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**รายงานการฝึกประสบการณ์วิชาชีพ**

**.....ชื่อหน่วยงาน...**

**....ชื่อ สกุล....**

**บัณฑิตนิพนธ์นี้เป็นส่วนหนึ่งของการฝึกประสบการณ์วิชาชีพ**

**สาขาวิชารัฐประศาสนศาสตร์ คณะมนุษยศาสตร์และสังคมศาสตร์**

**มหาวิทยาลัยราชภัฏบ้านสมเด็จเจ้าพระยา**

**ปีการศึกษา .......**

**หน้าอนุมัติ**

 อาจารย์ที่ปรึกษา ประธานสาขาวิชารัฐประศาสนศาสตร์ คณบดีคณะมนุษยศาสตร์และสังงคมศาสตร์ ได้พิจารณาบัณฑิตนิพนธ์ของ......ชื่อ-สกุล.....เห็นสมควรรับเป็นส่วนหนึ่งของการฝึกประสบการณ์วิชาชีพสาขาวิชารัฐประศาสนศาสตร์

**อาจารย์ที่ปรึกษา**

**(.............ระบุชื่ออาจารย์..............)**

**ประธานสาขาวิชารัฐประศาสนศาสตร์**

 **(ผู้ช่วยศาสตราจารย์ ดร.วุทธิเมธว์ เกื้อกอบ)**

อนุมัติให้บัณฑิตนิพนธ์ฉบับนี้เป็นส่วนหนึ่งของการศึกษาตามหลักสูตรของสาขาวิชารัฐประศาสนศาสตร์ คณะมนุษยศาสตร์และสังคมศาสตร์ มหาวิทยาลัยราชภัฏบ้านสมเด็จเจ้าพระยา

**คณบดีคณะมนุษยศาสตร์และสังคมศาสตร์**

 **(อาจารย์ ดร.ทชชยา วนนะบวรเดชน์)**

**บัณฑิตนิพนธ์การฝึกประสบการณ์วิชาชีพ**

**ชื่อนิสิต/นักศึกษา......................................................................................**

**สถานที่ฝึกประสบการณ์วิชาชีพ.................................................................**

**สถานที่ตั้ง**

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**โทรศัพท์...................................................โทรสาร.....................................**

**ชื่อผู้ควบคุมและฝึกสอนงาน......................................................................**

**ตำแหน่ง....................................................................................................**

**เบอร์ติดต่อ................................................................................................**

**ระยะเวลาฝึกงานวันที่....................เดือน............................พ.ศ. ...............**

**ถึงวันที่...................เดือน................................... พ.ศ. ..............................**

**ภาคเรียนที่......................................ปีการศึกษา........................................**

**ชื่ออาจารย์ที่ปรึกษาการฝึกประสบการณ์วิชาชีพ.......................................**

**เบอร์ติดต่อ..........................................**

**คำอธิบายรายวิชาฝึกประสบการณ์วิชาชีพรัฐประศาสนศาสตร์**

**รหัสวิชา 2203485**

**Field Experience in Public Administration**

ฝึกงานทางด้านรัฐประศาสนศาสตร์ในองค์การภาครัฐ รัฐวิสาหกิจและเอกชน โดยเน้นการรวบรวมข้อมูล การวิเคราะห์การบริหารในองค์การ ตลอดจนการวางโครงการในการแก้ไขปัญหา การบริหารองค์การ และการร่วมกิจกรรมทางการบริหารในองค์การ รวมถึงการเขียนบัณฑิตนิพนธ์ จากการฝึกประสบการณ์วิชาชีพ

