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**รายงานการฝึกประสบการณ์วิชาชีพ**

**(ชื่อหน่วยงาน)**

**(ชื่อ สกุล)**

**รายงานฉบับนี้เป็นส่วนหนึ่งของการฝึกประสบการณ์วิชาชีพ**

**สาขาวิชารัฐประศาสนศาสตร์ คณะมนุษยศาสตร์และสังคมศาสตร์**

**มหาวิทยาลัยราชภัฏบ้านสมเด็จเจ้าพระยา**

**ปีการศึกษา ..........**

**รายงานการฝึกประสบการณ์วิชาชีพ**

**(ชื่อหน่วยงาน)**

**(ชื่อ สกุล)**

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**สาขาวิชารัฐประศาสนศาสตร์ คณะมนุษยศาสตร์และสังคมศาสตร์**

**มหาวิทยาลัยราชภัฏบ้านสมเด็จเจ้าพระยา**

**ปีการศึกษา ..........**

**หน้าอนุมัติ**

อาจารย์ที่ปรึกษาการฝึกประสบการณ์วิชาชีพ ประธานสาขาวิชารัฐประศาสนศาสตร์ ได้พิจารณารายงานฝึกประสบการณ์วิชาชีพของ...................ชื่อ-สกุล............เห็นสมควรรับเป็นส่วนหนึ่งของการฝึกประสบการณ์วิชาชีพสาขาวิชารัฐประศาสนศาสตร์

**อาจารย์ที่ปรึกษาการฝึกประสบการณ์วิชาชีพ**

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

**ประธานสาขาวิชารัฐประศาสนศาสตร์**

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

อนุมัติให้รายงานฝึกประสบการณ์วิชาชีพฉบับนี้เป็นส่วนหนึ่งของการศึกษาตามหลักสูตรของสาขาวิชารัฐประศาสนศาสตร์ คณะมนุษยศาสตร์และสังคมศาสตร์ มหาวิทยาลัยราชภัฏบ้านสมเด็จเจ้าพระยา

**คำอธิบายรายวิชาฝึกประสบการณ์วิชาชีพรัฐประศาสนศาสตร์**

**รหัสวิชา 2203485**

**Field Experience in Public Administration**

ฝึกงานทางด้านรัฐประศาสนศาสตร์ในองค์การภาครัฐ รัฐวิสาหกิจและเอกชน โดยเน้นการลงมือปฏิบัติงานและการร่วมกิจกรรมทางการบริหารในองค์การ การประยุกต์แนวคิด ทฤษฎีในการแก้ไขปัญหาในการทำงาน รวมถึงการเขียนรายงานจากการฝึกประสบการณ์วิชาชีพ

**จุดประสงค์ของการฝึกประสบการณ์วิชาชีพ**

1. เพื่อให้นักศึกษาเข้าใจขั้นตอนการฝึกประสบการณ์วิชาชีพภาคปฏิบัติ
2. เพื่อให้สามารถนำความรู้ภาคทฤษฎีที่ได้ศึกษามาแล้วไปทดลองปฏิบัติงานเพื่อให้เกิดความมั่นใจในการปฏิบัติงานเพิ่มมากขึ้น
3. เพื่อให้รู้จักการสร้างมนุษย์สัมพันธ์ในการทำงานร่วมกับผู้อื่น
4. เพื่อให้นักศึกษามีเจตคติที่ดี มีคุณธรรม จริยธรรมในวิชาชีพ มีความขยันอดทนและมีความรับผิดชอบ
5. เพื่อให้นักศึกษาสามารถสำรวจและวิเคราะห์ข้อมูลเกี่ยวกับการบริหารงานขององค์การได้
6. เพื่อให้นักศึกษาสามารถเข้าใจศึกษา เรียนรู้ ระบบการบริหารงานขององค์การและหน่วยงานต่างๆ ได้
7. เมือฝึกงานเสร็จสิ้นทุกกระบวนการแล้วนักศึกษาสามารถนำมาประยุกต์ในการประกอบวิชาชีพได้

**ข้อมูลการฝึกประสบการณ์วิชาชีพ**

**ชื่อนักศึกษา...............................................................................................**

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

**สถานที่ตั้ง**

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

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

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

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

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

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

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

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

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

**คำนำ**

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**ผู้จัดทำรายงานฝึกประสบการณ์วิชาชีพ**

