**附件3:**



本科生导师工作手册

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| --- | --- |
| 导师姓名 |  |
| 职 称 |  |
| 所属学院 |  |
| 学生入学年份 |  |

 年 月

**指导学生汇总表**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **序号** | **姓名** | **学号** | **性别** | **专业** | **班级** | **备注** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |
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**工作记录**

|  |  |  |  |
| --- | --- | --- | --- |
| 时间 |  | 地点 |  |
| 学生签名 |  |
| 主题 |  |
| 过程记录 |   |
| 小结 |  |