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**POWIATOWY ZESPÓŁ SZKÓŁ
 W REDZIE**

DZIENNICZEK

PRAKTYK ZAWODOWYCH

 ul. Łąkowa 38 84-240 Reda

Tel. 58 678 70 80 www.pzsreda.edu.pl e-mail: szkola@zspreda.pl

**INSTRUKCJA PROWADZENIA DZIENNICZKA PRAKTYK ZAWODOWYCH**

1. Dzienniczek praktyk zawodowych stanowi podstawowy dokument zaliczenia praktyki i musi być prowadzony zgodnie z poniższymi ustaleniami.

2. Dzienniczek należy prowadzić bardzo starannie, czytelnie i systematycznie.

3. Uczeń sporządza notatki każdego dnia, a każdy dzienny zapis w dzienniczku powinien być potwierdzony pieczęcią i podpisem osoby, która w danym dniu prowadziła szkolenie.

 4. Dziennik praktyki zawodowej składa się z trzech zasadniczych części, tj.:

a) strony tytułowej,

b) stron środkowych, tj. części głównej dziennika,

c) strony ostatniej.

5. Stronę tytułową praktykant przygotowuje pod kierunkiem zakładowego opiekuna praktyki.

6. Strona pierwsza i druga zawiera informacje/ uwagi o przeprowadzonym szkoleniu z zakresu bhp i ppoż. oraz charakterystykę zakładu, w którym uczeń odbywa praktykę.

7. Na stronie trzeciej uczeń przygotowuje zestawienie ocen cząstkowych uzyskanych podczas odbywania praktyki zawodowej.

8. Strony środkowe przeznaczone są głównie na opis wykonywanych przez ucznia czynności.

9. Począwszy od strony czwartej praktykant prowadzi notatki kolejnych dni praktyki. Notatki powinny obejmować:

- datę ( dzień, miesiąc, rok) i numer kolejnego dnia praktyki,

- temat zgodny z programem praktyki,

- czynności, które podejmował praktykant np. zapoznanie się z zasadami bhp,

- własne spostrzeżenia, notatki, sugestie i uwagi opiekuna praktyk.

11. Strona ostatnia zawiera ocenę z praktyki zawodowej wraz z opinią wystawioną przez zakładowego opiekuna praktyk.

12. W trakcie praktyki uczeń gromadzi udostępniane mu materiały mające związek z realizowaną tematyką, które stanowią załączniki do dziennika praktyki.

13. Po zakończeniu praktyki dzienniczek należy złożyć u zakładowego opiekuna praktyk w celu dokonania wpisu oceny z praktyki zawodowej w dzienniczku na stronie ostatniej.

14. W ciągu pierwszego tygodnia od dnia zakończenia praktyki, uczeń składa dzienniczek praktyk do wicedyrektora ds. kształcenia zawodowego. Wicedyrektor ds. kształcenia zawodowego dokonuje wystawienia oceny końcowej z praktyki zawodowej.

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| **Powiatowy Zespół Szkół w Redzie****ul. Łąkowa 38****84-240 Reda****rok szkolny …………/………….****DZIENNICZEK****PRAKTYK ZAWODOWYCH** Imię i nazwisko praktykanta: ……………………………………………………………Adres zamieszkania: ……………………………………………………………………..Klasa/zawód: …………………………………………………………………………….Miejsce odbywania praktyki (pełny adres, tel.)………………………………………….……………………………………………………………………………………………Opiekun zakładowy praktyki: ……………………………………………………………Data rozpoczęcia praktyki: ………………………………………………………………Data zakończenia praktyki: ………………………………………………………………Wymiar czasowy praktyki: ……………………………………………………………….……………………… ………………………………. (pieczęć szkoły) (pieczęć i podpis zakładowego opiekuna praktyk) |

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| **Nazwa działu** | **Termin realizacji** | **Ocena wystawiona przez zakładowego opiekuna praktyki**  | **Podpis opiekuna praktyki w zakładzie pracy** |
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Miejsce praktyki/dział zakładu pracy: ......................................................................................

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Własne spostrzeżenia, sugestie i uwagi opiekuna praktyk:

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 (podpis zakładowego opiekuna praktyk)

Opinia ucznia o przebiegu praktyki:

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 (podpis zakładowego opiekuna praktyki)

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| Data: .................................................................Pieczątka zakładu pracy**OPINIA**.......................................................................................................................................................................................................................................................................................................................................................................... ..................................................................................................................................................................................................................... ............................................................................................................................................................................................................................... ................................................................................................................................................................................................................................................................................................................................................................Ocena z praktyki zawodowej\*: ……………………………………………… Podpis opiekuna praktyki Podpis kierownika zakładu:w Zakładzie Pracy:.......................................... ............................................ \*) Wypełnia zakładowy opiekun praktykanta Oceny: celujący, bardzo dobry, dobry, dostateczny, dopuszczający, niedostateczny |