**CAIET DE PRACTICĂ**

*O componentă semnificativă a procesului de învățământ o constituie activitatea practică, aceasta fiind desfășurată de studenți, în conformitate cu planul de învățământ, în scopul verificării aplicabilității cunoștințelor teoretice însușite de către aceștia în cadrul programului de instruire.*

*Pe parcursul stagiului de practică, studentul desfășoară activități practice, în vederea consolidării cunoștințelor teoretice și a formării abilităților practice, în concordanță cu programul de studii/specializarea pentru care se instruiește, sub îndrumarea directă a unui tutore din organizația gazdă.*

*Scopul stagiului de practică constă în corelarea și verificarea cunoștințelor teoretice acumulate de către student cu activitatea practică aferentă programului de studii/specializării, ca o primă etapă în procesul prin care studentul se confruntă cu cerințele practice ale domeniului de activitate spre care se va îndrepta după absolvire, în vederea inserției pe piața muncii.*

*Pe parcursul stagiilor de practică, tutorele va asigura studenților atingerea următoarelor obiective generale:*

*• cunoașterea modului de organizare, a competențelor și a activităților derulate în structurile funcționale în care se desfășoară practica;*

*• cunoașterea legislației și a normelor în vigoare care vizează activitatea organizației, pe baza cărora se desfășoară operațiunile specifice.*

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| --- | --- |
| Practicant |  |
| Universitatea | *„Vasile Alecsandri” din Bacău* |
| Facultatea |  |
| Programul de studii/specializarea |  |
| Anul de studii |  |
| Cadrul didactic supervizor |  |
| Organizaţia gazdă |  |
| Tutore |  |
| Perioada stagiului de practică |  |

# ACTIVITATEA PRACTICANTULUI

1. **Descrierea organizației gazdă**

Practicantul are obligația de a realiza o descriere a organizației care găzduiește stagiul de practică, în conformitate cu itemii orientativi indicați mai jos.

***Profilul de activitate, statutul juridic, dimensiunea şi complexitatea activităţii***

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***Prezentarea generală a misiunii, a obiectivelor instituției/firmei/ONG-ului/departamentului unde este efectuat stagiul de practică***

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***Alte aspecte considerate interesante de către student***

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# Activități desfășurate pe perioada stagiului de practică

Practicantul va menționa activitățile desfășurate pe perioada stagiului de practică și echipamentele/instrumentele utilizate în cadrul organizației gazdă.

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1. **Observaţii personale ale studentului (experienţă dobândită, atitudini/valori etc.)**

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# ACTIVITATEA TUTORELUI

**Fişă de monitorizare de către tutore a activităţii de practică a studentului**

**Numele student(ului/ei) ……………………………………..………………….**

**Programul de studii ……………………………….…………………………..**

**Anul de studiu …………………………………**

**Instituţia parteneră (unde se desfăşoară practica) ………………..…………………………..**

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| Nr.  crt. | Săptămâna | Orele de  lucru | Observaţii |
| 1. |  |  |  |
| 2. |  |  |  |
| ….. |  |  |  |
| n. |  |  |  |

Semnătură tutore,.......................................

Pe baza activităţii de monitorizare zilnică a studentului, tutorele evaluează performanța studentului din timpul stagiului de practică.

**Fişă de evaluare de către tutore a activităţii de practică a studentului**

**Numele student(ului/ei)……………………….**

**Programul de studii…………………………………..**

**Anul de studii…………………………………**

**Instituţia parteneră (unde se desfăşoară practica)…………………………..**

Tutorele este rugat să precizeze metodele de evaluare folosite.

………………………………………………………………………………………………

*Metode tradiţionale*: probă scrisă (eseuri, articole, lucrări etc.), probă orală, probă practică.

*Metode alternative*: observaţia sistematică, investigaţia, proiecte, portofoliu.

Tutorele este rugat să aprecieze cu onestitate şi responsabilitate, nivelul la care student(ul/a) realizează criteriile menţionate mai jos. Bifaţi în căsuţele corespunzătoare nivelul de performanţă considerat, potrivit scalei:

1. Nesatisfăcător (până la 4.40)
2. Satisfăcător (4.50 – 5.00)
3. Nivelul mediu (6.00 – 7.00)
4. Nivelul bun (8.00 – 9.00)
5. Nivelul foarte bun, excelent (10.00)
6. Nivelul cunoştinţelor, a priceperilor, a deprinderilor şi a competenţelor studentului, nivelul de înţelegere şi prelucrare a informaţiilor, precum şi nivelul calităţilor atitudinale specifice domeniului.

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| Nesatisfăcător | Satisfăcător | Nivel mediu | Bine | Excelent |
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1. Dorinţa studentului de cunoaştere şi îmbunătăţire a performanţelor şi deprinderilor sale în activitatea desfăşurată în perioada de practică.

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| Nesatisfăcător | Satisfăcător | Nivelul mediu | Bine | Excelent |
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1. Frecventarea activităţilor desfăşurate în perioada de practică; respectarea programului de practică.

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| Nesatisfăcător | Satisfăcător | Nivelul mediu | Bine | Excelent |
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1. Utilizarea unor metode, tehnici noi şi mijloace care oferă calitatea activităţii instructive-educative.

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| Nesatisfăcător | Satisfăcător | Nivelul mediu | Bine | Excelent |
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1. Participare activă la proiecte, programe de parteneriat, simpozioane, şedinţe, rezolvarea unor situaţii problematice.

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| Nesatisfăcător | Satisfăcător | Nivelul mediu | Bine | Excelent |
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1. Obţinerea de informaţii şi prelucrarea lor pentru îmbunătăţirea activităţii desfăşurate în perioada de practică.

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| Nesatisfăcător | Satisfăcător | Nivelul mediu | Bine | Excelent |
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1. În cadrul programului din cursul unei zile de practică studentul utilizează timpul eficient, iar ritmul de parcurgere a informaţiilor primite sprijină înţelegerea şi reţinerea acestora.

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| Nesatisfăcător | Satisfăcător | Nivelul mediu | Bine | Excelent |
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1. Studentul acceptă şi încurajează întrebările din partea membrilor din instituţia parteneră, punctele de vedere alternative, critica constructivă şi soluţiile personale; este uşor abordabil, tratează colegii cu respect şi consideraţie.

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| Nesatisfăcător | Satisfăcător | Nivelul mediu | Bine | Excelent |
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1. Ataşamentul profesional al studentului faţă de activitatea desfăşurată în perioada de practică: studentul arată interes pentru o bună pregătire, susţinere raţională şi afectivă a activităţii desfăşurate, integrarea noutăţilor din domeniu.

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| Nesatisfăcător | Satisfăcător | Nivelul mediu | Bine | Excelent |
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1. Implicarea studentului în dezvoltarea instituţională şi în promovarea inovaţiilor organizaţionale.

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| Nesatisfăcător | Satisfăcător | Nivelul mediu | Bine | Excelent |
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Rezultatul final în urma parcurgerii chestionarului de către tutore: Tutorele este rugat să facă o medie finală ţinând cont de notele corespunzătoare fiecărui nivel de evaluare.

**Nota finală:……………**

Observaţii şi recomandări (tutorele este rugat să-şi exprime părerea personală despre activitatea desfăşurată de student în timpul perioadei de practică subliniind punctele slabe şi/sau aptitudinile studentului specifice domeniului de activitate):

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**Tutore (Instituţia parteneră), \*Data evaluării**

**(numele)**

**(semnătură)**

**Cadru didactic supervizor,**

\*În penultima/ultima săptămână de practică, după caz