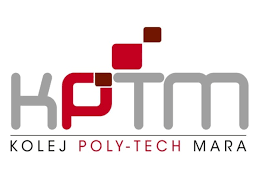
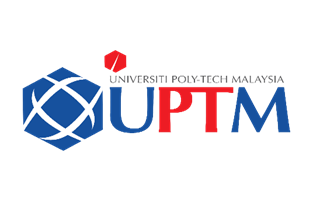
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**TEACHING PRACTICE**

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| NAME |  |
| STUDENT ID |  |
| SCHOOL’S NAME |  |
| SCHOOL’S PHONE NUMBER |  |
| SCHOOL’S ADDRESS |  |
| SESSION |  |
| SUPERVISOR’S NAME |  |
| SCHOOL MENTOR’S NAME |  |



**TATASUSILA PROFESION PERGURUAN MALAYSIA**

**Kami, guru-guru Malaysia, yakin bahawa tujuan utama pendidikan ialah berusaha menuju ke arah pembentukan warganegara yang berilmu, yang taat setia, yang bertanggungjawab dan berkebolehan, yang menyedari betapa pentingnya usaha menuju ke arah kebenaran dan ke arah pencapaian hasrat yang gemilang dan yang percaya demokrasi, kebebasan perseorangan dan prinsip-prinsip Rukun Negara.**

**Melalui pendidikan, masyarakat dapat membantu anak mudanya memahami kebudayaan mereka, memperolehi pengetahuan yang terkumpul sejak zaman berzaman dan menyediakan mereka untuk menghadapi cabaran pada masa hadapan.**

**Dengan menyedari betapa besarnya tanggungjawab untuk membimbing anak muda untuk mencapai kemajuan sepenuhnya, kami menyempurnakan profesion kami ke taraf kesusilaan yang setinggi-tingginya.**

**I. TANGGUNGJAWAB TERHADAP PELAJAR**

1. Lebih mengutamakan kebajikan dan keselamatan pelajar-pelajar kami dari hal-hal lain.
2. Bersikap adil kepada pelajar-pelajar tanpa mengira faktor-faktor jasmani, mental, emosi, politik, ekonomi, keturunan atau agama.
3. Merahsiakan ikhtisas atau sulit mengenai pelajar kecuali kepada mereka yang berhak mengetahuinya.
4. Membimbing atau mengajar seseorang pelajar dalam darjahnya sendiri atau dalam matapelajaran-matapelajaran yang diajar dalam bilik darjah tanpa sebarang bayaran.
5. Menunjukkan suatu cara berpakaian, tutur kata dan tingkah laku yang dapat memberikan contoh yang baik kepada para pelajar.
6. Memelihara dan memperbaiki kecekapan ikhtisas melalui pengkajian, penyelidikan, lawatan dan menghadiri kursus ikhtisas, persidangan, mesyuarat atau seminar supaya pengajaran kami mencapai mutu yang setinggi-tingginya.

**II.TANGGUNGJAWAB TERHADAP IBUBAPA**

1. Menghormati tanggungjawab utama ibu bapa terhadap anak-anak mereka.
2. Berusaha mewujudkan hubungan mesra dan kerjasama yang erat di antara institusi pendidikan dengan rumah tangga.
3. Menganggap semua maklumat yang diberikan oleh ibu bapa mengenai keadaan rumah tangga atau mengenai anak mereka sebagai sulit dan tidak akan membocorkannya kepada sesiapa kecuali kepada mereka yang berhak mengetahuinya.
4. Memberikan maklumat kepada ibu bapa demi kepentingan anak-anak mereka dan menggunakan maklumat daripada ibu bapa secara teliti dan bijaksana.
5. Mengelakkan diri dari menggunakan atau dipengaruhi oleh kedudukan sosial dan ekonomi ibu bapa pelajar.
6. Mengelakkan diri dari mengeluarkan kata-kata atau melakukan sesuatu yang menjejaskan kepercayaan pelajar terhadap ibu bapa mereka.

**III.TANGGUNGJAWAB TERHADAP MASYARAKAT DAN NEGARA**

1. Mengelakkan diri dari menyebarkan suatu ajaran yang boleh merosakkan kepentingan pelajar, masyarakat atau negara, ataupun yang bertentangan dengan prinsip Rukun Negara.
2. Memupuk dalam diri setiap pelajar dengan sikap dan nilai yang boleh membantu dan membimbing mereka untuk menjadi warganegara yang taat setia, bertanggungjawab dan berguna, menghormati orang yang lebih tua dan menghormati adanya perbezaan budaya, keturunan dan agama.
3. Menghormati masyarakat tempat kami berkhidmat dan memenuhi tanggungjawab sebagai seorang warganegara dan sentiasa sanggup mengambil bahagian dalam sebarang kegiatan masyarakat.
4. Menggalakkan kerjasama dan persefahaman di antara guru dan ibu bapa, institusi pendidikan dengan masyarakat.
5. Memberikan sumbangan cergas untuk meninggikan kehidupan moral, kebudayaan dan kecendekiawan masyarakat.
6. Berpegang kepada tingkah laku yang sopan yang diterima oleh masyarakat dan menjadi kehidupan kami sehari-hari dengan baik.

**IV.TANGGUNGJAWAB TERHADAP RAKAN SEJAWAT DAN PROFESION PERGURUAN**

1. Mengelakkan diri dari membuat sebarang kenyataan atau ulasan yang boleh mencemarkan nama baik seseorang guru di hadapan pelajar atau ibu bapa atau membuat sesuatu yang boleh menjatuhkan maruah seseorang guru.
2. Tidak melibatkan diri dalam sebarang kegiatan yang boleh menjejaskan kecekapan kami sebagai guru.
3. Berusaha dengan sepenuh-penuhnya menunaikan tanggungjawab kami dengan rajin dan bersungguh-sungguh dan mengekalkannya sejajar dengan kemajuan ikhtisas dan sosial.
4. Sentiasa bersedia membantu rakan sejawat kami terutamanya mereka yang baharu dalam profesion perguruan.
5. Sentiasa mengawasi diri kami supaya tidak mencemarkan nama baik profesion perguruan.
6. Akan menjadi ahli sebuah pertubuhan guru.

