**МИНОБРНАУКИ РОССИИ**

**Федеральное государственное бюджетное образовательное учреждение**

**высшего образования**

**«Башкирский государственный педагогический университет им. М.Акмуллы»**

**Управление по воспитательной работе и молодежной политике**

# Журнал

# педагога дополнительного образования

# студенческой академической группы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **№ группы**

# 1 курса\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# факультета/института

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ФИО педагога дополнительного образования

**УТВЕРЖДАЮ**

Заместитель декана/директора

по социальной и воспитательной работе

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«\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_ г.

20\_\_\_\_ – 20\_\_\_\_

учебный год

**Правила ведения журнала педагога дополнительного образования**

1. Журнал ведётся педагогом дополнительного образования студенческой академической группы первого курса и является основным документом, свидетельствующим о его работе с группой.

2. Ведение журнала систематически контролируется заместителем декана/директора по социальной и воспитательной работе.

**Сведения о контроле зам. декана/директора по СиВР**

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| **№ п/п** | **Дата проверки** | **Замечания** | **Оценка** | **Подпись** |
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**Журнал хранится в деканате/директорате факультета/института и по окончании учебного года сдается в Управление по ВР и МП.**

**1. Общие сведения о студентах группы**

Зачислено на 1 курс \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ человек

Переведено на 2 курс \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ человек

Из общего числа группы:

Юношей \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Девушек \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

По целевым направлениям \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Из сельской местности \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Из города Уфы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Из других регионов \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Проживающих в общежитии университета\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Студентов льготных категорий:

**Студенты-сироты**

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| **№****п/п** | **Ф.И.О.****студента** | **Дата рождения** | **Местонахождения ребенка до поступления, на основании какого документа ребенок помещен в учреждение (указать реквизиты** | **Устроен постоянно или временно (если ребенок устроен временно, то на какой срок, на основании каких док-в)** | **Причины отсутствия****родительского попечения (документы, устанавливающие основания для передачи ребенка на воспитание в семью, их реквизиты)** | **Какая работа ведется по статусу ребенка или его устройству (работа с родителями о возврате в кровную семью или сбор документов на лишение родительских прав или уже оформляется перевод в детдом)** |
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**Студенты-инвалиды**

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| **№****п/п** | **ФИО студента-инвалида** | **Нарушение:** | **Форма обучения:** | **Тех. обеспечение для инвалидов с нарушениями слуха, зрения и опорно-двигательного аппарата** |
| **зрения** | **слуха** | **опорно-двигательн. аппарата (на кресле-коляске или нет** | **соматич. забол-ния** | **смешанная** | **специальная** | **по индивид. плану** | **с применением дистанц. технологий** |
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Образование до поступления в вуз:

 высшее \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 общее среднее \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 специальное среднее \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Студенческий актив группы**

Староста группы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Заместитель старосты \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

КпоКО\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Культорг \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Профорг\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Волонтёрский сектор \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Социальный сектор \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Научный сектор \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Список студентов группы**

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| **№****п/п** | **ФИО** | **Дата рождения** | **Домашний адрес, индекс****(по месту прописки)** | **Адрес фактического проживания** | **Телефон** |
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**4. Сведения о составе семьи**

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| **№ п/п** | **Ф.И.О. родителей** | **Место работы родителей, телефон** | **Состав семьи****(с указанием возраста, места учебы братьев и сестер)** |
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**5. Дополнительные сведения**

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| **№ п/п** | **ФИО студента** | **Сведения о состоянии здоровья** | **Группа крови, согласие на донорство** |
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**6. Сведения о качестве успеваемости**

**Результаты зимней экзаменационной сессии**

1. **Сведения о студентах, сдавших сессию на «*Отлично*»**

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| **№ п/п** | **ФИО студента** | **Дисциплина** | **Преподаватель** |
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1. **Сведения о студентах, сдавших сессию на «*Хорошо и отлично*»**

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1. **Сведения о студентах, имеющих одну оценку «3»**

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1. **Сведения о студентах, имеющих *задолженность***

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**Результаты летней экзаменационной сессии**

1. **Сведения о студентах, сдавших сессию на «*Отлично*»**

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1. **Сведения о студентах, сдавших сессию на «*Хорошо и отлично*»**

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1. **Сведения о студентах, имеющих одну оценку «3»**

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**4. Сведения о студентах, имеющих *задолженность***

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**7. План работы педагога дополнительного образования**

**Цель: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**8. Основные мероприятия по направлениям**

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| **№** | **Дата** | **Мероприятие** | **Ответственные** | **Краткое описание** |
| **1. Организационные мероприятия** |
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| **2. Культурно-массовые мероприятия** |
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| **3. Психолого-консультационная и профилактическая работа** |
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| **4. Трудовое воспитание** |
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| **5. Работа в общежитиях** |
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**8. Сведения о проведенных академических часах и собраниях группы**

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| **№** | **Дата** | **Повестка** | **Решение** | **Сведения****о выполнении** |
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**9. Сведения об индивидуальной работе со студентами**

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| **Дата** | **ФИО студента** | **Содержание работы и результат** |
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**10. Сведения о работе с родителями студентов**

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| **Дата** | **ФИО** **родителя и студента** | **Содержание работы и результат** |
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**11. Сведения об участии студентов в общеуниверситетских мероприятиях**

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| **Дата** | **Мероприятие** | **Участники** | **Результат** |
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**12. Поощрения студентов группы**

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| **№ п/п** | **ФИО** | **Вид поощрения** | **Кем вынесено,****№ и дата документа** |
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1. **Взыскания**

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| **№ п/п** | **ФИО** | **Вид взыскания** | **Кем вынесено,****№ и дата документа** |
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**Отчет о работе педагога дополнительного образования**

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