

**STAJ İŞYERLERİNİN YÜRÜTÜLMESİYLE İLGİLİ KURALLAR**

**STAJ ÇALIŞMASI ( 30 İŞ GÜNÜ ) GÜNÜ)**

**TÜM BÖLÜMLER**

1. Staj çalışmaları yukarıdaki tabloda belirtilen sürelerde yaz tatilinde yapılır. Beklemeli öğrencilerin staj çalışmalar ders adedi durumlarına göre program koordinatörü veya danışmanı tarafından uygun görülmesi halinde yılın herhangi bir zamanında yapabilir.
2. Staj çalışmaları Yüksekokul Staj Yönergesinde belirtilen ve program kurallarının uygun göreceği resmi veya yurtiçi/yurtdışı özel sektör kuruluşlarında yapabilir.
3. Öğrenciler staj çalışmaları süresince çalıştıkları kurumun kanun, tüzük ve usulüne uymak zorundadır.
4. Okulumuzda staj yapacak öğrenciler, müdürlükçe görevlendirilen elemanlar tarafından denetlenir.
5. Stajçalışmasısüresinceyaptıklarıçalışmalarıveedindikleribilgileristajdefterine işlerler. Çalışma koşullarını içeren her türlü ek aynı defteri içerisinde olmalıdır. Çalışma süresi bitiminde staj defteri iş yeri yetkililerince onaylanır.
6. Staj defteri Program Staj Komisyonu başkanı, ilgili bölüm başkanı ve danışman öğretim elemanı tarafından 15 gün içerisinde incelenir ve değerlendirilir. Bu değerlendirme de işveren raporu ve denetleyici öğretim elemanı raporu dikkate alınır. Gerektiğinde öğrenci staj çalışmaları konusunda mülakata tabii tutulabilir. Staj sonuçları staj komisyonunca onaylandıktan sonra geçerlilik kazanır.
7. Staj çalışmalarını başarılı bir şekilde tamamlayamayan öğrenciler mezuniyet belgesi alamaz.
8. Eğitici personelin en az MYO mezunu olması gerekir.

**Staj Defterinin Hazırlanması İle İlgili Kurallar**

1. Staj defterinin doldurulmasında ilgili program kurulunca özel bir şart belirlenip, duyurulmadığı sürece tükenmez kalem kullanılarak **el yazısıyla** doldurulur. Ekler bilgisayar çıktısı olabilir. (Düzyazılar elle yazılmalıdır.)
2. Staj defterine günlük çalışmalar ve edinilen bilgiler gereken şema ve çizimleride içerecek şekilde aktarılır. Çalışmalarla ilgili bordro, senet, beyanname, sözleşme, bildirge ve ticari belgeler, teknik resim ve projeler deftere eklenir. İşyeri mühürü ile mühürlenip imzalattırılır.
3. Yarım sayfalar geçersiz olup, sayfalar temiz ve düzenli olmalıdır.
4. Çizimler meslek resim kurallarına uygun olarak yapılır, Staj defterine aktarılması güç olan resim veya şema gibi unsurlar fotokopi olarak defterin sonuna eklenebilir.
5. Staj defterindeki raporun her sayfası bir (her sayfa 1iş günü) iş günü için doldurulur. Defter sayfalarının alt kısmı stajı yöneten kişilerce işyeri mühürü veya kaşesiyle onaylanıp imzalanacaktır.
6. Staj defterinin başlangıç kısmında çalışmaların yapıldığı kuruluş hakkında tanıtıcı bilgilere de yer verilir.
7. Staj defterinde yer alan çalışmaların konu başlıklarıyla ilgili bilgiler çizelgeye işlenir.
8. İşyeri tarafından doldurulacak olan **GizliDeğerlendirmeBelgesi** staj bitimini takiben deftere kapalı ve mühürlü bir zarf ile eklenir. Ayrıca staj bitiminden itibaren dönem başlangıcını takip eden ikinci hafta sonuna kadar Yüksekokul Müdürlüğünde olacak şekilde hazırlanıp bölüm sekreterliğine teslim edilir.
9. Sonuç kısmı öğrenci tarafından doldurulacaktır.
10. Hafta sonu ve tatil günlerinde çalışacak stajyerlerin bu çalışmalarına dair işyerinden onaylı bir yazı getirmeleri gereklidir.