**จุดประสงค์ของการฝึกประสบการณ์วิชาชีพ**

1. เพื่อให้นิสิต/นักศึกษาเข้าใจขั้นตอนการฝึกประสบการณ์วิชาชีพภาคปฏิบัติ
2. เพื่อให้สามารถนำความรู้ภาคทฤษฎีที่ได้ศึกษามาแล้วไปทดลองปฏิบัติงานเพื่อให้เกิดความมั่นใจในการปฏิบัติงานเพิ่มมากขึ้น
3. เพื่อให้รู้จักการสร้างมนุษย์สัมพันธ์ในการทำงานร่วมกับผู้อื่น
4. เพื่อให้นิสิต/นักศึกษามีเจตคติที่ดี มีคุณธรรม จริยธรรมในวิชาชีพ มีความขยันอดทนและมีความรับผิดชอบ
5. เพื่อให้นิสิต/นักศึกษาสามารถสำรวจและวิเคราะห์ข้อมูลเกี่ยวกับการบริหารงานภายในองค์การได้
6. เพื่อให้นิสิต/นักศึกษาสามารถเข้าใจศึกษา เรียนรู้ ระบบการบริหารงานขององค์การและหน่วยงานต่างๆได้
7. เมือฝึกงานเสร็จสิ้นทุกกระบวนการแล้ว นิสิต/นักศึกษาสามารถนำมาประยุกต์ในการประกอบวิชาชีพได้

**คำชี้แจงรูปแบบการทำบัณฑิตนิพนธ์การฝึกประสบการณ์วิชาชีพ**

**(สำหรับนิสิต/นักศึกษา) ดังนี้**

**ส่วนที่1** **ส่วนเนื้อหาการฝึกประสบการณ์วิชาชีพประกอบด้วย**

 **ประเด็นที่ 1** นำเสนอ “วรรณกรรมหรือเอกสารที่เกี่ยวข้อง” กล่าวถึงสาระความรู้แนวคิดทฤษฎีที่ได้จากการเรียนรู้จากสาขาวิชารัฐประศาสนศาสตร์ช่วงก่อนออกไปฝึกประสบการณ์วิชาชีพจนถึงปัจจุบันได้เรียนรู้อะไรบ้าง สรุปประเด็นสำคัญในวิชาที่เกี่ยวข้องดังนี้

 1.1 ด้านความรู้เป็นประเด็นที่นิสิตนักศึกษาสรุปความรู้ที่ได้เรียนมาสรุปเป็นรายวิชาที่เกี่ยวข้องกับการฝึกประสบการณ์นิสิตนักศึกษาต้องประมวลเนื้อหาความรู้จากวิชาที่เล่าเรียนไปใช้ ไม่ใช่การคัดลอกจากคำอธิบายรายวิชา

 1.2 ด้านประสบการณ์เป็นประเด็นของการบอกเล่าเรื่องราวต่าง ๆ ที่ได้รับรู้ระหว่างการศึกษานอกจากในชั้นเรียนเป็นประสบการณ์ที่ดีที่น่าสนใจเช่นการจัดหรือการเข้าร่วมอบรมประชุมสัมมนาการศึกษาดูงาน การจัดหรือการเข้าร่วมกิจกรรมในวันสำคัญต่างๆ

 1.3 ด้านสังคมเป็นประเด็นเกี่ยวกับบุคคลต่าง ๆ ที่นิสิตนักศึกษาได้พบเมื่อเข้ามาเรียนแล้วได้เรียนรู้เรื่องของคนกลุ่มต่างๆมีลักษณะอย่างไรมีผลกระทบอย่างไรเช่นการเรียนรู้การทำงานร่วมกันการปรับตัวให้เข้ากับเพื่อนการมีปฏิสัมพันธ์กับผู้อื่นทั้งนี้อาจเขียนเพิ่มเติม ในด้านอื่นๆอีกได้ตามความเหมาะสมเช่นด้านเทคโนโลยีด้านศิลปวัฒนธรรมเป็นต้น

 **ประเด็นที่ 2** รายละเอียดเกี่ยวกับสถานที่ฝึกประสบการณ์วิชาชีพเป็นข้อมูลเกี่ยวกับองค์กรหรือหน่วยงานที่นิสิตนักศึกษาจะไปฝึกประสบการณ์วิชาชีพการวางแผนการฝึกประสบการณ์วิชาชีพ รวมทั้งการปรึกษาหารือและวางแผนร่วมกันกับคณาจารย์ที่ดูแลว่าจะดำเนินการอะไรบ้างประกอบด้วย

