SESI "HANDS-ON"

BENGKEL PEMBANGUNAN DOKUMENTASI PERANCANGAN DAN REKABENTUK KURIKULUM KURSUS WBL ANJURAN CAES

19 JULAI 2022 @ DEWAN UTEM 1

Ts. MOHD SUFFIAN BIN AB RAZAK

PROFIL PENCERAMAH

- Pendidikan
  - B.Eng (Mechanical), Kobe University, Japan.
  - M.Eng (Mechanical), Universiti Malaya
- Pengalaman kerja
  - Jurutera Pengeluaran, PROTON
  - Jurutera Pengajar Kanan, UTeM
  - Penyelaras WBL FTKMP
  - JK Pembangunan Program Sarjana Muda Teknologi MTUN (2018-2019)
  - Panel Penilai TTAC MBOT(6 FA, 1 CA)
  - Pemeriksa Luar / Penasihat Akademik (3)

TS. MOHD SUFFIAN BIN AB RAZAK

suffian@utem.edu.my

MODEL WBL DI FTKMP UTEM

Model	Typical Attributes
In-work training / education	Short courses influenced by industry / professional standards

BLOCK RELEASE STRUCTURE

Benchmark

REKABENTUK KURIKULUM WBL

Ciri – ciri Kurikulum WBL.

1. **Mematuhi Penjajaran Konstruktif**
Kaedah PdP dan kaedah penilaian harus sejajar dengan CLO, PLO dan tahap taksonomi.

2. Memudah cara, bukan menyekat.
Tugasan perlu boleh disesuaikan dengan persekitaran kerja WBL

3. **Mempunyai jawatan kuasa kurikulum.**
Jawatankuasa WBL yang terdiri dari pensyarah WBL dan wakil industri dalam mereka bentuk kurikulum

Rujukan: Guidelines to Good Practices WBL (MQA)

REKABENTUK KURIKULUM WBL

Pengiraan Student Learning Time (SLT) – GGP WBL 2017

1. **Theory and Work**
Masa dikira untuk teori dibahagikan kepada 2 komponen. 1) Dependent Learning (DL) 2) Independent Learning (IL) Teori dipelajari sama ada waktu kerja/ luar waktu kerja/ online.

2. Industrial Guidance (IG).
Merujuk kepada jumlah jam diperuntukkan kursus untuk dilatih, diselia dan dinilai oleh Jurulatih Industri. Jumlah IG diperlukan utk 4 WBL kursus per semester = Kursus A (200 jam) + Kursus B (200 jam) + Kursus C (200 jam) + Kursus D (200 jam) = 800 jam.

Rujukan: Guidelines to Good Practices WBL (MQA)

REKABENTUK KURIKULUM WBL

Effective Learning Time (ELT) – GGP WBL 2017

1. **ELT = 80 % x SLT**
Mengambil kira realiti suasana kerja, dianggarkan 20% dari masa bekerja sehari digunakan untuk rehat, solat, makan, perjalanan, dsb. Oleh itu hanya 80% dari kiraan SLT sahaja dikira efektif dalam masa pembelajaran berasaskan kerja.

2. **Credit = ELT / 40***
*Malaysia Notional Hour yang ditetapkan MQA.

Rujukan: Guidelines to Good Practices WBL (MQA)

SYARAT TAMBAHAN ETAC

SLT credit calculation for WBL courses

- Work Based Learning (WBL): The total student learning hours allocated at the workplace is inclusive of the DL, IL, IG and assessment hours. The concept of ELT shall be given consideration in calculating the SLT and credits for WBL. It is estimated that about 80% of the time at work can be determined as ELT. Due to those considerations, SLT for WBL is calculated as described below:

- Effective Learning Time (ELT):

  i. Theory (Dependent Learning (DL) and Independent Learning (IL))
  ii. Industrial Guidance (IG)
  iii. Assessment (during work and outside work)

ELT = (Theory + Industrial Guidance + Assessment) X 80%
= (DL + IL + IG + Assessment) X 80%

Credits = Effective Learning Time (ELT) / 40 Malaysian Notional Hour
= ELT / 40

- FYP and design projects are encouraged to be implemented as WBL courses incorporated inside the industry placement period/s.

- The SLT credits may be accumulated in more than one industry placement period.

For final year project, the following guideline shall be followed:

- A final year project is subjected to a minimum of eight SLT credit units and a maximum of twelve SLT credit units.

SYARAT TAMBAHAN KPT 2u2i

2.2.1 Peruntukan Jam Kredit Komponen Industri

Bergraduat = Bergred?

Peruntukan jam kredit bagi komponen industri adalah seperti Jadual 2.2.

Jadual 2.2: Peruntukan jam kredit komponen industri bagi Mod Pengajian 2u2i.

