**UNIVERSIDAD DE PUERTO RICO**

**RECINTO DE RÍO PIEDRAS**

**PROGRAMA DE INTERNADO: PRIMERA EXPERIENCIA LABORAL**

***INFORME MENSUAL DE ASISTENCIA\****

**NOMBRE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **NÚMERO DE ESTUDIANTE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPAÑÍA O INSTITUCIÓN:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **FACULTAD O ESCUELA:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FECHA DE INFORME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PERIODO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SEMANA DEL** \_\_\_\_\_\_\_\_ **AL** \_\_\_\_\_\_\_\_

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**Resumen de labor realizada:** ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Resumen de labor realizada:** ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **FECHA** | **AM** | | **PM** | | **TOTAL DE HORAS** | **FIRMA DEL ESTUDIANTE** |
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|  |  |  |  | **TOTAL DE HORAS SEMANA** |  |  |

**Resumen de labor realizada: ­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **FECHA** | **AM** | | **PM** | | **TOTAL DE HORAS** | **FIRMA DEL ESTUDIANTE** |
| **ENTRADA** | **SALIDA** | **ENTRADA** | **SALIDA** |
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|  |  |  |  | **TOTAL DE HORAS SEMANA** |  |  |

**Resumen de labor realizada:** ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**FIRMA DEL ESTUDIANTE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **FECHA:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIRMA DEL SUPERVISOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **FECHA:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIRMA DEL PROFESOR ENLACE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **FECHA:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* El estudiante preparará un informe de asistencia mensual y entregará copia del mismo a su supervisor en el centro de internado. Una vez el documento es firmado por el supervisor, el estudiante retendrá una copia y entregará el original al profesor enlace del Programa de Internado: Primera Experiencia Laboral en su facultad o escuela. El profesor enlace validará el informe de asistencia y entregará el documento original al Decano Auxiliar de Asuntos Administrativos de su facultad o escuela para la elaboración de la certificación de horas trabajadas y el trámite de la misma para el pago de estipendio a la Oficina de Nómina.