 Yukarıda belirtilen bilgiler ışığında faydalı bir staj yapmanızı dileriz.



**T.C.**

**YOZGAT BOZOK ÜNİVERSİTESİ**

**YOZGAT MESLEK YÜKSEKOKULU**

**ÖĞRENCİ STAJ DEFTERİ**

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| **ÖĞRENCİNİN** | Adı ve Soyadı |  | Danışman Onayı ve Tarihi(Fotoğrafın üzerini de imzalayın)\_\_\_\_ /\_\_\_\_/20\_\_\_ |
| Okul Numarası |  |
| T.C. Kimlik Numarası |  |
| Bölümü |  |
| Programı |  |
| Öğrenim Türü |  1. Öğretim |  2. Öğretim |
| Okul Kayıt Yılı |  |
| Staj Başlangıç Tarihi |  |
| Staj Bitiş Tarihi |  |

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| **İŞYERİNİN**  | Adı  |  |
| Adresi  |  |
| Telefon Numarası |  | İL / İLÇE |  |
| Fax Numarası |  | Posta Kodu |  |

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| **İŞYERİ YETKİLİSİNİN** | \_\_\_\_ /\_\_\_\_/20\_\_\_*İmza* |
| Adı ve Soyadı |  |
| Ünvanı |  |
| *Yukarıda kişisel bilgileri yazılı öğrencinin iş yerimizde \_\_\_\_\_\_\_\_\_ hafta pratik çalışma yaptığını ve bu defterin kendisi tarafından tanzim edildiğini tasdik ederim.* |

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| **Öğrencinin tamamladığı çalışma ile ilgili görüşler**(Öğrenci, çalışmasını tamamlayıp, staj defterini işyeri tarafından onayladıktan sonra dosyasını teslim etmeden önce dolduracaktır) |
| İşYerininBranşına Uygunluğu | Zayıf  | Orta | İyi |
| İşYeriStajyereİlgi Derecesi | Zayıf | Orta | İyi |
| Yaptığı ÇalışmanınBilgiDüzeyine Katkısı | Zayıf | Orta | İyi |

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| **Bölüm/Progaram Staj Komisyonun Kararı** |
| Yukarıda bilgileri bulunan öğrencinin staj defteri incelenmiş ve aşağıdaki sonuca karar verilmiştir. |
| Tarih | \_\_\_ /\_\_/20\_\_ | Program |  |
|  |  |  | Öğrencinin Stajının Kabulü Uygundur. |
|  |  |  | Öğrencinin Stajının Kabulü Uygun Değildir. |

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| Staj Komisyon Başkanı | Staj Komisyon Üyesi | Staj Komisyon Üyesi |



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**ÖĞRENCİ STAJ DEFTERİ**

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| **ÖĞRENCİNİN** | Adı ve Soyadı |  | Danışman Onayı ve Tarihi(Fotoğrafın üzerini de imzalayın)\_\_\_\_ /\_\_\_\_/20\_\_\_ |
| Okul Numarası |  |
| T.C. Kimlik Numarası |  |
| Bölümü |  |
| Programı |  |
| Öğrenim Türü |  1. Öğretim |  2. Öğretim |
| Okul Kayıt Yılı |  |
| Staj Başlangıç Tarihi |  |
| Staj Bitiş Tarihi |  |

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| **İŞYERİNİN**  | Adı  |  |
| Adresi  |  |
| Telefon Numarası |  | İL / İLÇE |  |
| Fax Numarası |  | Posta Kodu |  |

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| **İŞYERİ YETKİLİSİNİN** | \_\_\_\_ /\_\_\_\_/20\_\_\_*İmza* |
| Adı ve Soyadı |  |
| Ünvanı |  |
| *Yukarıda kişisel bilgileri yazılı öğrencinin iş yerimizde \_\_\_\_\_\_\_\_\_ hafta pratik çalışma yaptığını ve bu defterin kendisi tarafından tanzim edildiğini tasdik ederim.* |

