

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.jpgآدرس 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.jpgتأیید 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**................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................123.jpg.......................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................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| **نمره نهایی کارآموز** **نمره به عدد:**................................................................................................ **نمره به حروف:**.............................................................................................. محل **مهر** و **امضــــاء** مدیر کارآموزی: |

 **موفق و موید باشید**