Komponen Industri	Peruntukan jam kredit komponen industri			
	Unit kredit		% kredit	
	Minimum	Maksimum	Minimum	Maksimum
2i	48	60	40	50
1i	24	40	20	30

20% X 140 jam kredit= 28

Nota:

- Berdasarkan 120 jam kredit bergraduat.
- Bagi program yang melebihi 120 jam kredit bergraduat, penggunaan peratusan jam kredit disarankan.
- Pengiraan jam kredit berasaskan Jam Pembelajaran Efektif (*Effective Learning Time* – ELT) di industri, Jam Pembelajaran Pelajar (*Student Learning Time* – SLT) di IPT atau mengikut standard program.

BAGAIMANA MERANCANG KURIKULUM WBL?

PEMBANGUNAN DOKUMENTASI PERANCANGAN

LANGKAH PERTAMA

1. Kenal pasti kursus yang ingin dijalankan di industri.
2. Rancang perjalanan kursus di industri → **Takwim WBL**
3. Rujuk kalendar akademik untuk kesesuaian takwim.

TAKWIM WBL BMMI (Kohort 1)

Tarikh	Kursus	Jumlah Hari	Sem
7 Mac 2022 – 8 April 2022 | W01-W05 |	BMMI 3254		
11 April 2022 – 13 Mei 2022 | W06-W10 |	BMMI 3234 Ma	25 (5 minggu)	6
16 Mei 2022 – 17 Jun 2022 | W11-W15 |	BM Project ement and Supervision		
7 Mac 2022– 22 Julai 2022 | W16-W20 |	BM U 3134 Final Year Project 1	minggu)	6
25 Julai 2022– 16 Sept 2022	BMMU 3186 inal Year Project 2		M 3)
19 Sept 2022 – 3 Mac 2023	BMMU 3212 Industrial Training	6 Bulan (24 Minggu)	7

Lawatan ke-2 WBL. Evaluate PSM1 dan perbincangan untuk PSM2 (1-12/8/22)

Mesy. Kep. Peperiksaan Senat untuk WBL/LI/Sem Khas: 19 /10/22

Hanya sahkan keputusan 3 kursus WBL dan PSM1

TAKWIM WBL BMMK (Kohort 1)

Work-Based Learning (WBL) Industrial Training for Final Year Students Bachelor of Technology Program (24 Weeks)		11 October 2022 (Tuesday) - 24 March 2023 (Friday)	
	SPECIAL SEMESTER (8 Weeks)		
	Instructional Session & Examination (8 Weeks)	18 July 2022 (Monday) - 09 September 2022 (Friday)	
	Reclamation in Welding		
11 April 2022 – 6 Mei 2022 | W06-W09 |	BMMK 3193 Cy ng	20 (4 minggu)	6
16 Mei 2022 – 10 Jun 2022 | W11-W14 |	BM Managi uction and Superv		
7 Mac 2022– 22 Julai 2022 | W01-W20 |	BMM 134 Final Year Project 1	30 (6 minggu	
25 Julai 2022– 16 Sept 2022	B MU 3186 Final Year Project 2	38 (8 minggu)	6 (SEM KHAS)
19 Sept 2022 – 3 Mac 2023	BMMU 3212 Industrial Training	6 Bulan (24 Minggu)	7

Latihan Industri dalam kalendar akademik: 11/10/22-24/3/23

Semester khas dalam kalendar akademik: 18 Julai – 9 September 2022

TAKWIM WBL PROGRAM BMMI (KOHORT 2)

Tarikh	Kursus	Jumlah Hari	Sem	
WBL For Third Year Students Bachelor of Technology Program (20 Weeks)				13 March 2023 (Monday) - 28 Julai 2023 (Friday)
13 Mac 20 14 April 2(	Senate Standing Committee on Examination/Examination Result Meeting: - Semester II 2022/2023 Special Examination - Semester II 2022/2023 Mobility Outbound - Industrial Training For Bachelor of Technology Management & Technopreneurship - Industrial Training For Bachelor of Engineering Technology - WBL For Third Year Students Bachelor of Technology			30 September 2023 (Wednesday)
WBL For Third Year Students Bachelor of Technology Program (8 Weeks)				31 July 2023 (Monday) - 22 September 2023 (Friday)
17 April 2023 – 19 Mei 2023	BMMI 3234 Machine Maintenance	25 (5 minggu)	6	1 KURSUS WBL
22 Mei 2023 – 23 Jun 2023	BMMI 3244 Project Management and Supervision	25 (5 minggu)		
13 Mac 2023– 28 Julai 2023	BMMU 3134 Final Year Project 1	100 (20 minggu)		2 PROJEK SARJANA MUDA
31 Julai 2023– 22 Sept 2023	BMMU 3186 Final Year Project 2	40 (8 minggu)	SEM KHAS	
25 Sept 2023 – 8 Mac 2024	BMMU 3212 Industrial Training	6 Bulan (24 Minggu)	7	3 LATIHAN INDUSTRI

TAKWIM WBL PROGRAM BMMK (KOHORT 2)