 2.1 ข้อมูลองค์กรที่จะไปฝึกประสบการณ์วิชาชีพ

 2.2 วัตถุประสงค์ของการฝึกประสบการณ์วิชาชีพ

 2.3 ขอบเขตของการฝึกประสบการณ์วิชาชีพ

 2.4 ประโยชน์ที่ได้รับจากการฝึกประสบการณ์วิชาชีพ

 2.5 การวิเคราะห์ระบบการทำงานขององค์กร

 2.6 วิเคราะห์สาเหตุของประเด็นปัญหา

 2.7 เสนอแนวทางการแก้ไขปัญหา

**ส่วนที่ 2** **ผลการฝึกประสบการณ์วิชาชีพ**

 การเขียนผลการฝึกประสบการณ์วิชาชีพให้เป็นไปตามรูปแบบของสาขาวิชา รัฐประศาสนศาสตร์กำหนด เช่น การรายงานสรุปผลการปฏิบัติงานจริงเกี่ยวกับภาระงานที่ได้รับมอบหมาย ผลที่ได้รับจากการฝึกประสบการณ์และแผนการปฏิบัติงานครั้งต่อไป โดยมีผู้ดูแลจากหน่วยงานหรือสถานประกอบการการฝึกประสบการณ์วิชาชีพลงนามกำกับผลการปฏิบัติงาน เป็นต้น

**ส่วนที่ 3** **อ้างอิง**

 การอ้างอิงและบรรณานุกรม

 บัณฑิตนิพนธ์ต้องมีรายการเอกสารอ้างอิงทั้งในเนื้อหาและท้ายเล่มได้แก่ รายชื่อบทความจากวารสารหรือรายงานการประชุมทางวิชาการ ชื่อหนังสือหรือสิ่งพิมพ์อื่น ๆ ที่ใช้ในการค้นคว้าประกอบการทำบัณฑิตนิพนธ์ รายการเอกสารอ้างอิงจะอยู่ต่อจากส่วนเนื้อความ

**หมายเหตุ นักศึกษา จะต้องดำเนินการอย่างน้อย 20 หน้ากระดาษ**

**ประวัตินิสิต/นักศึกษาฝึกประสบการณ์วิชาชีพ**

รูปถ่าย

1 นิ้ว

**ข้อมูลส่วนตัว**

**ชื่อ (นาย/นาง/นางสาว).........................................................รหัส....................................**

**ระดับปริญญาตรี ภาค ปกติ กศ.พ. หมู่เรียนที่..............................................**

**สาขาวิชารัฐประศาสนศาสตร์ คณะมนุษยศาสตร์และสังคมศาสตร์**

**มหาวิทยาลัยราชภัฏบ้านสมเด็จเจ้าพระยา**

**วัน เดือน ปี เกิด ............................................................................อายุ...........................ปี**

**ส่วนสูง ………...…......… เซนติเมตร น้ำหนัก.....…..........…….. กิโลกรัม ………..............……..**

**สัญชาติ ……..…......................... เชื้อชาติ ….................……… ศาสนา ……...........…….……..**

**กลุ่มเลือด...................... โรคประจำตัว …………………....………………....................................**

**งานอดิเรก …………………….…..............................................................................................**

**ภูมิลำเนา………………………………………………………………………………………………………..........**

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**ที่อยู่ปัจจุบัน........................................................................................................................**

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**ชื่อบิดา………………….…………........………อายุ…………..ปี อาชีพ ……………….........................**

**ชื่อมารดา………………….......…….…………อายุ…………..ปี อาชีพ …......................……............**

**คะแนนเฉลี่ยสะสมถึงภาคเรียนสุดท้าย …………………………………………………………..............**

**ความรู้ความสามารถพิเศษ**

**1. ...........................................................................................................................**

**2. ...........................................................................................................................**

**3. ...........................................................................................................................**

**ประสบการณ์การทำกิจกรรมและด้านการทำงานหรือฝึกงาน**

 **1. ...........................................................................................................................**

 **2. ...........................................................................................................................**

 **3. ...........................................................................................................................**

**บุคคลที่สามารถติดต่อได้ในกรณีที่นักศึกษามีปัญหาขณะฝึกประสบการณ์วิชาชีพ**

 **อาจารย์**

 **อาจารย์ที่ปรึกษา.....................................................โทรศัพท์.................................**

 **อาจารย์ที่นิเทศ........................................................โทรศัพท์.................................**

 **ผู้ปกครองหรือญาติ**

 **ชื่อ...........................................................................โทรศัพท์.................................**

