

**UNIVERSITI POLY-TECH MALAYSIA
CHECKLIST FOR TEACHING PORTFOLIO**



NO.	ITEM	TICK (/)	
		PT	AS
	CHECKLIST FOR TEACHING PORTFOLIO		
1	TEACHING PRACTICE		
2	PRACTICUM PLACEMENT LETTER		
3	TATASUSILA <i>PROFESSION PERGURUAN</i>		
4	PRACTICUM TEACHER'S PROFILE / <i>MAKLUMAT GURU</i>		
5	OBSERVATION INFORMATION / <i>MAKLUMAT PENCERAPAN</i>		
6	SCHOOL TERM		
7	TIMETABLE		
8	SCHEME OF WORK		
9	GENERAL GUIDELINES FOR PRACTICUM TEACHERS/ <i>PANDUAN AM UNTUK GURU PELATIH</i>		
10	SCHOOL MENTOR'S PROFILE FORM / <i>BORANG MAKLUMAT GURU PEMBIMBING</i>		
11	TEACHING EVALUATION FORM 1 (SCHOOL MENTOR)		
12	TEACHING EVALUATION FORM 2 (SCHOOL MENTOR)		
13	TEACHING EVALUATION FORM (ACADEMIC SUPERVISOR)		
14	LESSON PLANS		
15	RECORD OF STUDENTS' MARKS		
16	CO-CURRICULAR TIMETABLE		
17	CO-CURRICULAR/SPORTS ACTIVITY INVOLVEMENT FORM		
18	PRACTICUM TEACHER'S ATTENDANCE		
19	MISCELLANEOUS		
20	RUKUN NEGARA		
21	FALSAFAH PENDIDIKAN NEGARA		
SIGNATURE			
DATE OF CHECKING			

PT = Checked and signed by Practicum Teacher

AS = Checked and signed by Academic Supervisor

