

تاریخ: ...................................

شماره..................................... پیوست:. ................................

دانشکده صدا و سیما ­- قم

معاونت آموزش و پژوهش

فرم شماره 2

دفترچه کارآموزی

دانشکده صدا و سیما - قم

مشخصات دانشجو

نام و نام خانوادگی: ............................................................

شماره دانشجویی: ...............................................................

دوره: ...................................................................................

سال تحصیلی: ....................................................................

مهر مرکز/ سازمان/ موسسه محل کارآموزی:

بسمه تعالی تاریخ: ...................................

شماره....................................

پیوست:. ................................

دانشگاه صدا و سیما – قم

**فرم ارزیابی کار آموزی**

**معاونت آموزش و پژوهش**

مشخصات کارآموز

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| نام و نام خانوادگی: ......................................................................................................... | شماره دانشجویی: ........................................................................................................ | |
| رشته و دوره: ..................................................................................................................... | تعداد واحدهای گذرانده: .......................................................................................... | |
| نام استاد کارآموزی:........................................................................................................ | نام مرکز محل کارآموزی: ....................................................................................... | |
| نام مدیر محل کارآموزی: ..................................................................................................... .................................................................................................. ...................................... | | |
| 123.jpg  آدرس محل کارآموزی:  .................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................... ......................................................................... ............................. | | |
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این فرم شامل موارد زیر می­شود:

1. گزارش روزانه کارآموز
2. گزارش هفتگی کارآموز
3. انتقادات و پیشنهادات کارآموز جهت بهبود وضعیت کاری محل کارآموزی
4. گزارش نهایی مدیر محل کارآموزی
5. ارزیابی نهایی مدیر محل کارآموزی

نشانی: قم، بلوار محمد امین، دانشکده صدا و سیما – قم، صندوق پستی: 3171/37185

گزارش روزانه کارآموز

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| **تقویـــم دوره** | **عنـــاوین فعـــالیت های روزانه** |
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امضــــاء کارآموز : امضــــاء استاد کارآموزی :

امضــــاء مدیر محل کارآموزی:

گزارش هفتگی کارآموز

از روز. ..........................................مورخ..........................................لغایت روز..........................................مورخ..........................................

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| هفته اول | تأیید استاد کارآموزی: |
| هفته دوم | 123.jpg  تأیید استاد کارآموزی: |
| هفته سوم | تأیید استاد کارآموزی: |
| هفته چهارم | تأیید استاد کارآموزی: |

انتقادات و پیشنهادات کارآموز

کارآموز گرامی، لطفاً انتقادات و پیشنهادات خود را جهت بهبود وضعیت کاری محل کارآموزی مرقوم فرمایید

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 امضــــاء کارآموز : تاریــخ: |

گزارش نهایی استاد کارآموزی

نام ونام خانوادگی استاد کارآموزی: ...........................................................................

تاریخ گزارش از روز........................................مورخ.......................................لغایت روز.......................................مورخ.......................................

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| **ردیف** | **نظر سرپرست کارآموزی** | **عالی**  **(ضریب 4 )** | **خوب**  **(ضریب 3 )** | **متوسط**  **(ضریب 2)** | **ضعیف**  **(ضریب 1 )** | **مردود**  **(ضریب 0 )** |
| 1 | حضور به موقع و رعایت نظم و ترتیب و انضباط کاری |  |  |  |  |  |
| 2 | میزان علاقه به فراگیری |  |  |  |  |  |
| 3 | میزان همکاری با دیگران |  |  |  |  |  |
| 4 | مسئولیت پذیری و پیگیری امور  محوله |  | 123.jpg |  |  |  |
| 5 | کیفیت گزارش های کارآموز |  |  |  |  |  |
| 6 | جمع ضرایب |  |  |  |  |  |

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| **تعداد غیبت­ها:** | **موجه:** | **غیرموجه:** |

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| نظرات استاد کارآموزی در مورد بهبود وضعیت کارآموزی: .......................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................... |

محل امضــــاء استاد کارآموزی:

ارزیابی نهایی عملکرد کارآموزی

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| **نظر مدیر کارآموزی**  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| **نمره نهایی کارآموز**  **نمره به عدد:**................................................................................................ **نمره به حروف:**..............................................................................................  محل **مهر** و **امضــــاء** مدیر کارآموزی: |

**موفق و موید باشید**