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| İşYerininBranşına Uygunluğu | Zayıf  | Orta | İyi |
| İşYeriStajyereİlgi Derecesi | Zayıf | Orta | İyi |
| Yaptığı ÇalışmanınBilgiDüzeyine Katkısı | Zayıf | Orta | İyi |

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| **Bölüm/Progaram Staj Komisyonun Kararı** |
| Yukarıda bilgileri bulunan öğrencinin staj defteri incelenmiş ve aşağıdaki sonuca karar verilmiştir. |
| Tarih | \_\_\_ /\_\_/20\_\_ | Program |  |
|  |  |  | Öğrencinin Stajının Kabulü Uygundur. |
|  |  |  | Öğrencinin Stajının Kabulü Uygun Değildir. |

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| Staj Komisyon Başkanı | Staj Komisyon Üyesi | Staj Komisyon Üyesi |



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**ÖĞRENCİ STAJ DEFTERİ**

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| **Öğrencinin** | **İşyerinin** |
| Adı Soyadı |  | Adı |  |
| StajDalı |  | Adresi |  |
| StajSüresi |  | Tel No |  |
| StajBaşlama–Bitiş |  | e-posta |  |
| Koor. Öğr. ElemanıAdı Soyadı |  | Eğitici PersonelAdı Soyadı |  |
|  |  | Ünvanı |  |

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| **Sayın İşyeri Yetkilisi,**İşyerinizde staj ve endüstriye dayalı öğretim programı kapsamında süresini tamamlayan öğrencinin bilgi, beceri ve stajdan yararlanma derecesini ve ilişkileri ile davranışlarının niteliklerini belirleyebilmek için aşağıdaki tabloyu özenle doldurunuz, kapalı zarf içerisinde ve gizli ibaresiyle öğrenciye teslim edeniz. |

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| **Değerlendirme Tablosu** |
| **Özellikler** | Çok İyi(100-85) | İyi(84-65) | Orta(64-41) | Geçer(40-30) | Olumsuz(0-29) |
| İşeilgi ve devam |  |  |  |  |  |
| Aletteçhizatkullanmayeteneği |  |  |  |  |  |
| Algılamagücü |  |  |  |  |  |
| Sorumlulukduygusu |  |  |  |  |  |
| Çalışma hızı |  |  |  |  |  |
| Uygun ve yeteri kadar malzemekullanmabecerisi |  |  |  |  |  |
| Zamanı verimli kullanma |  |  |  |  |  |
| Problem çözebilmeyeteneği |  |  |  |  |  |
| İletişimkurma |  |  |  |  |  |
| Kurallarauyma |  |  |  |  |  |
| Grupçalışmasınayatkınlığı |  |  |  |  |  |
| Kendisini geliştirme isteği |  |  |  |  |  |
| **GENEL DEĞERLENDİRME** |  |  |  |  |  |

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| **Değerlendirme** |
| Çok İyi | A |
| İyi  | B |
| Orta  | C |
| Geçer  | D |
| Olumsuz | E |
| Şeklide Kodlayınız. |

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| **İşyeri Yetkilisinin** |
| Adı Soyadı |  |
| Tarih  | \_\_\_/\_\_\_/20\_\_ |
| Kaşe / İmza |  |

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| \*Stajyapılanişyeri yetkilisitarafından doldurulacaktır. |



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**ÖĞRENCİ STAJ DEFTERİ**

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| **İşyeri Bilgileri** |
| FormuDüzenleyen |  |
| KamuKurum veya İşyerininAdı  |  |
| Adresi  |  |
| TelefonNumarası |  |
| Faks Numarası |  |
| E-posta  |  |
| Stajlaİlgili YetkiliKişininAdı Soyadı-Unvanı  |  |