**วันที่........../........../..........**

**สารบัญ**

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|  | หน้า |
| **หน้าอนุมัติ………………………………………………………………………………………………………….**  **คำอธิบายรายวิชาฝึกประสบการณ์วิชาชีพรัฐประศาสนศาสตร์…………………………………**  **ข้อมูลการฝึกประสบการณ์วิชาชีพ………………………………………………………………………..**  **คำนำ………………………………………………………………………………………………………………..**  **สารบัญ……………………………………………………………………………………………………………..**  **สารบัญตาราง……………………………………………………………………………………………………**  **สารบัญรูปภาพ………………………………………………………………………………………………….** | ก  ข  ค  ง |
| **บทที่ 1**  **บทนำการฝึกประสบการณ์วิชาชีพ**   * 1. ส่วนนำการฝึกประสบการณ์วิชาชีพ  1. หลักการเหตุผลในการฝึกประสบการณ์วิชาชีพ……………………. 2. วัตถุประสงค์ของการฝึกประสบการณ์วิชาชีพ……………………… 3. ขอบเขตของการฝึกประสบการณ์วิชาชีพ……………………………. 4. ประโยชน์ที่คาดว่าจะได้รับจากการฝึกประสบการณ์วิชาชีพ…..    1. ข้อมูลองค์การที่ฝึกประสบการณ์วิชาชีพ…………………………………… |  |
| **บทที่ 2 วรรณกรรมหรือเอกสารที่เกี่ยวข้อง**............................................................ |  |
| **บทที่ 3 ผลการฝึกประสบการณ์วิชาชีพ**  3.1 วิเคราะห์โครงสร้างและระบบการบริหารองค์การ...........................  3.2 สรุปผลการปฏิบัติงาน/ภาระงานที่ได้รับมอบหมาย   1. หน้าที่หลักที่ได้รับมอบหมาย ลักษณะงานที่ปฏิบัติ.……………… 2. กระบวนการขั้นตอนในการทำงาน........................................... 3. อุปกรณ์/เครื่องมือ/เทคโนโลยีที่เกี่ยวข้อง เอกสารที่เกี่ยวข้อง.. 4. บุคคลที่เกี่ยวข้องในการปฏิบัติงาน…………………………………….. 5. ปัญหาที่ประสบในการฝึกประสบการณ์วิชาชีพ/วิเคราะห์สาเหตุของปัญหา /เสนอแนวทางการแก้ไขปัญหา/แนวทางการพัฒนางาน................................................…………………………………………………….. 6. วิเคราะห์ผลที่ได้รับจากการฝึกประสบการณ์วิชาชีพ………………………. 7. ข้อเสนอแนะต่อการพัฒนารายวิชาฝึกประสบการณ์วิชาชีพ …………… |  |
| **อ้างอิง**....................................................................................................... |  |
| **ภาคผนวก**  ก หนังสือราชการ/เอกสารส่งตัวไป-กลับ ระหว่างสาขาวิชารัฐประศาสนศาสตร์ คณะมนุษยศาสตร์และสังคมศาสตร์ มหาวิทยาลัยราชภัฏบ้านสมเด็จเจ้าพระยา กับหน่วยงานที่นักศึกษาฝึกประสบการณ์วิชาชีพ  ข ภาพประกอบการฝึกประสบการณ์วิชาชีพ  ค ประวัตินักศึกษาฝึกประสบการณ์วิชาชีพ |  |

**สารบัญตาราง**

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|  | หน้า |
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| ตารางที่ 1 ………………………………………..………………………………………………………. |  |
| ตารางที่ 2 ………………………………………..………………………………………………………. |  |
| ตารางที่ 3 ………………………………………..………………………………………………………. |  |
| ตารางที่ 4 ………………………………………..………………………………………………………. |  |
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**สารบัญรูปภาพ**

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|  | หน้า |
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| แผนภาพที่ 1 ……………………………………………………………………………………………. |  |
| แผนภาพที่ 2 ……………………………………………………………………………………………. |  |
| แผนภาพที่ 3 ……………………………………………………………………………………………. |  |
| แผนภาพที่ 4 ……………………………………………………………………………………………. |  |

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**บทที่ 1**

**บทนำการฝึกประสบการณ์วิชาชีพ**

* 1. **ส่วนนำการฝึกประสบการณ์วิชาชีพ**

**หลักการเหตุผลในการฝึกประสบการณ์วิชาชีพ**

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**วัตถุประสงค์ของการฝึกประสบการณ์วิชาชีพ**

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**ขอบเขตของการฝึกประสบการณ์วิชาชีพ**

ขอบเขตด้านเนื้อหา…………………………………………………………………………………………….

ขอบเขตด้านสถานที่……………………………………………………………………………………….…..