**MAKLUMAT GURU**

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| SEMESTER |  | | |
| SESI |  | | |
| TARIKH LATIHAN PRAKTIKUM |  | | |
| SUBJEK: | Major |  | |
| Minor |  | |
| Ko-kurikulum |  | |
| ALAMAT SEKOLAH |  | | |
| ALAMAT RUMAH |  | | |
| NO. TELEFON |  | | |
| NO.KECEMASAN | Nama | |  |
| No. telefon | |  |
| Hubungan | |  |

**MAKLUMAT PENCERAPAN**

NAMA PENYELIA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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NAMA MENTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SCHOOL TERM**

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| **SCHOOL DAYS AND HOLIDAYS** | **START** | **END** |
| School Days |  |  |
| Mid-Term Holidays I |  |  |
| School Days |  |  |
| Mid-Year Holidays |  |  |
| School Days |  |  |
| Mid-Term Holidays II |  |  |
| School Days |  |  |
| End-Year Holidays |  |  |

**HOLIDAYS**

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| New Year |  |
| Chinese New Year |  |
| Thaipusam |  |
| Labour Day |  |
| Wesak Day |  |
| Nuzul Quran |  |
| Hari Raya Aidilfitri |  |
| Hari Raya Aidiladha |  |
| National Day |  |
| Awal Muharram |  |
| Birthday of SPB Yang di-Pertuan Agong |  |
| Malaysia Day |  |
| Deepavali |  |
| Maulidur Rasul |  |
| Christmas |  |

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| TIMETABLE  Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Time  Day |  |  |  |  |  |  |  |  |  |  |  | | MON |  |  |  |  |  |  |  |  |  |  |  | | TUE |  |  |  |  |  |  |  |  |  |  |  | | WED |  |  |  |  |  |  |  |  |  |  |  | | THUR |  |  |  |  |  |  |  |  |  |  |  | | FRI |  |  |  |  |  |  |  |  |  |  |  | |

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| TIMETABLE  Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Time  Day |  |  |  |  |  |  |  |  |  |  |  | | MON |  |  |  |  |  |  |  |  |  |  |  | | TUE |  |  |  |  |  |  |  |  |  |  |  | | WED |  |  |  |  |  |  |  |  |  |  |  | | THUR |  |  |  |  |  |  |  |  |  |  |  | | FRI |  |  |  |  |  |  |  |  |  |  |  | |

**SCHEME OF WORK**

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**SCHEME OF WORK**

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**SCHEME OF WORK**

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**SCHEME OF WORK**

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**PANDUAN AM UNTUK GURU PELATIH**

**1. ARAHAN AM :**

* 1. Guru pelatih/staf sekolah adalah tertakluk kepada segala arahan yang terdapat dalam Perintah Am Kerajaan dan Arahan Perkhidmatan lain. Oleh itu semua staf dikehendaki membaca memahami dan juga mematuhi Perintah Am dan Arahan tersebut.
  2. Guru hendaklah menghayati tatasusila profesion perguruan dan menjunjungnya sebagai satu profesion dan bukan sebagai satu pekerjaan / mata pencarian semata-mata. (rujuk Tatasusila Profesion Perguruan Malaysia)
  3. Guru hendaklah mengamal Falsafah dan Matlamat Pendidikan Kebangsaan.
  4. Guru hendaklah meletakkan kepentingan pelajar dan sekolah lebih daripada kepentingan diri dalam menjalankan tugas.
  5. Guru bertanggungjawab menjaga dan menjamin keselamatan pelajar ketika berada di sekolah dan menjaga harta benda sekolah.
  6. Guru sentiasa mengamalkan kepimpinan yang berkesan dan dinamik serta cekap menjalankan tugas.

**2. KEDATANGAN:**

* 1. Jadual waktu belajar/ bertugas mesti sentiasa dipatuhi seperti ditetapkan oleh pihak sekolah.
  2. Guru dikehendaki berada di dalam kawasan sekolah selewat-lewatnya 15 minit sebelum waktu perhimpunan/belajar/bertugas dan merakam Kad Perakam Waktu (jika ada ) semasa sampai dan waktu balik. Kegagalan merakam kad boleh dianggap sebagai tidak hadir bertugas.
  3. Guru yang sakit dan tidak dapat hadir / terpaksa datang lewat, hendaklah memaklumkan ke sekolah terlebih dahulu atau awal pagi.
  4. Sijil sakit daripada pusat perubatan yang bertauliah hendaklah diserahkan pada keesokan harinya.
  5. Semua urusan peribadi guru hendaklah dibuat di luar waktu sekolah, kecuali dalam keadaan **KECEMASAN**.

**3. KELUAR WAKTU MENGAJAR:**

* 1. Guru tidak dibenarkan meninggalkan kawasan sekolah dalam masa waktu mengajar, kecuali jika ada sesuatu perkara yang tidak dapat dielakkan atau arahan dari KPPM/JPT/JPN/PPD dengan syarat mendapat **KEBENARAN** daripada Guru besar.
  2. Guru dikehendaki mengisi borang kebenaran keluar dan dapatkan kelulusan daripada Pengetua atau GPK 1 sebelum meninggalkan sekolah.
  3. Sebarang penglibatan aktiviti berkaitan dengan KUPTM seperti aktiviti kelab/persatuan, jamuan atau pameran adalah **TIDAK** dibenarkan semasa waktu mengajar kerana guru tertakluk kepada waktu mengajar dan aktiviti sekolah sepanjang latihan praktikum.

