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| 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* |
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| **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* |

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| 1. **REFLEKSI AKTIVITI**

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

Written report Hasil daripada aktiviti harus dijelaskan dalam refleksi ini. Pelajar diharapkan dapat berkongsi hasil pelaksanaan program/aktiviti bersama syarikat pada minggu 14 dalam laporan bertulis bersama-sama dengan log video atau gambar (jika ada). Pelajar juga adalah diharapkan untuk berfikir tentang hasil, kemahiran yang diperoleh dan sumbangan/kesan/aplikasi dari program/aktiviti yang telah dilaksanakan.*The outcome of the activities should be described in this reflection. Students are expected to share the result of the completed programs/activities with the company in week 14 in a written report with video log or pictures (if any). Students are also expected to reflect the outcome, skills acquired and the significant contribution/ impact/possible application from the completed activities/programs.*Laporan program/aktiviti termasuklah:*The report of the programs/activities includes:** Latar belakang syarikat *(Background of the company)*
* Jawatan dan skop kerja *(Position and Job scope)*
* Jadual kerja sebenar *(Actual work schedule)*
* Pakej ganjaran yang diterima *(Remuneration package received)*
* Testimonial daripada syarikat *(Testimonial from the company)*
* Penilaian prestasi daripada syarikat *(Performance evaluation from the company)*
* Lampiran (jika ada) *(Appendices (if any))*
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| 1. Kemahiran dan kecekapan yang diperoleh daripada program/aktiviti yang telah dilaksanakan

*Skills and competencies acquired from the completed programs/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 berunding, pemikiran kritikal, kepimpinan, tanggungjawab, kerjasama 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, negotiation skills, critical thinking, leadership, responsibility, teamwork and others.* |
| Kemahiran dan Kecekapan*Skills and Competencies* |  | Tahap Penguasaan*Level of Mastery* |
| 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| SebelumBefore | SelepasAfter |
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| 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- |
| SebelumBefore | SelepasAfter |
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| 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| SebelumBefore | SelepasAfter |
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| 1. Sumbangan (Langsung/Tidak Langsung)

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

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| 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. Mengkaji peluang sangkutan di syarikat/organisasi terpilih.

*Analyse the attachment opportunities at selected companies/organizations.* |  |  |  |
| 1. Mengukur jurang antara tugas dan tanggungjawab yang dilakukan dengan kemahiran yang diperlukan untuk pekerjaan apabila tamat pengajian.

*Measure the gap between the tasks and responsibilities performed with skills needed for employment upon graduation* |  |  |  |
| 1. Mempamerkan kejayaan dan cabaran yang dihadapi semasa sangkutan menggunakan kaedah yang sesuai.

*Display the success and challenges encountered during the attachment using appropriate methods* |  |  |  |

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

***SELF-EVALUATION (Please tick (***✔***) one from each categories)*** |
| **A. Kesempurnaan*****Completeness*** |
| Laporan bertulis mengandungi semua perkara seperti di dalam borang templat (20 markah)*The report contains all items as per template (20 marks)* |
| 4 markah ditolak bagi setiap satu perkara yang tidak disenaraikan di dalam borang templat*4 marks should be deducted for every one item not listed in the template* Jumlah markah yang diperolehi: ( \_\_\_\_\_\_\_\_\_\_ ) *The total marks obtained* |
| **B. Pembangunan Kemahiran dan Kecekapan*****Skills and Competencies Development*** |
| 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 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 was contribution 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)* |

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| **D. Pencapaian Hasil Kursus*****Course Outcome Achievement*** |
| Semua hasil kursus dapat dicapai (5 markah)*All of the course outcomes were achieved (5 marks)* |
| Separa hasil kursus dapat dicapai (3 markah)*Partial of the course outcomes were achieved (3 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 pada minggu ke-14 (0 markah)*Submission done after Friday in the 14th Week (0 marks)* |
| **(E) PENGESAHAN PELAJAR*****STUDENT 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*) |  |
| Nama*Name* | : |  |  |  |  |
| Tarikh*Date* | : |  |  |  |  |

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| **(F) PENGESAHAN SYARIKAT*****COMPANY VERIFICATION*** |
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| ………………………………….. |
| Tandatangan wakil syarikat(*Company’s representative signature*) |
| Nama*Name* | : |  |
| Jawatan*Position* | : |  |
| Nama Syarikat*Company’ name* | : |  |
| Email *Email*  | : |  |
| No telefon*Telephone no* | : |  |
| Cop syarikatCompany’s official stamp | : |  |

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