**MODELO DE RELATÓRIO DE ATIVIDADES**

**LEIA COM ATENÇÃO AS SEGUINTES INFORMAÇÕES:**

**NÃO É NECESSÁRIO IMPRIMIR ESTA PÁGINA.**

**Observações importantes:**

1. O Relatório de Estágio deverá ser entregue a **cada 6 (seis) meses ou fração** de atividades de estágio realizadas;
2. Caso não tenha decorrido 6 (seis) meses do início do estágio ou novos 6 (seis) meses desde o último relatório, deverá ser apresentado o relatório quanto à fração do período de atividades realizadas.
3. Nos casos de estágio do tipo **não obrigatório**, o relatório deverá ser apresentado à **Agência de Estágios** da UFC. Tal apresentação deverá ocorrer mesmo que o estágio não obrigatório tenha sido equiparado (aproveitado) para fins de cumprimento do estágio supervisionado;
4. Lembre-se que a apresentação periódica de **relatórios de atividades** é uma exigência do art. 7°, inciso IV da Lei n° 11.788 e que, portanto, a pendência quanto à entrega de relatórios à Agência impede a prorrogação de estágios em curso, a celebração de novos termos de compromisso e a finalização (rescisão) do estágio atual;
5. Com o fito de não comprometer a integralidade, a autenticidade e o valor legal dos documentos, **não serão aceitos relatórios, rasurados e/ou com uso de corretivo.**
6. O Relatório somente deve ser apresentado à Agência após ser assinado pela empresa/instituição concedente do estágio, pelo estagiário e pelo professor orientador da UFC. **A Agência não registrará documentos com assinaturas incompletas;**
7. **A UFC é sempre a última a assinar;**
8. Quando tratar-se de estágio do tipo **obrigatório**, o Relatório deverá ser apresentado diretamente ao **Professor da disciplina/atividade de estágio;**
9. Guarde com cuidado seu Relatório de Atividades, pois ele comprova a realização do estágio;
10. Entregar a documentação na coordenação do curso.
11. A documentação deve ser feita no computador.

**RELATÓRIO SEMESTRAL DE ATIVIDADES**

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| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Dados da Instituição de Ensino** | | | | | | | | | | | | | | | | Nome: Universidade Federal do Ceará – UFC | | | | | | | CNPJ: 07.272.636/0001-31 | | | | | | | | | Rep. Legal: José Cândido Bittencourt de Albuquerque | | | | | | | Coord. Agência de Estágios: Prof. Rogério Teixeira Mâsih | | | | | | | | | **Dados da Unidade Concedente** | | | | | | | | | | | | | | | | Razão Social: | | | | | | | | | | | | | | | | CNPJ: | | | | | | | Telefone: | | | | | | | | | Supervisor: | | | | | | | | | | | | | | | | **Dados do Estagiário** | | | | | | | | | | | | | | | | Nome: | | | | | | | | | | | | | | | | Curso: | | | | | | | | Matrícula: | | | | | | | | **Dados do Professor Orientador** | | | | | | | | | | | | | | | | Nome: | | | | | | | | Siape: | | | | | | | | **Dados do Estágio** | | | | | | | | | | | | | | | | Relatório referente ao período compreendido entre: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ a \_\_\_\_/\_\_\_\_/\_\_\_\_\_ | | | | | | | | | | | | | | | | Relatório das atividades do estágio: ( ) 1º Relatório ( ) 2º Relatório ( ) 3º Relatório ( ) 4º Relatório | | | | | | | | | | | | | | | | **AVALIAÇÃO DO SUPERVISOR** | | | | | | **AUTOAVALIAÇÃO DO ESTAGIÁRIO** | | | | | | | | | |  | 5 | 4 | 3 | 2 | 1 |  | | | 5 | 4 | 3 | 2 | 1 | | | Assiduidade/Pontualidade |  |  |  |  |  | Aproveito bem a oportunidade de estágio como experiência de vida e trabalho; | | |  |  |  |  |  | | | Iniciativa |  |  |  |  |  | Estou plenamente consciente que o estágio está me beneficiando no aprendizado prático; | | |  |  |  |  |  | | | Espírito Cooperador |  |  |  |  |  | Participo ativamente das atividades de trabalho, juntamente com os funcionários da empresa; | | |  |  |  |  |  | | | Disciplina |  |  |  |  |  | Confio no aprendizado teórico e nas soluções práticas do estágio; | | |  |  |  |  |  | | | Relacionamento |  |  |  |  |  | Participo do estágio com a pontualidade, dedicação e zelo; | | |  |  |  |  |  | | | Cumprimento das Tarefas |  |  |  |  |  | Demonstro capacidade e iniciativa na execução dos trabalhos a mim confiados; | | |  |  |  |  |  | | | Desenvolvimento |  |  |  |  |  | Estou trabalhando com método, organização e responsabilidade em todas as tarefas de estágio; | | |  |  |  |  |  | | | Inovação |  |  |  |  |  | Estou conciliando as tarefas de estágio sem comprometer o aprendizado escolar | | |  |  |  |  |  | | | Responsabilidade |  |  |  |  |  | Estou compatibilizando o horário de trabalho no estágio sem prejuízo do horário escolar | | |  |  |  |  |  | | | Aprovação no Geral |  |  |  |  |  | Estou respeitando as regras, as normas e os regulamentos internos da empresa. | | |  |  |  |  |  | | | **\* 5 = Ótimo; 4 = Muito bom; 3 = Bom; 2 = Regular; 1 = Insuficiente** | | | | | | | | | | | | | | | Resumo das Atividades desenvolvidas:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | Comentários do Supervisor (Opcional):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | |   \*\*Declaro, para fins de comprovação junto à Agência de Estágios da Universidade Federal do Ceará, que o (a) aluno (a) acima indicado (a) realizou estágio sob minha responsabilidade pelo período constante neste relatório. |

Sobral - CE, \_\_\_\_ de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ de 2023.

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