**4. CUTI :**

* 1. **Cuti Rehat / Cuti Penggal :**

Cuti rehat guru pelatih adalah berdasarkan cuti penggal/cuti umum/cuti peristiwa sahaja.

**4.2** **Cuti sakit :**

Tiada peruntukan cuti sakit untuk guru pelatih kecuali dengan pengesahan pegawai kesihatan kerajaan/ swasta yang bertauliah. Sekiranya gagal mengemukakan sijil sakit, guru pelatih **WAJIB** mengganti waktu mengajar sebanyak hari ketidakdatangan.

**5. PAKAIAN :**

* 1. Guru hendaklah berpakaian kemas, sesuai dengan profesion keguruan dan masyarakat timur. (rujuk surat pekeliling ikhtisas bil 6/1985 – peraturan pakaian).
  2. **Sewaktu Bertugas di Bilik Darjah**:

**Guru Lelaki**

* + 1. Seluar panjang dan berbaju kemeja (digalakkan bertali leher) atau 'bush-jacket' atau 'lounge suit'. Jika berlengan panjang, tangan baju itu hendaklah jangan dilipatkan. Baju hendaklah dimasukkan ke dalam.
    2. Kasut kulit atau lain-lain kasut yang sejenis dengannya
    3. Pakaian baju melayu lengkap dengan samping, atau pakaian baju yang mirip dalam potongan baju melayu dan dipakai dengan seluar panjang.
    4. Pakaian baju melayu dengan kain sarong, 'jeans', 'track suit', seluar pendek, kemeja T/sukan, jersi, kasut sukan, baju Hawaii, baju batik, selipar, kasut getah dan lain-lain jenis pakaian yang menjolok mata, tidak boleh dipakai.

**Guru Perempuan**

* + 1. Pakaian kebangsaan atau pakaian kaum masing-masing dan lain-lain jenis pakaian yang sesuai dan tidak menjolok mata.
    2. Kasut kulit, selipar, cerpu atau yang sejenis dengannya yang mempunyai bentuk yang sesuai dengan pakaian yang ditetapkan.
    3. Kasut sukan, 'jeans', 'slacks', 'track suit', kemeja T/sukan, jersi, seluar pendek dan apa-apa pakaian yang menutup muka serta lain-lain pakaian dari jenis kain jarang dan menjolok mata, tidak boleh dipakai.
  1. **Sewaktu Bertugas di Luar Bilik Darjah (Ketika Menjalankan Gerakerja Pendidikan Jasmani dan Sukan) - Guru Lelaki dan Perempuan**
     1. 'Track suit', seluar panjang yang sesuai, seluar pendek (bagi guru lelaki sahaja), kemeja sukan, jersi, kasut getah, kasut sukan dan lain-lain pakaian yang sesuai yang tidak menghalang kecergasan gerakgeri dalam gerakerja tersebut.
     2. Kasut tumit tinggi atau kasut kulit yang mengganggu kecergasan gerakgeri, sarong ketat atau seluar ketat, cheongsam, kebaya, sari dan lain-lain pakaian dari jenis kain jarang dan menjolok mata, adalah tidak sesuai dipakai.
  2. **Sewaktu Menjalankan Kerja-kerja Praktik Di Bilik Makmal/Sains Rumah Tangga/Bengkel Seni Perusahaan**
     1. Pakaian khas, jika ada, untuk menjalankan kerja-kerja praktik di tempat-tempat berkenaan hendaklah dipakai.
     2. Seluar panjang dan berbaju kemeja. Sekiranya memakai baju berlengan panjang, lengan baju itu bolehlah dilipatkan, jika perlu.
     3. Bagi guru perempuan, jenis pakaian sewaktu bertugas di bilik darjah boleh dipakai dan hendaklah sesuai dengan jenis kerja-kerja praktik tersebut.
  3. **Sewaktu Bertugas Di Pejabat Sekolah/Maktab, Pejabat Pelajaran Daerah Atau Bahagian/Jabatan Pelajaran Negeri/Kementerian Pelajaran Bagi Pegawai-pegawai Perkhidmatan Pelajaran**

**Lelaki**

* + 1. Seluar panjang dan berbaju kemeja dan bertali leher, atau 'bush-jacket' atau 'lounge suit'. Baju hendaklah dimasukkan ke dalam dan jika berlengan panjang, tangan baju hendaklah jangan dilipatkan.
    2. Pakaian baju melayu yang lengkap dengan samping, atau pakaian baju yang mirip dengan potongan baju melayu dan dipakai dengan seluar panjang.
    3. Pada hari Sabtu atau hari bekerja separuh hari, baju batik (batik buatan Malaysia) boleh dipakai, kecuali pegawai-pegawai yang dikehendaki memakai pakaian seragam.

\*\*Pelaksanaan kini, pemakaian baju Batik untuk penjawat awam pada setiap hari Khamis dan baju Melayu untuk lelaki pada setiap hari Jumaat.

* + 1. Kasut sukan, 'jeans', 'slack', seluar pendek dan apa-apa pakaian yang menutup mata atau yang menjolok mata, tidak boleh dipakai.

