | | | 学业困难原因 | | 开展辅导形式 | | | | 开展辅导次数 | | | | | | 辅导效果 | |
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| **网络平台** | | | | | | | | | | | | | | | | | | | | |
| 微信公众号  名称 | | 平台类型  （独立公众号/学辅栏目） | | | | | 关注人数 | | 推送学业辅导文章数量 | | | | 单篇推送最高点击量 | | | | | | 学业辅导推送累计点击量 | |
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| **经费投入情况** | | | | | | | | | | | | | | | | | | | | |
| 学校支持经费 | | | | | | 元 | | | | 学部院系配套经费 | | | | | | | 元 | | | |
| 经费用途说明 | | | | | | 基础建设\_\_\_\_元；活动开展\_\_\_\_元；其它\_\_\_\_元。 | | | | | | | | | | | | | | |
| 填报承诺 | | | | | | 我承诺以上信息真实有效。  填报人：  年 月 日 | | | | | | | | | | | | | | |
| 学部院系意见 | | | | | | 负责人签字（盖章）：  年 月 日 | | | | | | | | | | | | | | |

注：统计时间按照学年计算。