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| **…………………………...……………..…………..….…… BÖLÜM/ANABİLİM DALI BAŞKANLIĞINA**    …………………………………………..… Bölüm/Programı öğrencileri için ………………..……………………..…… dersi kapsamında aşağıda belirtilen plan dahilinde ………………………………….………iline / ilçesine teknik gezi yapılması planlanmaktadır.  Gereğini saygılarımla arz ederim.  Tarih: …./.…/20..…  Ad-Soyad-İmza  **Adres:**  **Telefon/e-posta:**  **Ek:**  1-Gezi Planı (……. Sayfa)  2-Katılım Listesi (……. Sayfa)  3-Gezi Raporu (……. Sayfa)  **GEZİ PLANI**  **Ek-1**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Gezi yeri/yerleri | |  | | | | | | Gezinin konusu | |  | | | | | | Gezinin amacı | |  | | | | | | Gezinin başlama ve bitiş tarihi | |  | | | | | | Araç talep durumu | | VAR | Kaç Kişilik  Araç | YOK | | Ulaşım nasıl  Sağlanacak? | |  |  |  | |  | |  |  |  | |  | | Gezi yol güzergâhı (gidiş) | |  | | | | | | Gezi yol güzergâhı (dönüş) | |  | | | | | | Sorumlu Öğretim Elemanları | |  | | | | | | Gezi sırasında alınacak güvenlik önlemleri | |  | | | | | | Gezinin hangi ders veya sosyal etkinlik kapsamında planlandığı | |  | | | | | | Geziden beklenen öğrenci kazanımları/  hedef ve davranışlar | |  | | | | | | **TEKNİK GEZİYE KATILACAK SINIFLAR VE ÖĞRENCİ SAYILARI** | | | | | | | | FAKÜLTE/ENSTİTÜ YÜKSEKOKUL/MYO | ERKEK | KIZ | | | TOPLAM | | |  |  |  | | |  | |   ***Not:*** *Bu form, iş ve işlemlerin zamanında tamamlanabilmesi için planlanan gezi etkinliğinden en az 20 gün*  *önceden Dekanlığa teslim edilmelidir.*   1. Araç talep durumunda bu form EBYS’ de hazırlanan **Araç Talep Görevlendirme Evrakı** ekine eklenecektir. 2. Teknik gezilerde Üniversitemiz araçlarının tahsisi halinde gezi dönüşünde araç temizliği yükümlülüğütalebi karşılanan sorumluya aittir.   Katılım Listesi Ektedir.  **Uygun Görüşle Dekanlığa/Müdürlüğe İletilmek Üzere;**  **UYGUNDUR**  ……/…../20….  **Bölüm Başkanı**  **KATILIM LİSTESİ**  Yolculuğun Konusu **:** **Ek-2**  Gidilecek Yer **:**  Tarih **:**  **Yolculuğa kendi rızam ile katılıyorum.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Sıra No** | **Adı Soyadı** | **Öğrenci No** | **Fakültesi/Yüksekokulu** | **İmzası** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   **Sorumlu Öğretim Elemanı:**  **(Adı-Soyadı ve İmzası)**  **…………………………...……………..…………..….…… BÖLÜM/ANABİLİM DALI BAŞKANLIĞINA**  **Ek-3**  **GEZİ RAPORU**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Geziyi Düzenleyen Fakülte | | | **:** |  | | Geziyi Düzenleyen Bölüm | | | **:** |  | | Gezi Sorumlusu Öğretim Elemanı | | | **:** |  | | Ziyaret Edilen Yerler | | | **:** |  | | Gezinin Tarihi | | | **:** |  | | Katılan Kişi Sayısı | | | **:** |  | | Hareket Saati | | | **:** |  | | Dönüş Saati | | | **:** |  | | İlgili Öğretim Elemanı İletişim Bilgisi | | | **:** |  | | **GENEL DEĞERLENDİRME**  (Gezi sonucunda edinilen bilgi, beceri, tecrübe vb. kazanımların kısa anlatımı yapılacaktır.) | | | | | | **Sorumlu Öğretim Elemanı:** | | | | | | **Adı** | **:** |  | | | | **Soyadı** | **:** |  | | | | **İmzası** | **:** |  | | | |  |  |  | | | | **Not:** Gezi sonunda Bölüm Başkanlığı aracılığı ile Dekanlığa/Müdürlüğe bildirilecektir. | | | | | |