Tarikh	Kursus	Jumlah Hari	Sem	
13 Mac 2023 – 14 April 2023	BMMK 3204 Reclamation in Welding	25 (5 minggu)	6	1 KURSUS WBL
17 April 2023 – 12 Mei 2023	BMMK 3193 Cyber Physical Systems in Welding	20 (4 minggu)		
15 Mei 2023 – 16 Jun 2023	BMMK 3214 Managing Production and Supervision	25 (5 minggu)		
13 Mac 2023– 28 Julai 2023	BMMU 3134 Final Year Project 1	100 (20 minggu)		2 PROJEK SARJANA MUDA
31 Julai 2023– 22 Sept 2023	BMMU 3186 Final Year Project 2	40 (8 minggu)	SEM KHAS	
25 Sept 2023 – 8 Mac 2024	BMMU 3212 Industrial Training	6 Bulan (24 minggu)	7	3 LATIHAN INDUSTRI

TAKWIM WBL PROGRAM BMMF (KOHORT 1)

Tarikh	Kursus	Jumlah Hari	Sem	
13 Mac 2023 – 7 April 2023	BMMF 3243 Asset and Inventory Management	20 (4 minggu)	6	1 KURSUS WBL
10 April 2023 – 26 Mei 2023	BMMF 3256 Quality Management	35 (7 minggu)		
29 Mei 2023 – 23 Jun 2023	BMMF 3263 Risk Assessment	20 (4 minggu)		
13 Mac 2023– 28 Julai 2023	BMMU 3134 Final Year Project 1	100 (20 minggu)		2 PROJEK SARJANA MUDA
31 Julai 2023– 22 Sept 2023	BMMU 3186 Final Year Project 2	40 (8 minggu)	SEM KHAS	
25 Sept 2023 – 8 Mac 2024	BMMU 3212 Industrial Training	6 Bulan (24 minggu)	7	3 LATIHAN INDUSTRI

TAKWIM WBL PROGRAM BMMS (KOHORT 1)

Tarikh	Kursus	Jumlah Hari	Sem	
13 Mac 2023 – 28 April 2023	BMMS 3146 HVAC Project Planning and Development	35 (7 minggu)	6	1 KURSUS WBL
1 Mei 2023 – 16 Jun 2023	BMMS 3156 Testing & Commissioning Commercial HVAC	35 (7 minggu)		
13 Mac 2023– 28 Julai 2023	BMMU 3134 Final Year Project 1	100 (20 minggu)		2 PROJEK SARJANA MUDA
31 Julai 2023– 22 Sept 2023	BMMU 3186 Final Year Project 2	40 (8 minggu)	SEM KHAS	
25 Sept 2023 – 8 Mac 2024	BMMU 3212 Industrial Training	6 Bulan (24 minggu)	7	3 LATIHAN INDUSTRI

TAKWIM WBL PROGRAM BMMH (3u1i) KOHORT 1

Tarikh	Kursus	Jumlah Hari	Sem	
9 Okt 2023 – 23 Okt 2023	**Choose any THREE (3) Courses** BMMH 4633 (Lean Manufacturing) BMMH 4663 (Engineering Financial, Costing & Economics) BMMH 3543 (Maintenance of HVAC System) BMMH 4623 (Project Management)	15 (3 minggu)	7	Pelajar terbeban tak?
23 Okt 2023 – 6 Nov 2023		15 (3 minggu)		
6 Nov 2023 – 20 Nov 2023		15 (3 minggu)		1 KURSUS WBL
20 Nov 2023 – 4 Dis 2023	BMMU 4053 (Engineering Ethics and OSHE)	15 (3 minggu)		PSM 1 di universiti.. Kaedah penilaian?
4 Dis 2023 – 18 Dis 2023	BMMH 3523 (Classification of Air Conditioning System)	15 (3 minggu)		
9 Okt 2023- 22 Jan 2024	BMMU 4774 (Bachelor Degree Project 2)	80 (16 minggu)		2 PROJEK SARJANA MUDA
9 Okt 2023 – 23 Okt 2023	BMMU 3212 Industrial Training	6 Bulan (24 minggu)	8	3 INDUSTRIAL TRAINING

PEMBANGUNAN DOKUMENTASI PERANCANGAN

LANGKAH KEDUA

1. Pemurnian *Teaching Plan* untuk kursus mod industri.
2. Tentukan topik-topik penting untuk mencapai *Learning Outcome* kursus. (14 minggu kuliah → 4 /5 /6 /7 minggu mengikut takwim)
3. Tukar topik – topik tersebut kepada tugasan mingguan.
   → **Weekly Summary Student Guideline**
   (tugasan adalah bersesuaian dengan tahap taksonomi kursus)

