

GKS1001 (GROUP C)

~ REFLECTION
ACTIVITY ~

10TH JUNE 2025

(TUESDAY)

5.00 PM

REFLECTION ACTIVITY



SUBMISSION:

WEEK 14TH

BEFORE 27 JUNE 2025



MARKS:

30%



4 ITEMS TO BE
COMPLETED

REFLECTION ACTIVITY ASSIGNMENT




1. COMPLETENESS – 10 %

2. SKILLS & COMPETENCIES DEVELOPMENT – 6 %

3. CONTRIBUTION – 4 %

4. SUBMISSION DEADLINE – 10 %

REFLECTION ACTIVITY TEMPLATE

 UNIVERSITI MALAYA	BAHAGIAN HAL EHWAL PELAJAR (STUDENT AFFAIRS DIVISION)										
REFLEKSI AKTIVITI (ACTIVITY REFLECTION)											
GKS 1001 KESUKARELAANAN (VOLUNTEERISM)											
(A) MAKLUMAT PELAJAR STUDENT INFORMATION											
Nama <i>Name</i>											
No. Matrik <i>Matric No.</i>	No. Telefon <i>Telephone No.</i>										
Alamat E-Mel <i>E-Mail Address</i>	Program <i>Program</i>										
Fakulti <i>Faculty</i>											
Tahap Pengajian (Silakan tandakan (✓) yang mana berkenaan) <i>Level of Study</i> Please tick (✓) the appropriate box	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; text-align: center;"> Pelajar Baharu <i>New Student</i> </td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/> </td> <td style="width: 45%; text-align: center;"> Tahap Pertengahan <i>Middle Level</i> </td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/> </td> </tr> <tr> <td style="text-align: center;"> Tahap Awal <i>Early Level</i> </td> <td style="text-align: center;"> <input type="checkbox"/> </td> <td style="text-align: center;"> Tahap Akhir <i>Final Level</i> </td> <td style="text-align: center;"> <input type="checkbox"/> </td> </tr> </table>	Pelajar Baharu <i>New Student</i>	<input type="checkbox"/>	Tahap Pertengahan <i>Middle Level</i>	<input type="checkbox"/>	Tahap Awal <i>Early Level</i>	<input type="checkbox"/>	Tahap Akhir <i>Final Level</i>	<input type="checkbox"/>		
Pelajar Baharu <i>New Student</i>	<input type="checkbox"/>	Tahap Pertengahan <i>Middle Level</i>	<input type="checkbox"/>								
Tahap Awal <i>Early Level</i>	<input type="checkbox"/>	Tahap Akhir <i>Final Level</i>	<input type="checkbox"/>								
Nota/Notes:											
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center;"> Tahap pengajian <i>Level of study</i> </th> <th style="width: 50%; text-align: center;"> Bilangan Kredit yang telah disempurnakan <i>Number of Credit Completed</i> </th> </tr> <tr> <td>Pelajar Baharu/<i>New Student</i></td> <td style="text-align: center;">-</td> </tr> <tr> <td>Tahap Awal/<i>Early Level</i></td> <td style="text-align: center;">< 35 credit</td> </tr> <tr> <td>Tahap Pertengahan/<i>Middle Level</i></td> <td style="text-align: center;">36 to 75 credit</td> </tr> <tr> <td>Tahap Akhir/<i>Final Level</i></td> <td style="text-align: center;">> 76 credit</td> </tr> </table>		Tahap pengajian <i>Level of study</i>	Bilangan Kredit yang telah disempurnakan <i>Number of Credit Completed</i>	Pelajar Baharu/ <i>New Student</i>	-	Tahap Awal/ <i>Early Level</i>	< 35 credit	Tahap Pertengahan/ <i>Middle Level</i>	36 to 75 credit	Tahap Akhir/ <i>Final Level</i>	> 76 credit
Tahap pengajian <i>Level of study</i>	Bilangan Kredit yang telah disempurnakan <i>Number of Credit Completed</i>										
Pelajar Baharu/ <i>New Student</i>	-										
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Tahap Pertengahan/ <i>Middle Level</i>	36 to 75 credit										
Tahap Akhir/ <i>Final Level</i>	> 76 credit										
(B) GARIS PANDUAN AM GENERAL GUIDELINES											
<ol style="list-style-type: none"> 1. Bahasa: Bahasa Inggeris atau Bahasa Melayu <i>Language: English or Bahasa Melayu</i> 2. Panjang laporan bertulis diantara 4 hingga 5 muka surat <i>The written report should be within 4 to 5 pages</i> 											

LET'S GO THROUGH THE TEMPLATE

PART 1: WRITTEN REPORT

1. Pengenalan projek (*Introduction of the project*)
2. Tajuk projek (*Title of the project*)
3. Maklumat projek (*Project information*)
 - Tema (*Theme*) – *if no theme, you can just skip this*
 - Objektif (*Objective*)
 - Tarikh dan tempat (*Date and venue*)
 - Senarai peserta (*List of participants*) – *if no participants, you can just skip this*
 - Penasihat projek (*Advisors of the project*) – *your host*
 - Jadual program (*Tentative programme*) – *if it is not 1-2 days event, you can just skip this and focus on the daily activity report only*
 - Ahli jawatankuasa penganjur (*Organizing committee*) – *if no committee, you can just skip this*

