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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* | | | |
|  | |  |  | | --- | --- | | **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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | | --- | --- | | Sebelum  Before | Selepas  After | |  |  | |  |
| 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | | --- | --- | | Sebelum  Before | Selepas  After | |  |  | |  |
| 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | | --- | --- | | Sebelum  Before | Selepas  After | |  |  | |  |

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