PEMBANGUNAN DOKUMENTASI PERANCANGAN

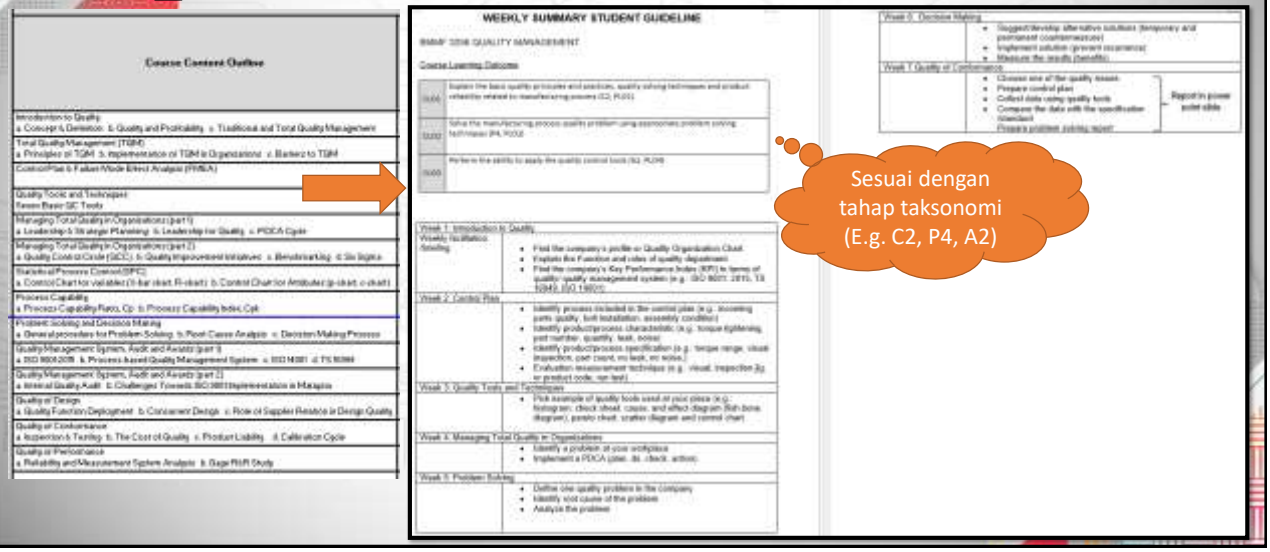
LANGKAH KEDUA (samb.)

Case Study perlu formal report? Atau presentation slide sahaja mencukupi?

4. Fikirkan satu case study yang merangkumi tugasan-tugasan yang diberikan. (Tugasan minggu 1 + 2 + 3 = *Case study*)
5. Minggu terakhir adalah merupakan minggu penyediaan Case Study

PEMBANGUNAN DOKUMENTASI PERANCANGAN

01_WEEKLY SUMMARY STUDENT GUIDELINE



PEMBANGUNAN DOKUMENTASI PERANCANGAN

LANGKAH KETIGA

1. Penetapan **kaedah penilaian dan pentaksiran** (kursus WBL, PSM)
2. Pembangunan rubrik penilaian dan pentaksiran.

REKABENTUK PENILAIAN KURSUS WBL

Hasil benchmarking PSAS (Kursus WBL)

CLO	Domain	Assessment Method	Marks
CLO 1	Cognitive	Case Study Presentation (case study report 20%, presentation skills 10%)	30%
CLO 2	Psychomotor	Weekly report	40%
		Student Performance Evaluation (Practical) – Weekly report – 60% out of 30%	30%
CLO3	Affective	Student Performance Evaluation Form (Generic Skill) – 40% out of 30%	

Rujukan: GP Perlaksanaan WBL POLISAS

REKABENTUK PENILAIAN KURSUS WBL

Hasil benchmarking UTHM (Kursus WBL & PSM)

Delivery	**INDUSTRY** ✓ T&L Practical ✓ T&L according to study guide prepared by lecturer	**FPTV / LECTURER** ✓ T & L Theory ✓ T & L theory implement in F2F mode and online session
Monitoring	3 times monitoring base on no of course takes ✓ Presentation case study ✓ Performance evaluation according to subject ✓ Proposal evaluation ✓ Proposal presentation	
Assessment	**INDUSTRY** **Courses subject** ✓ Performance Evaluation : 60% (Practical task 40% & generic skill 20%) **FYP 1 & 2** ✓ Logbook : 10 % ✓ Performance evaluation : 30% (Practical task 20% & generic skill 10%)	**FPTV / LECTURER** **Courses subject** ✓ Presentation : 15% ✓ Case Study : 15% ✓ Weekly Summary : 10% **FYP 1 & 2** ✓ Thesis Proposal: 40% ✓ Presentation : 20%
Grading	**INDUSTRY** ✓ Practical task 30% ✓ Generic skills 10%	**FPTV / LECTURER** ✓ Presentation : 20% ✓ Case study : 30% ✓ Weekly summary : 10%

Rujukan: Module Creating Rubric FPTV UTHM

REKABENTUK PENILAIAN KURSUS WBL

~~Hasil bengkel WBL Siri 1 2022~~
Semakan semula WBL Siri 2 2022

CLO	Domain	Assessment Method	Marks	
CLO 1	Cognitive	Presentation	~~20%~~ 10%	Lecturer
		Case Study Report	~~40%~~ 30%	
CLO 2	Psychomotor	Student Performance Evaluation (Practical) Weekly ~~Report~~ Assessment	~~20%~~ 40%	Industrial Coach
CLO3	Affective	Student Performance Evaluation (Soft Skill) Soft Skill Rubric	20%	

REKABENTUK PENILAIAN KURSUS WBL

4 – POINTS SCALE RUBRIC

There is no specific number for the rating scales for a rubric. The more rating scales, the more difficult to distinguish between one scale to another. In addition, it also becomes a burden to the rater. Too little scale will cause a lack of variation between elements (Schaefer 2008).

