附件1

# 山东省五年制高等职业教育 专业点设置申报表

学校名称 （高职院校）

（中职学校）

专业名称 专业代码 （高职院校）

专业代码 （中职学校）

联 系 人 姓名 电话 （高职院校）

电子信箱 （高职院校）

姓名 电话 （中职学校）

电子信箱 （中职学校）

申报时间

山东省教育厅 印制

有关说明

一、申报五年一贯制和“三二”连读专业均须填写此表。申报学校须在封面加盖公章。

二、中等职业学校与高等职业院校联合举办“三二”连读专业应如实填写表格中全部内容；高等职业院校举办五年一贯制专业，应如实填写中职学校及专业基本情况以外的全部内容。可加页。

三、每个申报专业点分别填写，与其他资料合并成册，左侧骑缝装订，软皮平装，一式1份（申报表的封面即为首页，不需再设置其他封面）。装订顺序：（1）山东省五年制高等职业教育专业点设置申报表；（2）专业人才培养方案；（3）联合办学协议。

四、申请举办“三二”连读的中等职业学校、举办五年一贯制的高等职业院校，均统一报学校驻地市级教育行政部门审核，由各市教育局统一报送我厅。

五、相关事项说明：

1.“专任专业教师”是指具有本校编制，主要从事专业理论和专业实践教学的人员；“兼职教师”是指学校按照专业课教学或师资培训、项目指导等工作任务，正式聘任并在每学期承担不少于30学时教学任务的行业企业技术专家、能工巧匠。

2.“专业图书”包括纸质图书、专业期刊、视听资料、电子图书、电子期刊等，纸质图书复本以不超过3本计入图书总量；电子图书每种计1册；电子期刊每种每年计1册。

3.“竞赛”包括参加教育行政部门组织的职业院校技能大赛、创新大赛、课堂教学、教学基本功、信息化教学大赛和特别注明的行业领域比赛。

4.“实验实训开出率”为实际开出的实验实训项目数与人才培养方案或教学计划规定开出的实验实训项目数之比。

5.“实验实训室利用率”为学期内各实验实训室实际使用课时总和与各实验实训室完全使用课时总和之比。各实验实训室完全使用课时为每学期教学周数×20课时×实验实训室个数。

6.“现有主要设备”为单价3000元以上的实验实训设备。

一、学校基本情况

1．高等职业院校填写

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| 学校名称 | | |  | | | | | | | | |
| 详细地址 | | |  | | | | | | | | |
| 学校主管部门 | | |  | | | | | | | | |
| 学校主要负责人 | | |  | | | 联系电话 |  | | 邮政编码 |  | |
| 教务处负责人 | | |  | | | 联系电话 |  | | 手 机 |  | |
| 学校占地面积（亩） | | | | | |  | 建筑面积（米2） | | | |  |
| 教职工总数 | | | | | |  | 其中：专任教师数 | | | |  |
| 大学本科学历达标率% | | | | | |  | 硕士学位以上比例% | | | |  |
| 副高级以上职称教师数 | | | | | |  | 获得技师以上职业资格证书或非教师系列中级以上职称、执业资格的教师 总数 | | | |  |
| 在校生人数（全日制各类别、层次） | | | | | |  | 上学年招生数（全日制各类别、层次） | | | |  |
| 实验实训设备（万元） | | | | | |  | 生均实验实训设备值（元） | | | |  |
| 图书（册） | |  | | | 生均图书（册） | |  | 学校设置专业总数(个) | | |  |
| 学校  设置  主要  专业  情况 | 序号 | 学制 | | 专业名称 | | | 专业专任教师数 | | 实验实训设备价值 | | 在校生数 |
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2．中等职业学校填写

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| 学校名称 | | |  | | | | | | | | | |
| 详细地址 | | |  | | | | | | | | | |
| 学校主管部门 | | |  | | | | | | | | | |
| 学校主要负责人 | | |  | | | 联系电话 |  | | 邮政编码 | |  | |
| 教务处负责人 | | |  | | | 联系电话 |  | | 手 机 | |  | |
| 学校占地面积（亩） | | | | | |  | 建筑面积（米2） | | | | |  |
| 教职工总数 | | | | | |  | 其中：专任教师数 | | | | |  |
| 大学本科学历达标率% | | | | | |  | 获硕士学位以上比例% | | | | |  |
| 副高级以上职称教师数 | | | | | |  | 获得技师以上职业资格证书或非教师系列中级以上职称、执业资格的教师总数 | | | | |  |
| 在校生人数（全日制各类别、层次） | | | | | |  | 上学年招生数（全日制各类别、层次） | | | | |  |
| 实训设备（万元） | | | | | |  | 生均实训设备值（元） | | | | |  |
| 图书（册） | |  | | | 生均图书（册） | |  | 学校设置专业总数（个） | | | |  |
| 学校  设置  主要  专业  情况 | 序号 | 学制 | | 专业名称 | | | 专业专任教师数 | | | 实训设备价值 | | 在校生数 |
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二、拟设置五年制高等职业教育专业基本情况