**Perempuan**

* + 1. Pakaian kebangsaan atau pakaian kaum masing-masing dan lain-lain pakaian yang sesuai dan tidak menjolok mata.
    2. Selipar, cerpu atau yang sejenis dengannya yang mempunyai bentuk yang sesuai boleh dipakai dengan pakaian yang ditetapkan.
    3. Kasut sukan, 'jeans', 'slack', seluar pendek dan apa-apa pakaian yang menutup mata atau yang menjolok mata, tidak boleh dipakai.
  1. **Pakaian Seragam**
     1. Kakitangan sekolah yang dibekalkan dengan pakaian seragam hendaklah memakai pakaian tersebut sewaktu bekerja.
  2. **Pakaian Batik di Sekolah (Lelaki)**
     1. Baju batik boleh dipakai pada bila-bila masa kecuali sewaktu mengajar secara rasmi di bilik darjah atau di luar bilik darjah pada hari-hari persekolahan.
  3. **Sewaktu Menghadiri/Bengkel dan Lain-lain Majlis Rasmi Peringkat Daerah/Negeri dan Kementerian**

- Seperti dinyatakan di atas, jika tiada peraturan pakaian khas ditetapkan.

* 1. **Pakaian Semasa Menghadiri Upacara Rasmi (Pekeliling Perkhidmatan Bil. 2 Tahun 1985 yang dikeluarkan oleh Jabatan Perkhidmatan Awam)**
     1. **Pakaian Rasmi (Formal) Untuk Lelaki**

Seseorang Pegawai Awam yang berhak memakai uniform ataupun dikehendaki memakai uniform yang khas, hendaklah memakai uniform tersebut apabila menghadiri upacara-upacara rasmi. Peraturan-peraturan pakaian seperti yang telah ditetapkan melalui surat edaran yang dikeluarkan oleh Jabatan Perkhidmatan Awam, JPA. SULIT. 2578/Pt. 1/35 bertarikh 8hb Jun 1970 di Lampiran 'A' mengenai Pakaian Seragam  Pegawai-pegawai Tadbir dan Professional dalam Kumpulan Pengurusan dan Ikhtisas, seperti dipinda oleh Surat Pekeliling Perkhidmatan Bil. 8 Tahun 1975, hendaklah dipatuhi pada masa menghadiri istiadat-istiadat rasmi yang menetapkan dif-dif jemputan memakai pakaian seragam atau pakaian rasmi kebangsaan. Sekiranya pegawai itu tidak mempunyai uniform, maka 'lounge suit' bolehlah dipakai, kecuali jika peraturan pakaian khas ditetapkan.

* + 1. **Pakaian Untuk Upacara Separuh Rasmi (Lelaki)**

Untuk upacara-upacara separuh rasmi yang lain, seperti menghadiri upacara-upacara pembukaan seminar, adalah diputuskan bahawa bagi peringkat kebangsaan, di mana tidak ada perwakilan daripada luar negeri, maka pakaian waktu bertugas di pejabat seperti yang ditetapkan di dalam pekeliling ini hendaklah dipakai. Untuk upacara-upacara peringkat antarabangsa, maka pakaian 'lounge suit' hendaklah dipakai.

**7. PERHUBUNGAN SESAMA GURU :**

* 1. Guru sewajarnya memupuk hubungan peribadi dan profesional yang baik dan sihat sesama guru dan sentiasa dapat mengawal tutur kata mereka. Juga diharap dapat mewujudkan semangat kekitaan.
  2. Guru tidak dibenarkan mempengaruhi atau memaksa pandangan / fahaman / pendapat / kepercayaan kepada guru ataupun pelajar atau staf sokongan yang lain.
  3. Perhubungan yang berbentuk kumpulan yang berdasarkan kepada kaum, status sosial, sosio-ekonomi, kelulusan dan sebagainya adalah **TIDAK** dibenarkan sama sekali wujud di sekolah.

**8. BILIK GURU :**

* 1. Kebersihan dan keselamatan bilik guru adalah menjadi tanggungjawab semua guru. Ini

termasuk keselamatan harta benda di dalam bilik guru.

8.2 Guru hendaklah berada di bilik guru semasa tidak mengajar di kelas. Masa ini hendaklah dianggap sebagai ‘non-teaching period’ dan bukannya ‘free period’. Oleh itu guru hendaklah menggunakan masa tersebut untuk perkara-perkara berkaitan dengan pengajaran dan pembelajaran sahaja.

* 1. Guru **TIDAK** digalakkan membenarkan pelajar berada di bilik guru.

8.4 Guru yang berada di bilik guru hendaklah sama-sama bertanggungjawab memastikan suasana yang sesuai dan tidak mengganggu ketenteraman mana-mana pihak.

**10. TUGAS :**

* 1. Guru akan diberi tugas berbentuk Kurikulum, Ko-Kurikulum dan Pentadbiran. Mereka

mesti melaksanakan tugas-tugas tersebut dengan dedikasi, cekap dan bertanggungjawab.

* 1. Apabila diarahkan untuk melaksanakan sesuatu tugas / arahan seperti menghadiri mesyuarat, ke JPN atau ke sekolah lain, guru hendaklah melaksanakannya sendiri dan tidak boleh mengarahkan guru lain tanpa pengetahuan Pengetua. Jika tugas terpaksa dijalankan oleh orang lain atas persetujuan sesama sendiri, maka ia mesti sampai kepada pengetahuan Pengetua.

**12. BUKU REKOD MENGAJAR:**

* 1. Setiap guru akan diberi sebuah Buku Rekod Mengajar dan bertanggungjawab terhadap keselamatan buku tersebut. Semua butiran hendaklah disempurnakan dengan teliti, kemas dan lengkap. Buku ini hendaklah diserahkan ke pejabat pada hari Jumaat / hari akhir persekolahan bagi minggu berkenaan untuk disemak dan ditandatangani oleh Pengetua / Penolong Kanan / Ketua Bidang.
  2. Buku Rekod Mengajar hendaklah diserahkan ke pejabat pada hari terakhir persekolahan setiap minggu.

**13. JADUAL WAKTU :**

* 1. Guru hendaklah mematuhi jadual waktu yang telah ditetapkan
  2. Guru hendaklah menyediakan satu salinan jadual waktu (serta nama guru mata pelajaran) untuk diberi kepada penyelia akademik untuk tujuan pencerapan..

