|  |
| --- |
| 1. **MAKLUMAT PELAJAR**

***STUDENT INFORMATION*** |
| Nama*Name* | : |  | Jantina*Gender* | : |  |
| No. Matrik*Matric No.* | : |  | No. Telefon *Telephone No.* | : |  |
| Alamat Email*E-Mail Address* | : |  | Program*Program* | : |  |
| Fakulti*Faculty* | : |  |
| Tahap Pengajian(Sila Tandakan *(✔)* Yang Mana Berkenaan)*Level Of Study**(Please Tick (✔) The Appropriate Box)* |  | Pelajar Baharu*New Student* | Tahap Pertengahan*Middle Level* |
| Tahap Awal*Early Level* | Tahap Akhir*Final Level* |
|  |

|  |  |
| --- | --- |
| **Tahap Pengajian*****Level of Study*** | **Bilangan Kredit yang telah disempurnakan *Number of Credit Completed*** |
| Pelajar Baharu/*New Student* | - |
| Tahap Awal/*Early Level* | < 35 credit |
| Tahap Pertengahan/*Middle Level* | 36 to 75 credit |
| Tahap Akhir/*Final Level* | > 76 credit |

Nota / Notes : |
| 1. **GARIS PANDUAN AM**

***GENERAL GUIDELINES*** |
| 1. Bahasa: Bahasa Inggeris atau Bahasa Melayu

*Language: English or Bahasa Melayu*1. Panjang laporan bertulis adalah sekurang-kurangnya 5 muka surat untuk Bahagian C

*The written report should be at least 5 pages in Part C* |

|  |
| --- |
| 1. **REFLEKSI AKTIVITI**

***ACTIVITY REFLECTION*** |
| 1. **Laporan bertulis**

***Written report***Hasil daripada program/aktiviti harus dijelaskan dalam refleksi ini. Pelajar diharapkan dapat mengadakan sesi pembentangan produk yang dibangunkan dan berkongsi hasil pelaksanaan program/aktiviti pada minggu 14. Pelajar juga adalah diharapkan untuk berfikir tentang hasil, kemahiran yang diperoleh dan sumbangan/kesan/aplikasi daripada produk yang dibangunkan dan program/aktiviti yang telah dilaksanakan.*The outcome of the programs/activities should be described in this reflection. Students are expected to do the pitching session for the product developed and share the results of the completed program/activity in week 14. Students are also expected to reflect the outcome, skills acquired and the significant contribution/impact/possible application from the product developed and completed programs.* Laporan refleksi perniagaan termasuklah:*Written reflection report includes:** Produk *(Product)*
* Masalah *(Problem)*
* Penyelesaian *(Solution)*
* Model Perniagaan *(Business Model)*
* Persaingan *(Competition)*
* Kelebihan Persaingan *(Competitive Advantage)*
* Kumpulan Kepimpinan *(Leadership Team)*
* Rancangan Perniagaan *(Marketing Plan)*
* Pengumpulan Dana *(Fundraising)*
1. **Video**

**Pitching Video**Dek pembentangan jualan produk termasuklah:*The product pitching presentation deck includes:** + *Barangan/Perkhidmatan (Product/Services)*
	+ *Pasaran (Market)*
	+ *Masalah (Problem) & Penyelesaian (Solution)*
	+ *Persaingan (Competition) & Kelebihan Persaingan (Competitive Advantage)*
	+ *Promosi/Pemasaran (Promotion/Marketing Plan)*
	+ *Pengumpulan Dana/Pendapatan (Fundraising/Profit)*
 |

|  |
| --- |
| 1. **Kemahiran dan kecekapan yang diperoleh daripada program/aktiviti yang telah dilaksanakan**

***Skills and competencies acquired from the completed activities***Kenalpasti kemahiran dan kecekapan anda yang diperolehi selepas menjalankan program/aktiviti. Nilaikan tahap penguasaan berdasarkan kepada skala mengikut sebelum dan selepas pelaksanaan program/aktiviti. Contoh kemahiran dan kecekapan adalah seperti kemahiran komunikasi, kemahiran pembentangan, kreativiti, pemikiran kritikal, kemahiran berunding, kecekapan menganalisis dan lain-lain.*Identify your skills and competencies acquired after the program/activity's implementation. Evaluate the level of mastery based on the scale according to before and after the execution of programs/activities. Example of skills and competencies such as communication skills, presentation skills, creativity, critical thinking, negotiation skills, analysis competency and others.* |
| Kemahiran dan Kecekapan*Skills and Competencies* |  | Tahap Penguasaan*Level of Mastery* |
| 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| SebelumBefore | SelepasAfter |
|  |  |

 |  |
| 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| SebelumBefore | SelepasAfter |
|  |  |

 |  |
| 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| SebelumBefore | SelepasAfter |
|  |  |

 |  |

|  |
| --- |
| 1. **Sumbangan (Langsung/Tidak Langsung)**

***Contribution (Direct/Indirect)***Terangkan sumbangan anda terhadap komuniti/syarikat/hos dan pihak lain yang berkaitan daripada segi sumbangan secara langsung atau/dan tidak langsung daripada program/aktiviti yang telah dilaksanakan.*Describe your contribution towards the community/company/hosts and other relevant parties in terms of direct and/or indirect from the programs/activities conducted.* |
|

|  |
| --- |
| Sumbangan (Langsung) /Contribution (*Direct)* |
| Sumbangan (Tidak Langsung) /*Contribution* (*Indirect*) |

 |

|  |
| --- |
| 1. **Pencapaian hasil kursus (Sila tandakan (✔) yang mana berkenaan)**