1．高等职业院校填写

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| 高等职业教育专业名称 | |  | | | | | | | | 专业代码 | | | |  | | | | 设置时间 | |  | |
| 本专业负责人 | | 姓名 | |  | | | | 性别 | |  | | | | 出生年月 | | | |  | | | |
| 学历 | |  | | | | 学位 | |  | | | | 专业技术职务 | | | |  | | | |
| 联系电话 | | | |  | | | | 手 机 | | | |  | | | | | | | |
| 本专业近三年招生数  （全日制各类别、层次） | | | | | 年 | | | 人 | | | | 年 | | | 人 | | | 年 | | 人 | |
| （一）本专业教学条件 | | | | | | | | | | | | | | | | | | | | | |
| 本专业专任教师数 | | |  | | | | 高级职称专业专任教师数 | | | | | | |  | | | 兼职教师数 | | | |  |
| 本专业技师以上职业资格或非教师系列中级以上职称、执业资格的“双师型”专业教师数 | | | | | | | | | | |  | | | 本专业图书（册） | | | | | | |  |
| 本专业实验实训设备总值（万元） | | | | | | | | | | |  | | | 本专业实验实训室个数（个） | | | | | | |  |
| （二）本专业近三年教师竞赛情况 | | | | | | | | | | | | | | | | | | | | | |
| 竞赛时间 | 竞赛名称 | | | | | | | | 竞赛级别 | | | | 获奖等级 | | | 获奖人数 | | | 主办单位 | | |
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| （三）本专业近三年学生竞赛情况 | | | | | | |
| 竞赛时间 | 竞赛名称 | | 竞赛级别 | 获奖等级 | 获奖人数 | 主办单位 |
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| （四）本专业稳定的校外实践教学基地情况 | | | | | | |
| 单 位 名 称 | | 有否  协议 | 承担的教学任务 | | | 每次接受人数 |
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| （五）本专业专任教师基本情况 | | | | | | | |
| 序号 | 姓名 | 性别 | 年龄 | 专业技术职务 | 毕业学校及专业 | 获得学位或学历 | 技师以上职业资格或非教师系列中级以上职称、执业资格名称 |
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| （六）本专业实验、实训室情况 | | | | | | | |
| 序号 | 实验实训室名称 | 现有建  筑面积  （㎡） | 现有设  备价值  (万元) | 现有主要设备 | | | 主要实训项目 |
| 名 称 | 单价  (万元) | 台套数 |
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| 实验实训项目开出率 | | |  | | | | |
| 实验实训室利用率 | | |  | | | | |

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| （七）本专业三年制高等职业教育主要课程 | | | | | | |
| 序号 | 课 程 名 称 | 开课  学期 | 学分 | 理论  学时 | 实践  学时 | 备 注 |
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2．中等职业学校填写

