**Universidad de Ciencias Aplicadas y Ambientales – U.D.C.A**

**DIRECCIÓN DE RELACIONES INTERNACIONALES**

**INFORMACIÓN GENERAL DE LA PASANTÍA**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Nombre del Pasante:** | | | | | | | | |  | | | | | | **País:** | |  | | | | | **Institución:** | | | |  | | | | | **Programa:** | | |  | | |
|  | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  |
| **Responsable:** | |  | | | | | | | | | | | | **Cargo:** | |  | | | | | | | **Facultad/Departamento:** | | | | | |  | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  |
| **Campo(s) de la pasantía:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | **Estatus:** | | | Asistente | | | |
|  | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  |
| **Remuneración:** | | |  | | | | | | | | **Forma de pago:** | | | | | | |  | | | | | | | | | | | | | | | | | | |
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| **Inicio de la pasantía:** | | | | | | | |  | | | | | | | | | **Fin de la pasantía:** | | | | | | |  | | | | | | **# de semanas:** | | | | |  | |
|  | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | |
| **Horas laborales:** | | | |  | | | | | | | | | | | | | | | **Días laborables:** | | | | | |  | | | **Horario:** | | | |  | | | | |
|  | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  |
| **% de tiempo para capacitación:** | | | | | | | | | | | |  | | | | | | | | **Cursos ofrecidos[[1]](#footnote-1):** | | | | | | |  | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  |
| **Otras actividades extras posibles:** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  |
| **Objetivo Principal de la pasantía:** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  |
| **Objetivos Específicos de la Pasantía:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **PLAN DE TRABAJO** | | | |
| **SEMANA** | **PROYECTO / ESTRATEGIA** | **ACCIONES / ACTIVIDADES** | **METAS / PRODUCTOS ESPERADOS** |
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|  | **DISTRIBUCIÓN DEL TIEMPO** | | | | | | | | | | | | | | | | |
| **ACTIVIDADES (#)** | **SEMANAS** | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| I |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| II |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| III |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| IV |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| V |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| VI |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| VII |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| VIII |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. La participación en cursos complementarios debe ser coordinada con el funcionario responsable de la pasantía en lo que se refiere al horario de trabajo. [↑](#footnote-ref-1)