PART 2: SKILLS & COMPETENCIES ACQUIRED

- List 3 skills & competencies acquired from the completed programs/activities
- Identify your level of mastery of each skills & competencies (before and after)

PART 3: CONTRIBUTION (DIRECT / INDIRECT)

- At least 2 direct contributions and 2 indirect contributions

PART 4: COURSE OUTCOME ACHIEVEMENT

- Please tick (✓) at the appropriate box from your own self evaluation on the achievement

EXAMPLE

1. Laporan bertulis (*Written report*)

(a) INTRODUCTION OF THE PROJECT

The project conducted is known as MCO Time Management Webinar. It is an online conducted seminar that welcome the university students to join. During MCO period, many university students are having problem of managing time based on the research done by us. Hence, by attending this webinar, we can give some tips or solutions to help them in managing their time wisely and thus they can deal with their workload easily. Time is money, by being conscious of how we spend our time, we can work more efficiently and productively.

(b) TITLE OF THE PROJECT

MCO Time Management Webinar

(c) PROJECT INFORMATION

THEME

The theme of this project is "TIME MANAGEMENT. This webinar aims to help the university students in managing their time wisely by giving them some tips and solutions. By then, they can deal their workload easily and have no stress about lacking of time to do their works such as complete the assignments or do the revision for final exam.

OBJECTIVE

1. To educate student the proper way of time management to prevent waste of time.
2. To convey the message of significance of time management.
3. To suggest student what to do during MCO so that they can utilize their time fully.

DATE AND VENUE

The webinar is conducted on two days which is 6 June 2020 (Saturday) and 8 June 2020 (Sunday). Each webinar conducted last for two hours by using ZOOM.

EXAMPLE

LIST OF PARTICIPANTS

There were 15 participants on the first day whereas the other 14 on the second day. The name list of the participants is as follows:

Day 1: 6 th June 2020
Name
Nurul Ain'ni Binti Kamarulzaman
Lavinya Kalai Chelvan
Chong Hui Ming
Nurul Alya Binti Mior Hanapi
Muhammad Afiq Danial Bin Mohd Azman
Ahmad Nadzri Bin Abullah Zawawi
Nur Fazliana Binti Kasim
Siti Wan Widad Binti Wan Rusli
Choo Siew Ching
Lai Sok Ling
Muhammad Faiqmal Bin Zainalabidin
Bryan Yeoh
Nur Wahida Binti Muhammad Suhaiji
Phua Wei Chee
Lee Min Yao

Day 2: 7 th June 2020
Name
Tee Leong Chun
Cheryl Hong
Chee Hoey Lyn
Nur Awatif Binti Kamil Arif
Intan Shaukat Bt Alfie Shaukat
Lek Kai Hui
Yeong Jin Sheng
Lim Zheng Yau
Wong Hong Gao
Larasati Hanifah Ramadhina
Khairul Izzati Binti Khalid
Teoh Yu Hong
Hana Zahra
Law Rou Yee

ADVISOR OF THE PROJECT

The advisor of this project, Dr. Sr Zafirah Al Sadat Binti Zyed is our lecturer from the Department of Real Estate, Faculty of Built Environment.

EXAMPLE

TENTATIVE PROGRAMME

The tentative for both day of the webinar are the same and is shown below:

Time	Programme
10.00 am – 10.20 am	Registration
10.20 am – 10.40 am	“Tips to Plan an Efficient Schedule”
10.40 am – 10.50 am	Q&A session
10.50 am – 11.10 am	Break
11.10 am – 11.30 am	“What to Do during MCO”
11.30 am – 11.40 am	Q&A session
11.40 am – 11.50 am	Feedback Form Fill in

ORGANIZING COMMITTEE

Name	Matrix Number	Contact Number
Teh Shu Zen	BIE 180034	019-5125629
Aw Kai Nee	BIE 180004	016-9354324
Chan Chee Sam	BIE 180006	016-9885026
New Lik Guan	BIE 180021	016-7158932
Ling Kie Qin	BIE 180013	016-2264566
Yew Min Kai	BIE 180037	012-9188918
Shirley Yiu Pei Pei	BIE 180032	011-26867976
Chai Swee Jong	BIE 180005	012-7480949
Muhammad Ikhwan bin Zulkifli	BIE 180020	013-2839771

EXAMPLE

3. 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.

FULLY COMMITMENT

I had fully committed on the webinar conducted. From the beginning till end, I always know my position and role to perform the tasks and responsibilities. I always collaborate with my groupmates to make sure that the webinar will be organised successfully. Whenever I have any problems and question when doing the jobs given, I will communicate and ask for helping hands from the groupmates. So that, there were no delay and stuck for any tasks given in order to achieve the goal.

SHARE KNOWLEDGE TO THE UNIVERSITY STUDENTS

The webinar gave me a chance to share knowledge to the university students. On the second day of the webinar conducted, I am one of the speaker and had shared the knowledge on how to manage time wisely to the participants. I gave the advices and solutions to help the university students keep everything in check when working on multiple projects or tasks at the same time. For example, to make a to-do list in the beginning and then prioritise the tasks to determine which task is more urgent or important. The skills are seemed very useful to help the university students in managing their time wisely based on the comments and feedbacks from them.

DON'T FORGET TO SIGN IN YOUR ATTENDANCE!

