

**บฑ 007**

**แบบรายงานผลการฝึกประสบการณ์**

**โดย**

**ชื่อ – สกุล.........................................................................รหัส..............................**

**คณะ........................................สาขาวิชา.........................................ภาค................**

**บัณฑิตวิทยาลัย**

**มหาวิทยาลัยกรุงเทพสุวรรณภูมิ**

**Bangkok Suvanabhumi University**

**หลักสูตรศึกษาศาสตรมหาบัณฑิต สาขาวิชาการบริหารการศึกษา**

รูปถ่าย

ขนาด 1 นิ้ว

**ประวัติย่อนักศึกษา**

**1. ข้อมูลพื้นฐาน**

ชื่อ-นามสกุล (นาย/นาง/นางสาว)............................................................................รหัสนักศึกษา....................

ชื่อภาษาอังกฤษ.................................................................................................................................................

คณะ...........................................................สาขาวิชา..............................................................ภาค....................

 ศาสนา....................................เกิดวันที่.............เดือน.....................................พ.ศ

ภูมิลำเนาเดิม บ้านเลขที่......................หมู่........ถนน/ซอย.......................... ตำบล/แขวง...................................

อำเภอ/เขต...................................................จังหวัด.................................................โทรศัพท์...........................

ที่อยู่ปัจจุบัน.......................................................................................................................................................

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**2. สถานที่ฝึกประสบการณ์วิชาชีพ**

ชื่อสถานที่ฝึกประสบการณ์วิชาชีพ...................................................................................................................

ตั้งอยู่เลขที่............ถนน.................................ตำบล/แขวง.................................อำเภอ/เขต...............................

จังหวัด..............................................รหัสไปรษณีย์.......................โทรศัพท์.....................................................

ช่วงเวลาที่ฝึกงาน ตั้งแต่ **วันที่ .... เดือน ..................... พ.ศ. ..........**

 ถึง **วันที่ .... เดือน ..................... พ.ศ.** ..........

ผู้กำกับดูแลการฝึกประสบการณ์วิชาชีพ..............................................................................................

 ตำแหน่ง...............................................................................................................................................

**3. กรณีฉุกเฉินเพื่อติดต่อกับทางบ้านนักศึกษา**

บุคคลที่สามารถติดต่อได้ ชื่อ.............................................................................................................................

บ้านเลขที่................................หมู่..........ถนน/ซอย.....................................ตำบล/แขวง...................................

อำเภอ/เขต.................................................จังหวัด.........................................โทรศัพท์.....................................

**4. อาจารย์นิเทศก์**

ชื่อ-นามสกุล......................................................................................................................................................

**แผนที่**

**สถานที่ฝึกประสบการณ์**

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**แบบฟอร์มแจ้งข้อมูลสถานที่พักระหว่างช่วงฝึกประสบการณ์**

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| **ส่วนที่ 1 สำหรับนักศึกษา** |
| ข้าพเจ้า.......................................................................................................................รหัส....................................คณะ...................................................................................สาขา...........................................................................ขอแจ้งข้อมูลสถานที่พักอาศัยระหว่างช่วงทำการฝึกประสบการณ์ โดยมีที่อยู่ / เบอร์ติดต่อ ดังนี้ ❑ บ้านตัวเอง ❑ บ้านญาติ ❑ หอพักที่อยู่.............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................เดินทางไปทำการฝึกประสบการณ์โดย..................................................................................................................แผนที่สังเขปจากที่พักถึงที่ทำงาน |
| **ส่วนที่ 2 สำหรับมหาวิทยาลัยกรุงเทพสุวรรณภูมิ** |
| ได้รับข้อมูลที่พักของนักศึกษาเพื่อเก็บไว้เป็นข้อมูล  ลงชื่อ.................................................................เจ้าหน้าที่ฯ วันที่.................................................................... |

**บันทึกประจำวัน**

**วัน**............................**ที่**...........**เดือน**...............................**พ.ศ**...............

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ลงชื่อ (................................................)

 ผู้บริหารพี่เลี้ยง

**บันทึกประจำวัน**

**วัน**............................**ที่**...........**เดือน**...............................**พ.ศ**...............

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**วัน**............................**ที่**...........**เดือน**...............................**พ.ศ**...............

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**บันทึกประจำวัน**

**วัน**............................**ที่**...........**เดือน**...............................**พ.ศ**...............

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 ผู้บริหารพี่เลี้ยง

**บันทึกประจำวัน**

**วัน**............................**ที่**...........**เดือน**...............................**พ.ศ**...............

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**บันทึกประจำวัน**

**วัน**............................**ที่**...........**เดือน**...............................**พ.ศ**...............

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ลงชื่อ (................................................)

