### *Pauta de Evaluación Informe de Práctica*

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| **PAUTA DE EVALUACIÓN INFORME DE PRÁCTICA**  **Laboral | Profesional**  Esta evaluación debe ser realizada por el docente de la Asignatura de Práctica.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Ítem | Aspecto a Evaluar | Aspecto | Descripción | % | Nota de 1 a 7 | | I |  | Formalidades. | Portada. | 2 |  | |  | Índice. | 2 |  | | FORMATO 25% | Bibliografía. | 2 |  | |  | Anexos. | 5 |  | |  | Anillado. | 2 |  | |  | Diagramación. | 2 |  | |  | Aspectos lingüísticos. | 10 |  | | II |  | Empresa. | Introducción. | 5 |  | |  | Antecedentes. | 5 |  | |  | Descripción de la empresa. | 5 |  | |  |  | Descripción del área donde trabajó; funciones y estructuras. | 5 |  | | CONTENIDO 75% | Descripción  de la  Práctica | Descripción del trabajo realizado (objetivos, desarrollo, dificultades, logros). | 20 |  | |  |  | Recomendaciones para futuras mejoras de los procesos en los que estuvo involucrado el alumno. | 10 |  | |  | Conclusión | Conclusiones y Recomendaciones de la actividad. | 25 |  | |  | | | | Nota Final |  | |