***Course outcome achievement (Please tick (✔) the appropriate box)*** Nilaikan hasil pencapaian kursus. *Evaluate the course outcome achievement.*  |
| Hasil kursus*Course outcome* | Status Pencapaian*Status of achievement* |
| Tidak tercapai*Not achieved* | Separa tercapai *Partially achieved* | Tercapai*Achieved* |
| 1. Mencadangkan pelan perniagaan untuk peluang/idea perniagaan yang dipilih

*Propose a business plan for the selected business opportunity/idea.* |  |  |  |
| 1. Melaksanakan produk / perkhidmatan yang dibangunkan dari pelan perniagaan

*Demonstrate the products/services developed from the business plan* |  |  |  |
| 1. Mencadangkan strategi dalam mengembangkan perniagaan setelah tamat pengajian.

*Propose strategies in expanding the business upon graduation* |  |  |  |

|  |
| --- |
| 1. **PENILAIAN KENDIRI (Sila tandakan (**✔**) bagi setiap kategori)**

***SELF-EVALUATION (Please tick (***✔***) one from each categories)*** |
| **A. Kesempurnaan** ***Completeness*****1. Kertas Laporan** |
| Laporan bertulis mengandungi semua perkara seperti di dalam borang templat (10 markah)*The report contains all items as per template (10 marks)*1 markah ditolak bagi setiap satu perkara yang tidak disenaraikan di dalam borang templat*1 mark should be deducted for every one item not listed in the proposal* Jumlah markah yang diperolehi: ( \_\_\_\_\_\_\_\_\_\_ ) *The total marks obtained* |
| **2. Video** |
| Video mengandungi semua perkara seperti di dalam borang templat (10 markah)*The report contains all items as per template (10 marks)* |
| 2 markah ditolak bagi setiap satu perkara yang tidak disenaraikan di dalam borang templat*2 marks should be deducted for every one item not listed in the proposal* |
|  Jumlah markah yang diperolehi: ( \_\_\_\_\_\_\_\_\_\_ ) *The total marks obtained* |
| **B. Kemahiran** ***Skill*** |
| Lebih daripada 3 kemahiran dan kecekapan dibangunkan daripada program (6 markah)*3 or more skills and competencies were developed from the program (6 marks)* |
| Hanya 2 kemahiran dan kecekapan dibangunkan daripada program (4 markah)*Only 2 skills and competencies were developed from the program (4 marks)* |
| Hanya 1 kemahiran dan kecekapan dibangunkan daripada program (2 markah)*Only 1 skill and competency was developed from the program (2 marks)* |
| Tiada kemahiran dan kecekapan dibangunkan daripada program (0 markah)*There were no skills and competencies developed from the program (0 marks)* |
| **C. Sumbangan** ***Contribution*** |
| Terdapat 2 sumbangan langsung/tidak langsung dikenalpasti daripada program (4 markah)*2 direct/indirect contributions were identified from the program (4 marks)* |
| Hanya 1 sumbangan langsung/tidak langsung dikenalpasti daripada program (2 markah)*Only 1 direct/indirect contribution was identified from the program (2 marks)* |
| Tiada sumbangan langsung/tidak langsung dikenalpasti daripada program (0 markah)*No direct/indirect contribution were identified from the program (0 marks)* |
| **D.** **Pencapaian Hasil Kursus** ***Course Outcome Achievement*** |
|  Semua hasil kursus dapat dicapai (5 markah) *All of the course outcomes were achieved (5 marks)* |
|  Tiada hasil kursus yang dapat dicapai (0 markah) *No course outcomes were achieved (0 marks)* |
| **(E). Tarikh penyerahan** ***Submission Deadline*** |
| Penyerahan dilakukan selewat-lewatnya pada hari Jumaat minggu ke-14 (5 markah)*Submission done latest by Friday in the 14th Week (5 marks)* |
| Penyerahan dilakukan selepas hari Jumaat malam pada minggu ke-14 (0 markah)*Submission done after Friday in the 14th Week (0 marks)* |

|  |
| --- |
| 1. **PENGESAHAN PELAJAR DAN PENGANJUR**

***STUDENT AND HOST’S VERIFICATION*** |
| Saya dengan ini mengesahkan bahawa maklumat yang diberikan adalah benar dan markah penilaian kendiri adalah refleksi sebenar kerja saya.*I hereby confirm that all the information provided is true and the self-evaluation marks are a reflection of my work.* |
| ………………………………….. | ………………………………….. |
| Tandatangan pelajar(*Student’s signature*) | Tandatangan Penganjur(*Host’s signature*) |
| Nama*Name* | : |  | Nama*Name* | : |  |
| Tarikh*Date* | : |  | Tarikh*Date* | : |  |