**15. KESELAMATAN HARTA BENDA SEKOLAH :**

* 1. Semua staf dikehendaki memberi kerjasama sepenuhnya dalam menjaga keselamatan harta benda sekolah. Pelajar yang merosakkan harta benda sekolah sama ada sengaja atau tidak, hendaklah dibawa kepengetahuan pihak sekolah.
  2. Ketua Bidang / Ketua Panitia hendaklah memastikan ada peraturan-peraturan mengenai penggunaan alat-alat tertentu seperti di makmal, bengkel dan lain-lain.

**16. KEBERSIHAN :**

* 1. **Setiap guru bertanggungjawab menjaga kebersihan kelas. Jadual giliran bertugas pelajar hendaklah disediakan oleh guru tingkatan.** Alatan membersihkan kelas hendaklah digunakan dengan rapi dan disimpan dengan selamat.
  2. Guru-guru yang mempunyai bilik khas bertanggungjawab menjaga bilik tersebut.
  3. Kebersihan kawasan sekolah adalah tanggungjawab semua guru, staf sokongan dan pelajar.

**17. SURAT MENYURAT :**

* 1. Semua surat rasmi hendaklah dikirim melalui Guru Besar atau melalui Dekan Fakulti.

**18. SURAT YANG DITERIMA :**

* 1. Surat masuk yang diedarkan kepada staf untuk tindakan, hendaklah diambil tindakan sewajarnya dengan segera dan mengembalikan surat berkenaan ke pejabat.( Edaran salinan juga boleh dibuat )
  2. Surat-surat yang ditujukan kepada guru dengan salinan dan melalui Pengetua, bolehlah disimpan oleh guru setelah diambil tindakan.

**20. PELAWAT :**

* 1. Semua pelawat **WAJIB** berjumpa dengan Guru Besar/GPK terlebih dahulu. Guru tidak dibenarkan menjadi wakil firma / penjual, kecuali dengan kebenaran Guru Besar.

**22. KEGIATAN KO-KURIKULUM :**

* 1. Semua guru akan ditugaskan menjadi penasihat kegiatan Kokurikulum. Tugas ini hendaklah dijalankan dengan cekap dan teratur.

**23. PERHIMPUNAN SEKOLAH:**

* 1. Semua guru dikehendaki menghadiri perhimpunan sekolah pada hari Isnin dan hari-hari lain atau masa-masa yang ditetapkan.
  2. **GURU LELAKI** hendaklah memakai **TALI LEHER**.
  3. Guru hendaklah bersama pelajar menyanyikan Lagu Negaraku, Lagu Negeri, Lagu Sekolah, Lagu Patriotik.

24. **MESYUARAT GURU / STAF:**

* 1. Dari masa ke semasa Pengetua akan memanggil mesyuarat guru / staf. Kedatangan semua guru / staf ke mesyuarat ini adalah **DIWAJIBKAN.**
  2. Guru diwajibkan menghadiri mesyuarat yang dipanggil oleh GPK 1 / GPK HEM / GPK Koko, Ketua Bidang / Ketua Panitia / Penasihat Persatuan dll.

**26. TANDA NAMA:**

* 1. Guru **WAJIB** memakai **TANDA NAMA** pada hari persekolahan, majlis rasmi di sekolah atau majlis di luar sekolah.

**28. PENGGUNAAN ALAT-ALAT:**

* 1. Penggunaan alat-alat hendaklah betul serta mengikut peraturan.
  2. Mesti mendapat kebenaran daripada Ketua Bahagian / Staf yang bertanggungjawab.
  3. Bertanggungjawab menggunakan alat-alat dengan baik dan memulangkan kembali dengan segera serta berkeadaan baik.
  4. Sebarang kerosakan hendaklah dilaporkan dengan segera.

**29. ARAHAN DAN PEKELILING:**

* 1. Setiap arahan dan pekeliling yang dikeluarkan oleh Guru Besar hendaklah dibaca dengan teliti dan dipatuhi serta ditandatangani selepas membacanya.
  2. Sekiranya arahan dan pekeliling itu untuk salinan guru, ianya hendaklah disimpan dalam fail khas.
  3. Sekiranya pekeliling itu dari KPM / JPN /KUPTM dll. Guru hendaklah mengembalikan ke pejabat dengan segera setelah tindakan diambil.

**30. TELEFON :**

* 1. Penggunaan telefon pejabat hanyalah untuk urusan rasmi sahaja. Staf hendaklah menggunakan telefon sendiri / awam atas urusan peribadi.
  2. Telefon bimbit milik persendirian hendaklah **‘DITUTUP’** semasa mengajar atau mesyuarat agar tidak menimbukan gangguan.

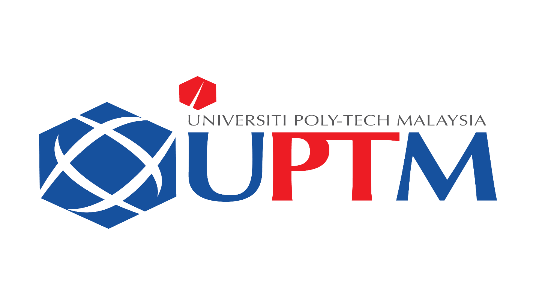
**31. KUNCI :**

* 1. Semua kunci mesti disimpan di pejabat.

Guru yang hendak menyimpan kunci bilik-bilik tertentu mestilah mendapat kebenaran daripada Pengetua. Guru yang memegang kunci bertanggungjawab terhadap bilik tersebut sepenuhnya.