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| 中等职业教育专业名称 | |  | | | | | | | | 专业代码 | | | |  | | | | 设置时间 | |  | |
| 本专业负责人 | | 姓名 | |  | | | | 性别 | |  | | | | 出生年月 | | | |  | | | |
| 学历 | |  | | | | 学位 | |  | | | | 专业技术职务 | | | |  | | | |
| 联系电话 | | | |  | | | | 手 机 | | | |  | | | | | | | |
| 本专业近三年招生数（全日制各类别、层次） | | | | | 年 | | | 人 | | | | 年 | | | 人 | | | 年 | | 人 | |
| （一）本专业教学条件 | | | | | | | | | | | | | | | | | | | | | |
| 本专业专任教师数 | | |  | | | | 高级职称专业专任教师数 | | | | | | |  | | | 兼职教师数 | | | |  |
| 本专业技师以上职业资格或非教师系列中级以上职称、执业资格的“双师型”专业教师数 | | | | | | | | | | |  | | | 专业图书（册） | | | | | | |  |
| 本专业实验实训设备总值（万元） | | | | | | | | | | |  | | | 本专业实验实训室个数（个） | | | | | | |  |
| （二）本专业近三年教师竞赛情况 | | | | | | | | | | | | | | | | | | | | | |
| 竞赛时间 | 竞赛名称 | | | | | | | | 竞赛级别 | | | | 获奖等级 | | | 获奖人数 | | | 主办单位 | | |
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| （三）本专业近三年学生竞赛情况 | | | | | | | |
| 竞赛时间 | 竞赛名称 | | 竞赛级别 | 获奖等级 | 获奖  人数 | 主办单位 | |
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| （四）本专业稳定的校外实践教学基地情况 | | | | | | | |
| 单 位 名 称 | | 有否  协议 | 承担的教学任务 | | | | 每次接受  人数 |
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| （五）本专业专任教师基本情况 | | | | | | | | | | | | | | |
| 序号 | 姓名 | | 性别 | | 年龄 | 专业技术职务 | | 毕业学校及专业 | | | 获得学位或学历 | | 技师以上职业资格或非教师系列中级以上职称、执业资格名 称 | |
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| （六）本专业实验实训室情况 | | | | | | | | | | | | | |
| 序号 | | 实验实训室名称 | | 现有建  筑面积  （㎡） | | | 现有设  备价值  (万元) | | 现有主要设备 | | | 主要实训项目 | |
| 名 称 | 单价  (万元) | 台套数 |
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| 实验实训项目开出率 | | | | | | |  | | | | | | |
| 实验实训室利用率 | | | | | | |  | | | | | | |

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| （七）本专业三年制中等职业教育主要课程 | | | | | | |
| 序号 | 课 程 名 称 | 开课  学期 | 学分 | 理论  学时 | 实践  学时 | 备 注 |
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三、五年制高等职业教育专业设置的必要性和可行性分析

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| 1．专业设置的必要性分析 |
| 2．专业设置的可行性分析 |
| 3．本专业每年最大招生规模: 人 |

四、五年制高等职业教育专业的培养目标、培养规格、职业岗位

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| --- |
| 1．专业培养目标 |
| 2．培养规格（包括：知识结构、能力结构、素质结构） |
| 3．相适应的职业岗位： |

五、五年制高等职业教育专业建设的目标、思路和措施

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| --- |
| 1．专业建设的整体目标 |
| 2．人才培养方案和思路 |
| 3．师资队伍建设规划、思路和措施（突出双师型教师和专业带头人的培养） |

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| 4．教学改革的目标、思路与措施（突出实践性教学环节） |
| 5．教学设施建设（实验、实习、实训基地建设，图书资料等）目标、思路和措施 |
| 6．教学管理（包括合作办学、联合办学）目标、思路与措施 |
| 7．专业建设经费投入计划（今后五年） |

六、五年制高等职业教育专业的主要课程设置

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| 序号 | 课 程 名 称 | 开课  学期 | 学分 | 理论  学时 | 实践  学时 | 备 注 |
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七、申报五年制学前教育专业情况表

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| 办学基础 | （学前教育专业办学经历） | |
| 附属学校（幼儿园）设置情况 |  | |
| 该专业校内实训场所建设及规划情况 | （如学前教育：学前儿童语言教育实训室、学前儿童社会教育实训室、学前儿童健康教育实训室、儿童科学活动观察实训室、学前儿童音乐教育实训室、儿童行为观察实训室、婴幼儿卫生保健室、幼儿园游戏与教学实训室、美术（手工）制作实训室、形体教室、数码钢琴室、微格教室、奥尔夫音乐教育实训室、蒙台梭利教室、幼儿园模拟教室等功能性教室等） | |
| 该专业  经费保障情况 |  | |
| 拟开展的指导工作 | 指导院校名称 |  |
| （指导工作的初步规划、举措） | |
| （拟申请举办五年制学前教育专业的职业院校，须联系确定指导院校，指导院校应为师范类本科或专科院校。专业审批后3个月内，须将《指导院校专业建设建议书》、《指导院校专业建设协议书》报送教师工作主管处室） | |

备注：申报五年制学前教育专业的学校须填写该表。可另加附页。

八、市级教育行政部门组织专家论证及审核意见

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| 1．专家论证意见 | | | | | |
| 2．论证  投票结果 | 同意: 人 | 弃权： 人 | 反对： 人 | 建议每年  招生人数 | 人 |
| 专家姓名 | 工作单位及业务领域 | | | 职务或职称 | 签 名 |
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| 3．市级教育行政部门意见  （市级教育行政部门公章）  年 月 日 | | | | | |