Most rubrics use a four-rating scale from 1 to 4. It is recommended to use a 4 -point scale to avoid users use middle scale.

Rating Scale	Standard Description
0	Absent
1	Poor
2	Satisfactory
3	Good
4	Excellent

Rujukan: Module Creating Rubric FPTV UTHM

REKABENTUK PENILAIAN KURSUS WBL

INDUSTRIAL COACH

02_WEEKLY ASSESSMENT (PSYCHOMOTOR)

FAKULTI TEKNOLOGI KEJURUTERAAN MEKANIKAL DAN PEMBUATAN
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

WEEKLY ASSESSMENT

BMMF3250 – QUALITY MANAGEMENT

FAKULTI TEKNOLOGI KEJURUTERAAN MEKANIKAL DAN PEMBUATAN
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

WEEKLY ASSESSMENT

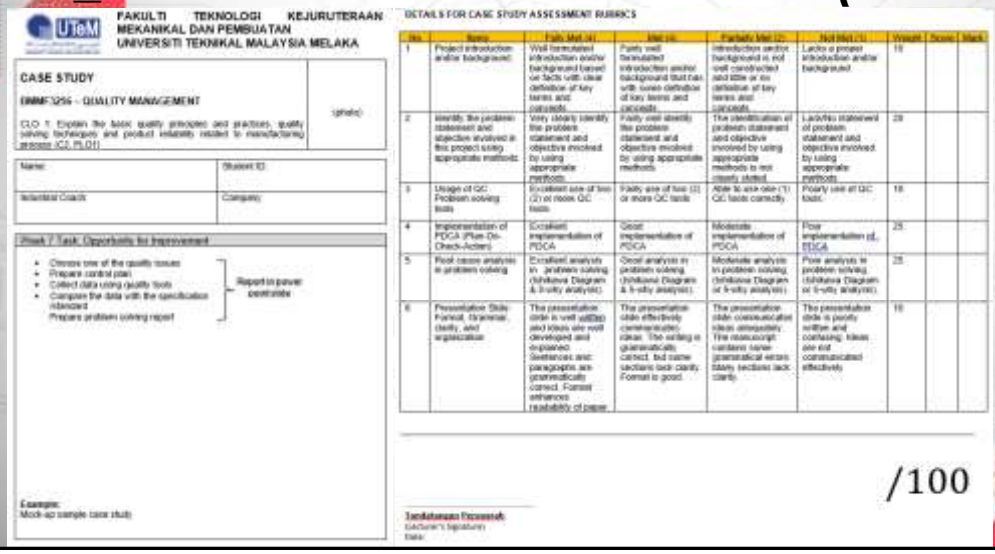
BMMF3250 – QUALITY MANAGEMENT

Weekly report?
Weekly summary?
Weekly assessment?

REKABENTUK PENILAIAN KURSUS WBL

LECTURER

03_CASE STUDY REPORT RUBRIC (COGNITIVE)



FAKULTI TEKNOLOGI KEJURUTERAAN MEKANIKAL DAN PEMBUATAN
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

CASE STUDY

BMMF3256 – QUALITY MANAGEMENT

CLO 1: Explain the basic quality principles and practices, quality solving techniques and product reliability related to manufacturing process (C2, PLO1)

(photo)

Name: | Student ID:
Industrial Coach: | Company:

Week 7 Task: Opportunity for Improvement

- Choose one of the quality issues
- Prepare control plan
- Collect data using quality tools
- Compare the data with the specification standard
- Prepare problem solving report

