附件二：

建

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总

结

支

撑

材

料

辅导员工作室

2025年 月 日

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一、制度文件汇编

内容要求：

1. 工作室章程、考核管理办法等制度文件扫描件（PDF格式）；

2. 建设规划阶段性目标完成清单（表格形式）；

3. 场地建设与设备配置验收报告。

二、队伍建设证明材料

内容要求：

1. 成员培训记录（含时间、主题、参与人数）；

2. 资质证书复印件（如心理咨询师、职业指导师）；

3. 团队获奖证书及表彰文件或证书复印件（校级以上）；

4. 辐射带动活动照片及活动说明。

三、科研成果与荣誉证书

内容要求：

1. 课题立项通知书及结题报告（扫描件）；

2. 发表论文首页（标注期刊名称、刊号）及论文内容；

3. 网络文化成果链接及传播数据截图；

4. 获奖证书扫描件（按国家级→省级→校级按照获奖时间顺序排序）。

四、学生服务案例集

内容要求：

1. 服务活动记录（含时间、类型、覆盖人数）；

2. 学生满意度及分析报告；

3. 典型案例文字描述（匿名处理）；

4. 活动照片（附时间地点说明）。

五、经验推广活动记录

内容要求：

1. 学术会议邀请函及发言稿；

2. 媒体报道截图（注明媒体名称、日期）；

3. 合作单位协议扫描件；

4. 融媒体平台运营数据（粉丝量、阅读量）。

六、其他补充材料

备注：所有扫描件需清晰可辨，关键信息（如公章、签名）不得缺失。

格式要求：

标题：方正小标宋简体，二号字，居中，段前段后各1行

一级标题：黑体，三号字，首行缩进2字符，段前段后各0.5行

二级标题：楷体\_GB2312，三号字，首行缩进2字符，段前段后各0.3行

正文：仿宋\_GB2312，小四号字，首行缩进2字符，行距固定值22磅

页面设置要求：

A4纸张，页边距上3.7cm、下3.5cm、左2.8cm、右2.6cm

页码：Times New Roman，小四号，居中，格式"－1－"

装订：左侧两钉，距边沿1cm