ขอบเขตด้านเวลา……………………………………….………………………………………………………

**ประโยชน์ที่คาดว่าจะได้รับจากการฝึกประสบการณ์วิชาชีพ**

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**1.2 ข้อมูลองค์การที่ฝึกประสบการณ์วิชาชีพ**

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

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

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

**เว็บไซต์หน่วยงาน..…………………………………............................................................………..**

**เว็บเพจหน่วยงาน...............................................................................................................**

**ประวัติหน่วยงาน**

**วิสัยทัศน์/พันธกิจ/ค่านิยม**

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**ความเป็นมา**

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**สัญลักษณ์ของหน่วยงาน**

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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**

**บทที่ 2**

**วรรณกรรมหรือเอกสารที่เกี่ยวข้อง**

*(การนำเสนอวรรณกรรมที่เกี่ยวข้องเป็นการกล่าวถึงสาระความรู้แนวคิดทฤษฎีที่ได้จากการเรียนรู้จากสาขาวิชารัฐประศาสนศาสตร์ โดยให้ผู้ทำรายงานทบทวนแนวคิดทฤษฎีในขอบเขตที่เกี่ยวข้องกับการฝึกประสบการณ์วิชาชีพ)*

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**บทที่ 3**

**ผลการฝึกประสบการณ์วิชาชีพ**

**3.1 วิเคราะห์โครงสร้างและระบบการบริหารองค์การ**

*(ผู้ทำรายงานสามารถวิเคราะห์ระบบการทำงานขององค์การ ได้ตามแนวคิดทฤษฎีที่ได้เรียนมา อาทิ วิเคราะห์การจัดโครงสร้างองค์การและการบริหาร การกำหนดนโยบายและการวางแผน การบริหารงานบุคคล ระบบการเงิน กฎระเบียบ การจัดการภาครัฐแนวใหม่ไปจนถึงเทคนิคการทำงาน)*

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**3.2 การรายงานสรุปผลการปฏิบัติงานจริงเกี่ยวกับภาระงานที่ได้รับมอบหมาย**

**1. หน้าที่หลักที่ได้รับมอบหมาย ลักษณะงานที่ปฏิบัติ**

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1. **กระบวนการขั้นตอนในการทำงาน**

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1. **อุปกรณ์/เครื่องมือ/เทคโนโลยีที่เกี่ยวข้อง เอกสารที่เกี่ยวข้อง**

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1. **บุคคลที่เกี่ยวข้องในการปฏิบัติงาน**

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1. **ปัญหาที่ประสบในการฝึกประสบการณ์วิชาชีพ/วิเคราะห์สาเหตุของปัญหา/แนวทางแก้ไขปัญหา/แนวทางการพัฒนางาน**

|  |  |
| --- | --- |
| 1 | ปัญหาที่ประสบในการฝึกประสบการณ์วิชาชีพ |
| สาเหตุของปัญหา |
| แนวทางแก้ไขปัญหา |
| แนวทางการพัฒนางาน |
| 2 | ปัญหาที่ประสบในการฝึกประสบการณ์วิชาชีพ |
| สาเหตุของปัญหา |
| แนวทางแก้ไขปัญหา |
| แนวทางการพัฒนางาน |
| 3 | ปัญหาที่ประสบในการฝึกประสบการณ์วิชาชีพ |
| สาเหตุของปัญหา |
| แนวทางแก้ไขปัญหา |
| แนวทางการพัฒนางาน |

1. **วิเคราะห์ผลที่ได้รับจากการฝึกประสบการณ์วิชาชีพ**

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1. **ข้อเสนอแนะต่อการพัฒนารายวิชาฝึกประสบการณ์วิชาชีพ**

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**อ้างอิง**

การอ้างอิงและบรรณานุกรมจะต้องจัดทำให้ถูกต้องตามหลักการอ้างอิงทางวิชาการ โดยรายงานฝึกประสบการณ์วิชาชีพต้องมีรายการเอกสารอ้างอิงทั้งในเนื้อหาและท้ายเล่ม จากการค้นคว้า หนังสือ ตำรา บทความจากวารสารหรือรายงานการประชุมทางวิชาการ สิ่งพิมพ์อื่น ๆ ที่ใช้ในการค้นคว้าประกอบการทำรายงาน

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**ภาคผนวก**

**ภาคผนวก ก**

**เอกสารส่งตัวไป-กลับ**

**ระหว่างสาขาวิชารัฐประศาสนศาสตร์**

**คณะมนุษยศาสตร์และสังคมศาสตร์ มหาวิทยาลัยราชภัฏบ้านสมเด็จเจ้าพระยา**

**กับหน่วยงานที่นักศึกษาฝึกประสบการณ์วิชาชีพ**

**ภาคผนวก ข**

**ภาพประกอบการฝึกประสบการณ์วิชาชีพ**

**ภาคผนวก ค**

**ประวัตินักศึกษาฝึกประสบการณ์วิชาชีพ**

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.......................................................................................................................**