 ผู้บริหารพี่เลี้ยง

**บันทึกประจำวัน**

**วัน**............................**ที่**...........**เดือน**...............................**พ.ศ**...............

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 ผู้บริหารพี่เลี้ยง

**บันทึกประจำวัน**

**วัน**............................**ที่**...........**เดือน**...............................**พ.ศ**...............

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ลงชื่อ (................................................)

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**บันทึกประจำวัน**

**วัน**............................**ที่**...........**เดือน**...............................**พ.ศ**...............

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**บันทึกประจำวัน**

**วัน**............................**ที่**...........**เดือน**...............................**พ.ศ**...............

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ลงชื่อ (................................................)

 ผู้บริหารพี่เลี้ยง

**บันทึกประจำวัน**

**วัน**............................**ที่**...........**เดือน**...............................**พ.ศ**...............

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ลงชื่อ (................................................)

 ผู้บริหารพี่เลี้ยง

**บันทึกประจำวัน**

**วัน**............................**ที่**...........**เดือน**...............................**พ.ศ**...............

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ลงชื่อ (................................................)

 ผู้บริหารพี่เลี้ยง

**รายงานการฝึกประสบการณ์**

**ชื่อสถานที่ฝึกประสบการณ์**

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**สถานที่ตั้ง/โทรศัพท์**

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**ประวัติความเป็นมาโดยย่อของสถานที่ฝึกประสบการณ์**

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**ลักษณะของสถานประกอบการ**

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**กระบวนการทำงาน/การบริการ โดยสังเขป**

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**รูปกระบวนการทำงาน/การบริการ/การทำงาน**

**ผังโครงสร้างการบริหารของสถานที่ฝึกประสบการณ์**

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**รูปผังโครงสร้างการบริหาร**

**รายละเอียดในแผนก/ส่วนงานที่นักศึกษาไปฝึกประสบการณ์**

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**งานที่นักศึกษาได้รับมอบหมายให้ฝึกประสบการณ์**

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**ปัญหาและอุปสรรคที่พบระหว่างการฝึกประสบการณ์**

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**ความคิดเห็นและข้อเสนอแนะ**

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**แบบบันทึกสภาพทั่วไปของโรงเรียน/สถานศึกษา**

**คำชี้แจง** ให้นักศึกษาบันทึกผลของการศึกษา และสังเกตสภาพทั่วไปของโรงเรียน/สถานศึกษา ลงในช่องว่างตามหัวข้อที่กำหนด โดยศึกษาส่วนที่ได้ปฏิบัติและดำเนินการว่าโรงเรียน/สถานศึกษา ได้จัดให้มีสิ่งเหล่านั้นเพียงใด และจัดดำเนินการอย่างไร

1. ชื่อโรงเรียน.......................................................................................สังกัด..................................................

ที่ตั้ง..............ถนน..............................................................ตำบล/แขวง............................................................

อำเภอ/เขต.......................................................จังหวัด............................................รหัสไปรษณีย์.....................

2. ปรัชญา.........................................................................................................................................................

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 วิสัยทัศน์..............................................................................................................................................

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 พันธกิจ................................................................................................................................................

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 คุณลักษณ์อันพึงประสงค์ของผู้เรียน....................................................................................................

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2. สี/สัญลักษณ์ประจำโรงเรียน........................................................................................................................

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ความหมาย........................................................................................................................................................

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4. ประวัติความเป็นมาของโรงเรียนโดยสังเขป (สรุปพอสังเขป)

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5. อาคารสถานที่และแหล่งการเรียนรู้

 5.1 แผนผังอาคารเรียน อาคารประกอบและสิ่งก่อสร้างบริเวณโรงเรียน (โปรดแสดง)

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5.2 แหล่งการเรียนรู้ภายในบริเวณโรงเรียน

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6. นักเรียน

 6.1 จำนวนนักเรียนทั้งหมด .............................คน แบ่งเป็นนักเรียนชาย...............................คน

 นักเรียนหญิง..............................................คน

 6.2 สิ่งอำนวยความสะดวกมีเพียงพอกับจำนวนนักเรียนหรือไม่อย่างไร

 ห้องน้ำ.................................................................................................................................................

 เครื่องเล่นสนาม ..................................................................................................................................

 สนามกีฬา............................................................................................................................................

 ห้องอาหาร...........................................................................................................................................

7. บุคลากร

 7.1 จำนวนครู/อาจารย์ทั้งหมด...........................คน เป็นชาย.....................คน เป็นหญิง............. คน

แยกตามวุฒิ ดังนี้

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 7.2 บุคลากรอื่นๆ ทั้งหมด...........................คน เป็นชาย.....................คน เป็นหญิง............. คน

(โปรดระบุรายละเอียด)

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สรุปการศึกษาสังเกตสภาพทั่วไปของโรงเรียน

 จากการศึกษาสังเกตสภาพทั่วไปของโรงเรียน เมื่อวิเคราะห์ข้อมูลที่รวบรวมได้ นักศึกษาได้ประโยชน์ดังนี้ (โปรดระบุเป็นข้อๆ)

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ลงชื่อ...............................................ผู้บันทึก

(...........................................................)