32. **ACARA / MAJLIS SEKOLAH :**

32.1 Semua staf **DIWAJIBKAN** hadir dalam semua majlis atau acara rasmi sekolah.

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KUPTM.PHEA.CAES.LI.03-00

Appendix 5

**TEACHING EVALUATION FORM: 1 / 2**

**SCHOOL OF HUMANITIES AND SOCIAL SCIENCES**

**UNIVERSITI POLY-TECH MALAYSIA**

|  |
| --- |
| **INSTRUCTION**  1. This form is used to evaluate students’ performance during class session.  2. It is to be completed by the respective Academic Supervisor/School Mentor.  3. This report contributes:  a. 40% x 1 (class observation) of the total marks. (for Academic Supervisor)  b. 20% x 2 (class observations) of the total marks. (for School Mentor) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | |
| **UPTM ID** |  | | | | | |
| **SCHOOL** |  | | | | | |
| **Date & Day:** | | | | **Time:** | | |
| **Class:** | | | | **Syllabus:** | | |
| **Focus:** | | | | **Theme:** | | |
| **Topic:** | | | | | | |
| **School Mentor/ Academic Supervisor Name:** | | | | | | |
| For each criteria, please rate the student according to the following scale: | | | | | | |
| *1 Poor* | | *2 Weak* | *3 Average* | | *4 Good* | *5 Excellent* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A. PLANNING** | **SCALE** | | | | |
| 1. **Statement of Objectives.**   Teaching objectives are clearly and specifically stated. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Appropriateness of Objectives.**   Teaching objectives are appropriate to the level and ability of the majority of the students. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Selection of teaching content.**   Teaching content is appropriately adjusted to the objectives, values and abilities to students. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Organization of lesson plan.**   Lesson plan is complete and neat, and is instructed according to the level and sequence of presentation. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL A:** | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **B. IMPLEMENTATION** | **SCALE** | | | | |
| 1. **Set Induction**   Students’ attention and interest are quickly and effectively directed to the lesson with a well-signalled topic | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Presentation**   Lesson is presented in a clear manner and according to the sequence and use of appropriate examples | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Pace Of Lesson and Time Management**   Lesson is paced according to the students’ level of comprehension ability and sufficient activities for the duration of lesson | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Command of Subject Matter**   Teacher exhibits a good command of subject matter | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Teaching Method and Strategy**   Teaching method and strategy are varied and suitable to the objective and topic | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Use of Teaching Aids**   The teacher makes systematic and effective use of the board. Teaching aids are suitable to the topic and used effectively to reinforce teaching | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Speech and Language**   Teacher exhibits a well-modulated voice; fluent and proficient in the language | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Class Interaction/Learning Environment**   Student-teacher interaction is pleasant. Equal attention is given to all students; active students’ participation | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Class Management**   Class is managed appropriately and efficiently | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Question Technique**   Effective question technique; form and style of questioning stimulates students’ thinking | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Method of Evaluation**   Evaluation method, technique and activity are appropriate to ensure that the objectives are achieved | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL B:** | | | | | |

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| **C. CLOSURE** | **SCALE** | | | | |
| 1. **Conclusion of Lesson**   Teacher concludes the lesson by summarizing and reinforcing facts effectively. Follow-up activities are appropriate and related to the objectives. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Achievement of Objective and Inculcation of Moral Values**   The lesson covers all objectives. Teacher effectively inculcates moral values | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Overall Effectiveness of Teaching**   Overall teaching is effectively carried out | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL C:** | | | | | |

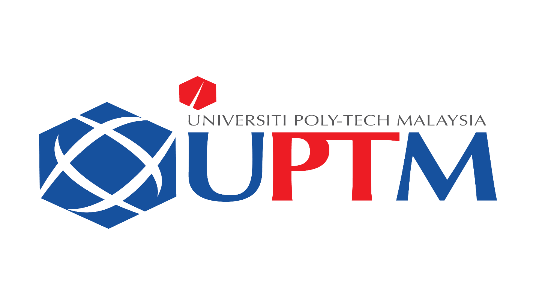
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| --- | --- | --- | --- | --- | --- |
| **D. TEACHER’S CHARACTERISTICS/PERSONALITIES** | **SCALE** | | | | |
| 1. **\*Teacher Reflection**   Teacher is able to reflect on strengths and weaknesses of the lesson and is aware of improvements to be made | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Teacher Innovativeness**   Teacher exhibits positive, innovative and creative approach to teaching | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL D:** | | | | | |

|  |  |
| --- | --- |
| **TOTAL OF A + B + C +D** |  |
|  | |
| **( ) X 20**  **100** |  |

*\*Supervisors/Mentors are required to spend some time with the trainee teacher at the end of every observation to reflect on the strengths and weaknesses of his/her teaching*

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Name of Mentor/ Academic Supervisor Signature & Date