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| **İşyeri Stajyer Bilgileri** |
| MYO’ları | \_\_\_\_\_\_\_MYO | \_\_\_\_\_\_\_MYO | \_\_\_\_\_\_\_MYO | \_\_\_\_\_\_\_MYO | \_\_\_\_\_\_\_MYO |
| StajKontenjanı |  |  |  |  |  |
| Stajı Tamamlayanlar |  |  |  |  |  |
| StajaGelmeyenler(\*) |  |  |  |  |  |
| GeçerliMazeretlerle StajaGelmeyenler(\*) |  |  |  |  |  |
| Stajı Bırakanlar(\*) |  |  |  |  |  |
| Hastalık NedeniyleStajı Bırakanlar |  |  |  |  |  |
| Disiplinsizlik NedeniyleStajına SonVerilenler(\*) |  |  |  |  |  |
| KazaGeçirenler |  |  |  |  |  |
| KazaSonuSakatlık |  |  |  |  |  |
| KazaSonucuÖlenler |  |  |  |  |  |
| *(\*) Bubölümlerdeilgili stajyerlerinad-soyadlarıve stajdallarıayrıcalistelenecektir.* |

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| **İşyeri Yetkilisinin** |
| Adı Soyadı |  |
| Tarih  | \_\_\_/\_\_\_/20\_\_ |
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| Stajverenişyeritarafından doldurulacaktır. |



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**STAJ DEFTERİNDE YER ALAN ÇALIŞMALARIN KONU BAŞLIKLARI**

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| GÜN | ÇALIŞTIĞI KONU BAŞLIĞI | BAŞLAMA TARİHİ | BİTİŞ TARİHİ |
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| İşyeri Yetkilisinin Onayı (Kaşe ve İmza) |  |



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| KONU | İŞYERİ TANITIMI |  TARİH | \_\_\_/\_\_\_/20\_\_ |

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| İşyeri Yetkilisinin Onayı (Kaşe ve İmza) |  |



**T.C.**

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| İşyeri Yetkilisinin Onayı (Kaşe ve İmza) |  |



**T.C.**

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**YOZGAT MESLEK YÜKSEKOKULU**

**ÖĞRENCİ STAJ DEFTERİ**

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| İşyeri Yetkilisinin Onayı (Kaşe ve İmza) |  |



**T.C.**

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**ÖĞRENCİ STAJ DEFTERİ**

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| İşyeri Yetkilisinin Onayı (Kaşe ve İmza) |  |



**T.C.**

**YOZGAT BOZOK ÜNİVERSİTESİ**

**YOZGAT MESLEK YÜKSEKOKULU**

**ÖĞRENCİ STAJ DEFTERİ**

**KONTROL LİSTESİ**

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| S.N. |  | EVET | HAYIR |
| 1 | Sonuçyazılmış mı? |  |  |
| 2 | Organizasyonşemasıveişyeri tanıtımı varmı? |  |  |
| 3 | Makineyerleşmeplanı/Büroplanı varmı? |  |  |
| 4 | Raporlarelyazısı ile yazılmış mı? |  |  |
| 5 | Rapordüzgün okunaklı,yazımkurallarınauygunyazılmış mı? |  |  |
| 6 | Eklerdüzgünyerleştirilmişmi? |  |  |
| 7 | Gizli değerlendirme belgesi kapalı zarftaeklenmiş mi? |  |  |
| 8 | Stajdefterinde stajaaitbilgilerbulunmaktamıdır? |  |  |
| 9 | Raporsayfaları onaylı mı? |  |  |
| 10 | Raporiçeriği stajamacına uygunmu? |  |  |
| Yukarıda10maddehalindebelirtilenkontrollistesinde“Evet”ve “Hayır”sayısı dikkatealınarak aşağıdakitabloyardımıylasonuçbelirlenecektir. |

**SONUÇ LİSTESİ**

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|  | EVET | HAYIR |  AÇIKLAMA |
| RED |  | 8+ |  |
| 10 Gün Kabul | 2 | 7 |  |
| 15 Gün Kabul | 4 | 6 |  |
| 20 Gün Kabul | 6 | 4 |  |
| 25 Gün Kabul | 7 | 2 |  |
| 30 Gün Kabul | 8+ |  |  |

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| Program Staj Danışman Onayı (Kaşe ve İmza) |  |