Report in paper/ printable

Example:
Mock-up sample case study

DETAILS FOR CASE STUDY ASSESSMENT RUBRICS

No.	Items	Fully Met (4)	Met (3)	Partially Met (2)	Not Met (1)	Weight	Score	Mark
1	Project introduction and/or background	Well formulated introduction and/or background based on facts with clear definition of key terms and concepts	Fairly well formulated introduction and/or background that has with some definition of key terms and concepts	Introduction and/or background is not well constructed and little or no definition of key terms and concepts	Lacks a proper introduction and/or background	10		
2	Identify the problem statement and objective involved in the project using appropriate methods	Very clearly identify the problem statement and objective involved by using appropriate methods	Fairly well identify the problem statement and objective involved by using appropriate methods	The identification of problem statement and objective involved by using appropriate methods is not clearly stated	Lack/No statement of problem statement and objective involved by using appropriate methods	20		
3	Usage of QC Problem solving tools	Excellent use of two (2) or more QC tools	Fairly use of two (2) or more QC tools	Able to use one (1) QC tools correctly	Poorly use of QC tools	10		
4	Implementation of PDCA (Plan-Do-Check-Action)	Excellent implementation of PDCA	Good implementation of PDCA	Moderate implementation of PDCA	Poor implementation of PDCA	25		
5	Root cause analysis in problem solving	Excellent analysis in problem solving (Ishikawa Diagram & 5-why analysis)	Good analysis in problem solving (Ishikawa Diagram & 5-why analysis)	Moderate analysis in problem solving (Ishikawa Diagram or 5-why analysis)	Poor analysis in problem solving (Ishikawa Diagram or 5-why analysis)	25		
6	Presentation Style: Format, Grammar, clarity, and organization	The presentation style is well written and ideas are well developed and organized. Sentences and paragraphs are grammatically correct. Format enhances readability of paper	The presentation style effectively communicates ideas. The writing is grammatically correct, but some sections lack clarity. Format is good.	The presentation style communication ideas adequately. The manuscript contains some grammatical errors. Many sections lack clarity.	The presentation style is poorly written and confusing. Ideas are not communicated effectively.	10		

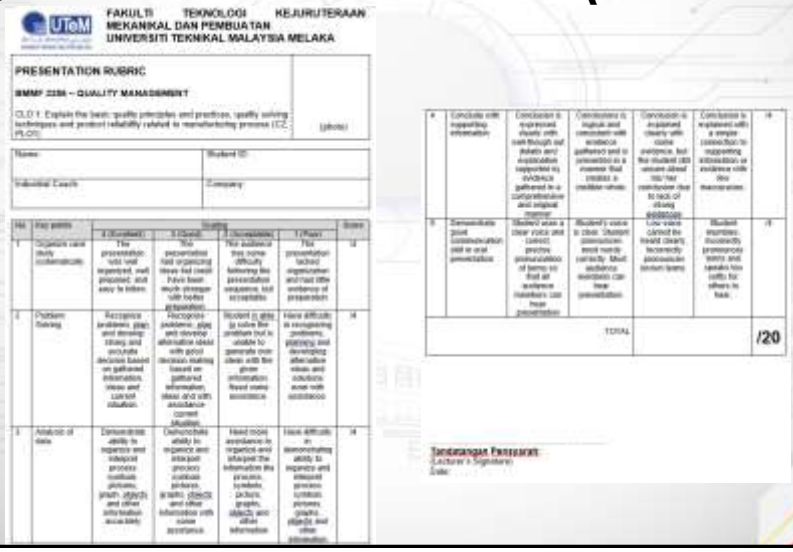
/100

Tandatangan Pensyarah
Lecturer's Signature)
Date:

REKABENTUK PENILAIAN KURSUS WBL

LECTURER

04_PRESENTATION RUBRIC (COGNITIVE)



FAKULTI TEKNOLOGI KEJURUTERAAN MEKANIKAL DAN PEMBUATAN
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

PRESENTATION RUBRIC

BMMF 3256 – QUALITY MANAGEMENT

CLO 1: Explain the basic quality principles and practices, quality solving techniques and product reliability related to manufacturing process (C2, PLO1)

(photo)

Name: | Student ID:
Individual Coach: | Company:

