|  |
| --- |
| 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 berkongsi hasil pelaksanaan program/aktiviti pada minggu 14 dalam laporan bertulis 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 programs/activities should be described in this reflection. Students are expected to share the result of the completed programs/activities 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 programs/activities.*Laporan program/aktiviti termasuklah:*The report of the programs/activities includes:** Tajuk projek *(Title of the project)*
* Maklumat projek *(Project information)*
1. Latar belakang projek *(Background of the project)*
2. Petunjuk pencapaian yang berjaya dicapai beserta huraian (Elaboration on achieved Key Performance Indicators)
3. Objektif *(Objective)*
4. Tarikh dan tempat *(Date and venue)*
5. Peserta *(Participants)*
6. Jadual program *(Tentative program)*
7. Ahli jawatankuasa penganjur -jika ada*(Organizing committee- if applicable)*
* Laporan ringkas projek- Tidak lebih dari 300 patah perkataan

*(Summary report on activities - not more than 300 words)** Penilaian program *(Program evaluation)*
	1. Kekuatan *(Strengths)*
	2. Kelemahan *(Weaknesses)*
	3. Batasan dan cabaran *(Limitation and challenges)*
* Laporan kewangan- jika ada *(Perbelanjaan, penajaan, peningkatan dana)*

Financial report - if applicable *(expenses, sponsorship, fundraising** Testimonial daripada komuniti/hos menggunakan kaji selidik atau rakaman video *(Testimonial from the community/host using survey or video)*
* Sumbangan-sumbangan penting *(Significant contributions)*
* Lampiran (jika ada) *(Appendices (if any))*
 |

|  |
| --- |
| 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 menulis, pengurusan masa, penyelesaian masalah, kepimpinan, 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, writing skills, time management, problem solving, leadership, teamwork 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 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*) |

 |
|  |

|  |
| --- |
| 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 aktiviti/projek yang berkaitan dengan komuniti yang dipilih

*Propose activity/project related to a selected community* |  |  |  |
| * + 1. Melaksanakan aktiviti/projek komuniti yang dicadangkan

*Implement the task/activity/project as per proposal* |  |  |  |
| * + 1. Menghuraikan impak komuniti daripada aktiviti/projek

*Describe the societal impacts of the activity/project* |  |  |  |

|  |
| --- |
| 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)*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. 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 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)* |

|  |
| --- |
| 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* | : |  |