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KUPTM.PHEA.CAES.LI.03-00

Appendix 5

**TEACHING EVALUATION FORM: 1 / 2**

**SCHOOL OF HUMANITIES AND SOCIAL SCIENCES**

**UNIVERSITI POLY-TECH MALAYSIA**

|  |
| --- |
| **INSTRUCTION**  1. This form is used to evaluate students’ performance during class session.  2. It is to be completed by the respective Academic Supervisor/School Mentor.  3. This report contributes:  a. 40% x 1 (class observation) of the total marks. (for Academic Supervisor)  b. 20% x 2 (class observations) of the total marks. (for School Mentor) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | |
| **UPTM ID** |  | | | | | |
| **SCHOOL** |  | | | | | |
| **Date & Day:** | | | | **Time:** | | |
| **Class:** | | | | **Syllabus:** | | |
| **Focus:** | | | | **Theme:** | | |
| **Topic:** | | | | | | |
| **School Mentor/ Academic Supervisor Name:** | | | | | | |
| For each criteria, please rate the student according to the following scale: | | | | | | |
| *1 Poor* | | *2 Weak* | *3 Average* | | *4 Good* | *5 Excellent* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A. PLANNING** | **SCALE** | | | | |
| 1. **Statement of Objectives.**   Teaching objectives are clearly and specifically stated. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Appropriateness of Objectives.**   Teaching objectives are appropriate to the level and ability of the majority of the students. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Selection of teaching content.**   Teaching content is appropriately adjusted to the objectives, values and abilities to students. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Organization of lesson plan.**   Lesson plan is complete and neat, and is instructed according to the level and sequence of presentation. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL A:** | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **B. IMPLEMENTATION** | **SCALE** | | | | |
| 1. **Set Induction**   Students’ attention and interest are quickly and effectively directed to the lesson with a well-signalled topic | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Presentation**   Lesson is presented in a clear manner and according to the sequence and use of appropriate examples | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Pace Of Lesson and Time Management**   Lesson is paced according to the students’ level of comprehension ability and sufficient activities for the duration of lesson | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Command of Subject Matter**   Teacher exhibits a good command of subject matter | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Teaching Method and Strategy**   Teaching method and strategy are varied and suitable to the objective and topic | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Use of Teaching Aids**   The teacher makes systematic and effective use of the board. Teaching aids are suitable to the topic and used effectively to reinforce teaching | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Speech and Language**   Teacher exhibits a well-modulated voice; fluent and proficient in the language | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Class Interaction/Learning Environment**   Student-teacher interaction is pleasant. Equal attention is given to all students; active students’ participation | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Class Management**   Class is managed appropriately and efficiently | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Question Technique**   Effective question technique; form and style of questioning stimulates students’ thinking | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Method of Evaluation**   Evaluation method, technique and activity are appropriate to ensure that the objectives are achieved | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL B:** | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C. CLOSURE** | **SCALE** | | | | |
| 1. **Conclusion of Lesson**   Teacher concludes the lesson by summarizing and reinforcing facts effectively. Follow-up activities are appropriate and related to the objectives. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Achievement of Objective and Inculcation of Moral Values**   The lesson covers all objectives. Teacher effectively inculcates moral values | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Overall Effectiveness of Teaching**   Overall teaching is effectively carried out | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL C:** | | | | | |

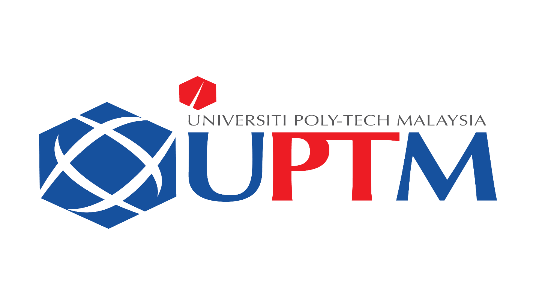
|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **D. TEACHER’S CHARACTERISTICS/PERSONALITIES** | **SCALE** | | | | |
| 1. **\*Teacher Reflection**   Teacher is able to reflect on strengths and weaknesses of the lesson and is aware of improvements to be made | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Teacher Innovativeness**   Teacher exhibits positive, innovative and creative approach to teaching | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL D:** | | | | | |

|  |  |
| --- | --- |
| **TOTAL OF A + B + C +D** |  |
|  | |
| **( ) X 20**  **100** |  |

*\*Supervisors/Mentors are required to spend some time with the trainee teacher at the end of every observation to reflect on the strengths and weaknesses of his/her teaching*

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Name of Mentor/ Academic Supervisor Signature & Date

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KUPTM.PHEA.CAES.LI.03-00

Appendix 5

**TEACHING EVALUATION FORM: 1 / 2**

**SCHOOL OF HUMANITIES AND SOCIAL SCIENCES**

**UNIVERSITI POLY-TECH MALAYSIA**

|  |
| --- |
| **INSTRUCTION**  1. This form is used to evaluate students’ performance during class session.  2. It is to be completed by the respective Academic Supervisor/School Mentor.  3. This report contributes:  a. 40% x 1 (class observation) of the total marks. (for Academic Supervisor)  b. 20% x 2 (class observations) of the total marks. (for School Mentor) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | |
| **UPTM ID** |  | | | | | |
| **SCHOOL** |  | | | | | |
| **Date & Day:** | | | | **Time:** | | |
| **Class:** | | | | **Syllabus:** | | |
| **Focus:** | | | | **Theme:** | | |
| **Topic:** | | | | | | |
| **School Mentor/ Academic Supervisor Name:** | | | | | | |
| For each criteria, please rate the student according to the following scale: | | | | | | |
| *1 Poor* | | *2 Weak* | *3 Average* | | *4 Good* | *5 Excellent* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A. PLANNING** | **SCALE** | | | | |
| 1. **Statement of Objectives.**   Teaching objectives are clearly and specifically stated. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Appropriateness of Objectives.**   Teaching objectives are appropriate to the level and ability of the majority of the students. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Selection of teaching content.**   Teaching content is appropriately adjusted to the objectives, values and abilities to students. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Organization of lesson plan.**   Lesson plan is complete and neat, and is instructed according to the level and sequence of presentation. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL A:** | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **B. IMPLEMENTATION** | **SCALE** | | | | |
| 1. **Set Induction**   Students’ attention and interest are quickly and effectively directed to the lesson with a well-signalled topic | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Presentation**   Lesson is presented in a clear manner and according to the sequence and use of appropriate examples | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Pace Of Lesson and Time Management**   Lesson is paced according to the students’ level of comprehension ability and sufficient activities for the duration of lesson | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Command of Subject Matter**   Teacher exhibits a good command of subject matter | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Teaching Method and Strategy**   Teaching method and strategy are varied and suitable to the objective and topic | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Use of Teaching Aids**   The teacher makes systematic and effective use of the board. Teaching aids are suitable to the topic and used effectively to reinforce teaching | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Speech and Language**   Teacher exhibits a well-modulated voice; fluent and proficient in the language | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Class Interaction/Learning Environment**   Student-teacher interaction is pleasant. Equal attention is given to all students; active students’ participation | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Class Management**   Class is managed appropriately and efficiently | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Question Technique**   Effective question technique; form and style of questioning stimulates students’ thinking | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Method of Evaluation**   Evaluation method, technique and activity are appropriate to ensure that the objectives are achieved | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL B:** | | | | | |