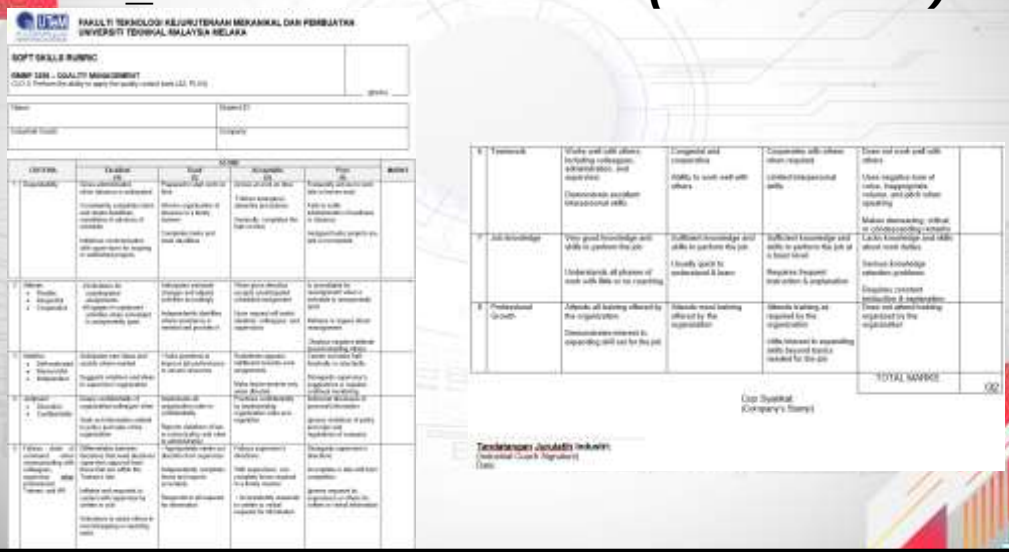
No.	Key points	Scoring				Score
		4 (Excellent)	3 (Good)	2 (Acceptable)	1 (Poor)	
1	Organize case study systematically	The presentation was well organized, well prepared, and easy to follow.	The presentation was organized and relevant but could have been more concise with better transitions.	The audience may have difficulty following the presentation sequence, but acceptable.	The presentation lacked organization and had little evidence of preparation.	/4
2	Problem Solving	Recognize problems, gap and develop critical and accurate decision based on gathered information, views and current situation.	Recognize problems, gap and develop alternative ideas with good decision making based on gathered information, ideas and with assistance current situation.	Student is able to solve the problem but is unable to generate new ideas with the given information. Need more assistance.	Have difficulty in recognizing problems, planning and developing alternative ideas and solutions even with assistance.	/4
3	Analysis of data	Demonstrate ability to organize and interpret process outputs, pictures, graph, objects and other information accurately.	Demonstrate ability to organize and interpret process outputs, pictures, graphs, objects and other information with some assistance.	Need more assistance to organize and interpret the information like process, symbols, pictures, graphs, objects and other information.	Have difficulty in demonstrating ability to organize and interpret process, symbols, pictures, graphs, objects and other information.	/4
4	Conclude with supporting information	Conclusion is expressed clearly with well-thought out details and explanation supported by EVIDENCE gathered in a comprehensive and logical manner.	Conclusions is logical and consistent with evidence gathered and is presented in a manner that creates a credible whole.	Conclusions is logical and consistent with evidence gathered and is presented in a manner that creates a credible whole.	Conclusion is explained clearly with some evidence, but the student still seem about TOO THE conclusion due to lack of strong supporting evidence.	Conclusion is explained with a simple connection to supporting information or evidence with few inaccuracies.	/4
5	Demonstrate good communication skill in oral presentation	Student uses a clear voice and correct precise pronunciation of terms so that all audience members can hear presentation.	Student's voice is clear. Student pronunciations most words correctly. Most audience members can hear presentation.	Low voice cannot be heard clearly. Incorrectly pronunciation terms and speaks too softly for others to hear.	Student mumbles, incorrectly pronounces terms and speaks too softly for others to hear.	/4
					TOTAL		/20

Tandatangan Pensyarah
Lecturer's Signature)
Date:

REKABENTUK PENILAIAN KURSUS WBL

INDUSTRIAL COACH

05_SOFT SKILL RUBRIC (AFFECTIVE)



FAKULTI TEKNOLOGI KEJURUTERAAN MEKANIKAL DAN PEMBUATAN
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

SOFT SKILLS RUBRIC

BMP 3256 – QUALITY MANAGEMENT

6	Teamwork	Works well with others including colleagues, administrator, and supervisor. Demonstrates excellent interpersonal skills.	Competent and cooperative. Ability to work well with others.	Cooperates with others when required. Limited interpersonal skills.	Does not work well with others. Uses negative tone of voice, inappropriate language, and pitch when speaking. Makes demeaning, critical, or condescending remarks.	
7	Job knowledge	Very good knowledge and skills to perform the job. Understands all phases of work with little or no coaching.	Sufficient knowledge and skills to perform the job. Usually quick to understand & learn.	Sufficient knowledge and skills to perform the job at a basic level. Requires frequent instruction & explanation.	Lacks knowledge and skills about work duties. Serious knowledge retention problems. Requires constant instruction & explanation.	
8	Professional Growth	Attends all training offered by the organization. Demonstrates interest in expanding skill set for the job.	Attends most training offered by the organization.	Attends training as required by the organization. Has interest in expanding skills beyond basics needed for the job.	Does not attend training organized by the organization.	
					TOTAL MARKS	/32

Cop Syarikat
(Company's Stamp)

Tandatangan Jurulatih Industri:
(Industrial Coach Signature)
Date:

PEMBANGUNAN DOKUMENTASI PERANCANGAN

LANGKAH KEEMPAT

1. Kemaskini *Teaching Plan*. Sesuaikan SLT untuk DL / IL / IG
   - DL – Sesi pensyarah facilitate pelajar terhadap tugasan mingguan yang diberi (1 – 2 jam seminggu *LECTURE*)
   - IL – Masa pelajar berusaha menyelesaikan tugasan diberikan. Buat temuramah, pemerhatian kerja, analisa kerja, dsbnya. *PRACTICAL*
   - IG - Sesi *coaching* bersama *Industrial Coach* (1 – 2 jam seminggu *GUIDED LEARNING* (NF2F))