ลงชื่อ.....................................ผู้บริหารพี่เลี้ยง

(...........................................................)

ลงชื่อ.....................................อาจารย์นิเทศ

(...........................................................)

วัน............เดือน.............................ปี...........

**แบบบันทึกการทำโครงการ**

หลังจากนักศึกษาได้ศึกษาสังเกตการณ์ทำโครงการต่างๆ ของสถานศึกษาแล้ว นักศึกษาวางแผนเขียนโครงการวิชาการและโครงการพัฒนาชุมชน อย่างละ 1 โครงการตามหัวข้อการเขียนโครงการดังนี้

1. ชื่อโครงการ

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2. หลักการและเหตุผล

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3. วัตถุประสงค์

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3. เป้าหมาย

 เชิงคุณภาพ

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 เชิงปริมาณ

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4. สถานที่ดำเนินงาน

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5. ผู้รับผิดชอบโครงการ

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6. วิธีดำเนินงาน

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7. ระยะเวลาดำเนินโครงการ

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8. งบประมาณ

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9. การติดตามประเมินผล

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10. ผลที่คาดว่าจะได้รับ

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**สรุปการปฏิบัติงานในสถานศึกษา**

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| **ว/ด/ป** | **เวลา** | **รายการปฏิบัติ** | **ลงชื่ออาจารย์พี่เลี้ยง** |
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ลงชื่อ..............................................................................ผู้อำนวยการสถานศึกษา

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ลงชื่อ..............................................................................ผู้บริหารพี่เลี้ยง

(......................................................................................)

วันที่...............เดือน..........................................พ.ศ..............

**แบบบันทึกการศึกษาสังเกตงานบริหารและบริการของสถานศึกษา**

คำชี้แจง ให้นักศึกษาสังเกตงานบริหารของสถานศึกษา ในหัวข้อต่อไปนี้

1. ข้อมูลทั่วไป

ชื่อสถานศึกษา...................................................................................................................................................

ที่ตั้ง...................................................................................................................................................................

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สังกัด.................................................................................................................................................................

เปิดสอนตั้งแต่ระดับ........................................................................ถึง..............................................................

2. ข้อมูลด้านบริหาร

 2.1 ผู้บริหาร

 ชื่อผู้อำนวยการ...........................................................................................................................................

 วุฒิการศึกษา...............................................................................................................................................

ดำรงตำแหน่งที่สถานศึกษาเมื่อวันที่.................................................................................................................

2.2 ผู้ช่วยผู้บริหาร มีจำนวน...................................คน คือ

 1. ชื่อ...............................................................นามสกุล.....................................................................

 วุฒิการศึกษา...................................................................................................................................

 2. ชื่อ...............................................................นามสกุล.....................................................................

 วุฒิการศึกษา...................................................................................................................................

 3. ชื่อ...............................................................นามสกุล.....................................................................

 วุฒิการศึกษา...................................................................................................................................

 4. ชื่อ...............................................................นามสกุล.....................................................................

 วุฒิการศึกษา...................................................................................................................................

2.3 ระบบโครงสร้างการบริหาร

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2.4 บทบาทหน้าที่และแผนการดำเนินการบริหารจัดการในขอบข่ายของานต่อไปนี้

* 1. งานบริหารวิชาการ
	2. งานบริหารงบประมาณ
	3. งานบริหารงานบุคคล
	4. การบริหารงานทั่วไป

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4. แผนการดำเนินการเพื่อพัฒนาสถานศึกษา

 4.1 การพัฒนาการเรียนการสอน

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 4.2 การปฏิรูปการบริหารจัดการสถานศึกษา

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 4.3 การปฏิรูปบุคลากร

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 4.4 โครงการที่สถานศึกษาจัดทำขึ้นเพื่อพัฒนาสถานศึกษา

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ลงชื่อ...............................................ผู้บันทึก

(...........................................................)

ลงชื่อ.....................................อาจารย์พี่เลี้ยง

(...........................................................)

ลงชื่อ.....................................อาจารย์ผู้สอน

(...........................................................)

วัน............เดือน.............................ปี...........

สรุปการศึกษาสังเกตงานบริหาร

จากการศึกษาสังเกตงานบริหาร นักศึกษาได้รับประโยชน์ดังนี้

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ลงชื่อ...............................................ผู้บันทึก

(...........................................................)

ลงชื่อ....................................ผู้บริหารพี่เลี้ยง

(...........................................................)