 **ที่อยู่.......................................................................................................................**

**แนะนำสถานที่ฝึกประสบการณ์วิชาชีพ**

**ชื่อหน่วยงาน.......................................................................................................................**

**ที่ตั้ง....................................................................................................................................**

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**เบอร์ติดต่อ..........................................................................................................................**

**ประวัติหน่วยงาน**

**วิสัยทัศน์/พันธกิจ/ค่านิยม**

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**สัญลักษณ์**

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**การจัดองค์การ**

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[**โครงสร้างองค์การ**](http://www.pttplc.com/TH/About/Organization/pages/Organization-Chart.aspx)

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[**ผู้บริหารหน่วยงาน**](http://www.pttplc.com/TH/About/Organization/pages/executive.aspx)

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**ผู้บริหาร/บุคลากรผู้เกี่ยวข้องกับการฝึกประสบการณ์วิชาชีพ**

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| **ลำดับที่** | **ชื่อ-สกุล** | **ตำแหน่ง** | **หมายเหตุ** |
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**แผนที่ตั้งหน่วยงาน**

**แผนผังการบริหารงานของสถานที่ฝึกประสบการณ์วิชาชีพ**

**สรุปผลการฝึกประสบการณ์วิชาชีพของนิสิต/นักศึกษา**

**ชื่อนิสิต/นักศึกษา ……………………………………………………………………………....………............**

**สาขาวิชา ……………………………………………………………..……………………………..........…........**

**อาจารย์นิเทศ ……………………………………………………….……………………………………………....**

**สถานที่ฝึกงาน...................…………………………………………………….......................................**

**ระยะเวลาที่ฝึกประสบการณ์วิชาชีพ……………......................................…………………ชั่วโมง**

**1. ผลที่ได้รับจากการฝึกประสบการณ์วิชาชีพ (ความรู้ ทักษะ แนวความคิด) (ระบุเป็นข้อๆ)**

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**2. ปัญหาและอุปสรรคในการฝึกประสบการณ์วิชาชีพ (ระบุเป็นข้อๆ)**

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**3. ข้อคิดเห็นและข้อเสนอแนะ (ระบุเป็นข้อๆ)**

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**ลงชื่อ…………………….…………..............……….นิสิต/นักศึกษา**

**(.…………………….…………..…….)**

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**ลงชื่อ.…………………….………...............………..อาจารย์นิเทศ**

**(…………………….………………...)**

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**สรุปเวลาปฏิบัติงาน (นิสิต/นักศึกษาเป็นผู้สรุป)**

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| **การปฏิบัติงาน** | **จำนวน (วัน)** |
| มาปฏิบัติงานปกติ |  |
| มาปฏิบัติงานสาย |  |
| ขาดการปฏิบัติงาน |  |
| ลากิจ |  |
| ลาป่วย |  |
| **รวม** |  |

**ลงชื่อ...............................................นิสิต/นักศึกษาฝึกประสบการณ์วิชาชีพ**

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**ลงนาม..............................................ผู้รับรอง**

 **(...........................................)**

 **ตำแหน่ง..............................................**

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**ความคิดเห็นอาจารย์นิเทศ**

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**ลงนาม..............................................อาจารย์นิเทศ**

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 **ตำแหน่ง..............................................**

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**แบบฟอร์มการทำบัณฑิตนิพนธ์**

**ส่วนที่1 ส่วนเนื้อหาการฝึกประสบการณ์วิชาชีพประกอบด้วย**

 **ประเด็นที่ 1** ความรู้ที่ได้รับจากการเรียนในสาขาวิชารัฐประศาสนศาสตร์ ประกอบด้วย

 **1.1 ด้านความรู้**เป็นประเด็นที่นิสิตนักศึกษาสรุปความรู้ที่ได้เรียนมาสรุปเป็นรายวิชาที่เกี่ยวข้องกับการฝึกประสบการณ์นิสิตนักศึกษาต้องประมวลเนื้อหาความรู้จากวิชาที่เล่าเรียนไปใช้ ไม่ใช่การคัดลอกจากคำอธิบายรายวิชา

 **วิชา.........................................................................................................................**