PEMBANGUNAN DOKUMENTASI PERANCANGAN

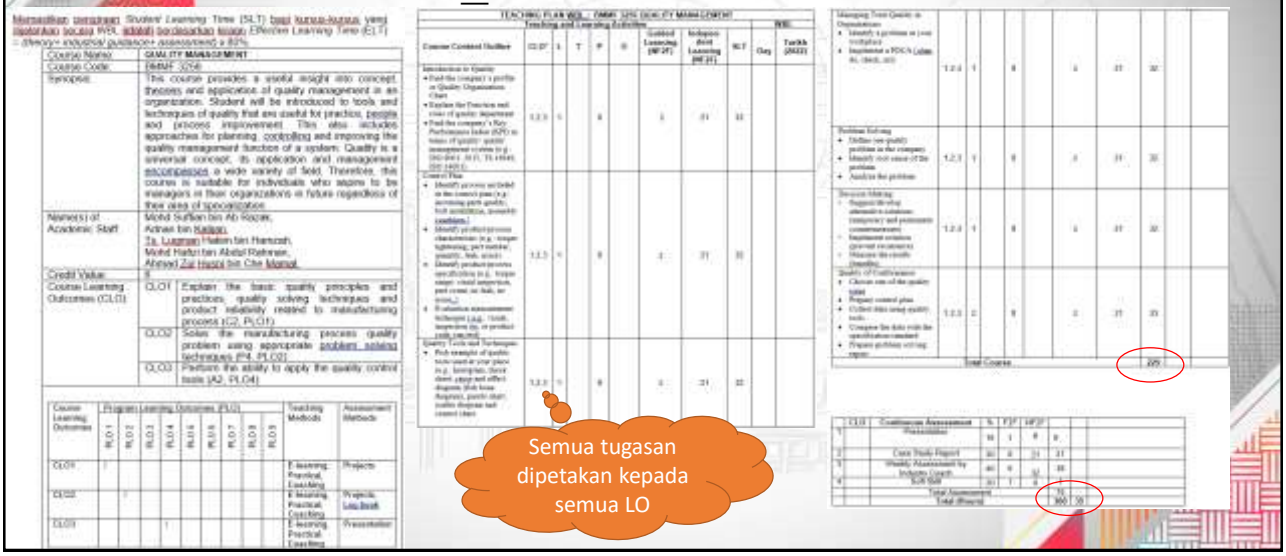
LANGKAH KEEMPAT (samb.)

2. Formulasikan SLT *Teaching& Learning vs Assessment*
   contoh: 75% T&L, 25% *Assessment*
   Untuk kursus 6 kredit: SLT= 240, ELT= SLT/80% = 300
   75% T&L = 225 jam, 25% *Assessment* = 75 jam.

3. Selaraskan *Independent Learning* (NF2F) dalam T&L dan *Continuous Assessment* F2F (penilaian bersemuka) dan NF2F (proses dokumentasi, kemaskini *logbook*, persediaan *case study report* dan pembentangan).

PEMBANGUNAN DOKUMENTASI PERANCANGAN

06_TEACHING PLAN



PEMBANGUNAN DOKUMENTASI PERANCANGAN

LANGKAH KELIMA

1. Pembentangan dengan wakil industri berkenaan kesesuaian tugasan kursus yang diberikan.
2. Pembentangan dan latihan kepada jurulatih industri berkenaan program WBL yang akan dijalankan kepada industri tersebut.

BAGAIMANA MENJALANKAN PSM 1 & 2?

PEMBANGUNAN DOKUMENTASI PERANCANGAN

PROJEK SARJANA MUDA

1. Memastikan PSM ialah *real industry case study.*
2. Sekurang-kurangnya 2 penyelia fakulti dan 2 pelajar (untuk *cross examiner technical report/ thesis* pelajar)
3. PSM 1 lebih kepada penyediaan FYP Proposal dan dimasukkan dalam format thesis. *Chapter 1 - 3*
   (Amalan di FTKMP: laporan thesis berformatkan *technical report*)
4. PSM 2 menilai *Chapter 3 – 5* berserta format.

REKABENTUK PENILAIAN PSM1&2

~~**Hasil bengkel SRR Siri 1 2022**~~
Semakan semula WBL Siri 2 2022

CLO	Domain	Assessment Method	Marks	
CLO 1	Cognitive	Project Proposal	10%	SV Fakulti
		Thesis	~~40%~~ 30%	
CLO 2	Psychomotor	Student Performance Evaluation (Practical)	30%	Industrial Coach
CLO3	Affective	Presentation	20%	
			~~0%~~ 10%	Examiner Fakulti

REKABENTUK PENILAIAN PSM

DOKUMEN PROJEK SARJANA MUDA

1. *Project Proposal Template*
2. *Thesis Technical Report Template*
3. *Checklist for PSM Technical Report*
4. *PSM 1 & 2 Rubric*

PEMBANGUNAN DOKUMENTASI PERANCANGAN

LATIHAN INDUSTRI

1. Latihan Industri mengguna pakai format penilaian Latihan Industri mod perdana.(buku log, laporan latihan industri, pembentangan)
2. Laporan LI adalah *focused case study report*.
    i. Projek industri baru yang diberikan oleh jurulatih industri.
    ii. Sambungan/ kesinambungan projek PSM.

TERIMA KASIH