**คำอธิบายราชวิชาและความสำคัญด้านเนื้อหา**

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**1.2 ด้านประสบการณ์** เป็นประเด็นของการบอกเล่าเรื่องราวต่าง ๆ ที่ได้รับรู้ระหว่างการศึกษานอกจากในชั้นเรียนเป็นประสบการณ์ที่ดีที่น่าสนใจเช่นการจัดหรือการเข้าร่วมอบรมประชุมสัมมนาการศึกษาดูงาน การจัดหรือการเข้าร่วมกิจกรรมในวันสำคัญต่าง ๆ

**ประสบการณ์ด้าน....................................................................................................**

**คำอธิบายและบทบาทด้านประสบการณ์**

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**1.3 ด้านสังคม** เป็นประเด็นเกี่ยวกับบุคคลต่างๆที่นิสิตนักศึกษาได้พบเมื่อเข้ามาเรียนแล้วได้เรียนรู้เรื่องของคนกลุ่มต่าง ๆ มีลักษณะอย่างไรมีผลกระทบอย่างไร เช่น การเรียนรู้ การทำงานร่วมกัน การปรับตัวให้เข้ากับเพื่อนการมีปฏิสัมพันธ์กับผู้อื่น ทั้งนี้ อาจเขียนเพิ่มเติมในด้านอื่น ๆ อีกได้ตามความเหมาะสมเช่นด้านเทคโนโลยีด้านศิลปวัฒนธรรมเป็นต้น

**เมื่อนิสิต/นักศึกษาได้เข้ามาศึกษาแล้วได้เรียนรู้เรื่องของคนกลุ่มต่าง ๆ ที่นำไปประยุกต์ใช้ในการฝึกประสบการณ์วิชาชีพมีลักษณะอย่างไร มีผลกระทบอย่างไร**

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**ประเด็นที่ 2** รายละเอียดเกี่ยวกับสถานที่ฝึกประสบการณ์วิชาชีพเป็นข้อมูลเกี่ยวกับองค์กรหรือหน่วยงานที่นิสิตนักศึกษาจะไปฝึกประสบการณ์วิชาชีพการวางแผนการฝึกประสบการณ์วิชาชีพรวมทั้งการปรึกษาหารือและวางแผนร่วมกันกับคณาจารย์ที่ดูแลว่าจะดำเนินการอะไรบ้างประกอบด้วย

 2.1 ข้อมูลองค์กรที่จะไปฝึกประสบการณ์วิชาชีพ

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2.2 วัตถุประสงค์ของการฝึกประสบการณ์วิชาชีพ

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 2.3 ขอบเขตของการฝึกประสบการณ์วิชาชีพ

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2.4 ประโยชน์ที่ได้รับจากการฝึกประสบการณ์วิชาชีพ

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2.5 การวิเคราะห์ระบบการทำงานขององค์กร

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**ส่วนที่ 2 ผลการฝึกประสบการณ์วิชาชีพ**

 การเขียนผลการฝึกประสบการณ์วิชาชีพให้เป็นไปตามรูปแบบของสาขาวิชารัฐประศาสนศาสตร์กำหนด เช่น การรายงานสรุปผลการปฏิบัติงานจริงเกี่ยวกับภาระงานที่ได้รับมอบหมาย ผลที่ได้รับจากการฝึกประสบการณ์และแผนการปฏิบัติงานครั้งต่อไป โดยมีผู้ดูแลจากหน่วยงานหรือสถานประกอบการการฝึกประสบการณ์วิชาชีพลงนามกำกับผลการปฏิบัติงาน เป็นต้น

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**ส่วนที่ 3 อ้างอิง**

 การอ้างอิงและบรรณานุกรม

 บัณฑิตนิพนธ์ต้องมีรายการเอกสารอ้างอิงทั้งในเนื้อหาและท้ายเล่มได้แก่ รายชื่อบทความจากวารสารหรือรายงานการประชุมทางวิชาการ ชื่อหนังสือหรือสิ่งพิมพ์อื่น ๆ ที่ใช้ในการค้นคว้าประกอบการทำบัณฑิตนิพนธ์ รายการเอกสารอ้างอิงจะอยู่ต่อจากส่วนเนื้อความ

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