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| **C. CLOSURE** | **SCALE** | | | | |
| 1. **Conclusion of Lesson**   Teacher concludes the lesson by summarizing and reinforcing facts effectively. Follow-up activities are appropriate and related to the objectives. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Achievement of Objective and Inculcation of Moral Values**   The lesson covers all objectives. Teacher effectively inculcates moral values | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Overall Effectiveness of Teaching**   Overall teaching is effectively carried out | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL C:** | | | | | |

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| **D. TEACHER’S CHARACTERISTICS/PERSONALITIES** | **SCALE** | | | | |
| 1. **\*Teacher Reflection**   Teacher is able to reflect on strengths and weaknesses of the lesson and is aware of improvements to be made | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Teacher Innovativeness**   Teacher exhibits positive, innovative and creative approach to teaching | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL D:** | | | | | |

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*\*Supervisors/Mentors are required to spend some time with the trainee teacher at the end of every observation to reflect on the strengths and weaknesses of his/her teaching*

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Name of Mentor/ Academic Supervisor Signature & Date

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**WEEK 20**

**RECORD OF STUDENTS’ MARKS**

**Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **No** | **Students’ Name** |  |  |  |  |  |  |  |  |
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| **Total number of absentees** | |  |  |  |  |  |  |  |  |
| **Percentage of passes** | |  |  |  |  |  |  |  |  |
| **Percentage of failures** | |  |  |  |  |  |  |  |  |

**RECORD OF STUDENTS’ MARKS**

**Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Percentage of failures** | |  |  |  |  |  |  |  |  |

**RECORD OF STUDENTS’ MARKS**

**Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Total number of students** | |  |  |  |  |  |  |  |  |
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**RECORD OF STUDENTS’ MARKS**

**Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Percentage of passes** | |  |  |  |  |  |  |  |  |
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**CO-CURRICULAR TIMETABLE**

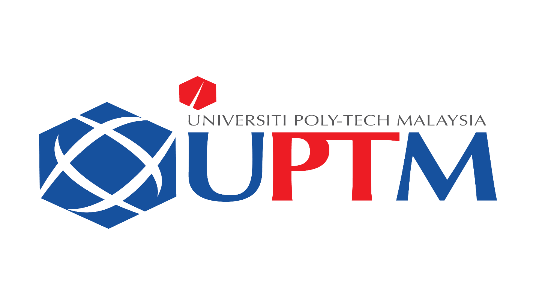
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| **DATE** | **TIME** | **ACTIVITY DETAILS** | **REMARK** | **PERSON-IN-CHARGE’S SIGNATURE** |
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**CO-CURRICULAR TIMETABLE**

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**CO-CURRICULAR TIMETABLE**

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KUPTM.PHEA.CAES.LI.07-01

**CO-CURRICULAR/SPORTS ACTIVITY INVOLVEMENT FORM**

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| **INSTRUCTION**  1. This form is used to evaluate students’ performance and involvement in any co-curricular activities.  2. It is to be completed by the Co-curricular Senior Administrative Officer (GPK KO-KU) / MENTOR after the practicum is over. |

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Activities Involved (Sports/Club) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Attribute/Skill Rating (Please circle)**

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| --- | --- | --- | --- | --- |
| For each attribute, please rate the student according to the following scale: | | | | |
| *1 Poor* | *2 Weak* | *3 Average* | *4 Good* | *5 Excellent* |

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| --- | --- | --- | --- | --- | --- | --- |
| **ATTRIBUTES** | **SCALE** | | | | | **Total** |
| 1. **ATTENDANCE** | 1 | 2 | 3 | 4 | 5 |  |
| 1. **PARTICIPATION** | 1 | 2 | 3 | 4 | 5 |
| 1. **LEADERSHIP SKILLS** | 1 | 2 | 3 | 4 | 5 |
| 1. **ACHIEVEMENT** | 1 | 2 | 3 | 4 | 5 |
| **A+B+C+D X 10% =**  **20** | | | | | | |

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Name of Co-Curricular Senior Admin Officer & Stamp Signature & Date

**PRACTICUM TEACHER’S ATTENDANCE**

|  |  |  |  |  |  |  |
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| **WEEK** | **DAY** | **DATE** | **CLOCK-IN** | **CLOCK-OUT** | **COMMENT** | **MENTOR’S STAMP & SIGNATURE** |
| **1** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **2** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **3** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **4** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **WEEK** | **DAY** | **DATE** | **CLOCK-IN** | **CLOCK-OUT** | **COMMENT** | **MENTOR’S STAMP & SIGNATURE** |
| **5** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **6** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **7** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **8** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **WEEK** | **DAY** | **DATE** | **CLOCK-IN** | **CLOCK-OUT** | **COMMENT** | **MENTOR’S STAMP & SIGNATURE** |
| **9** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **10** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **11** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **12** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WEEK** | **DAY** | **DATE** | **CLOCK-IN** | **CLOCK-OUT** | **COMMENT** | **MENTOR’S STAMP & SIGNATURE** |
| **13** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **14** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **15** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **16** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **WEEK** | **DAY** | **DATE** | **CLOCK-IN** | **CLOCK-OUT** | **COMMENT** | **MENTOR’S STAMP & SIGNATURE** |
| **17** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **18** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **19** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |
| **20** | MONDAY |  |  |  |  |  |
| TUESDAY |  |  |  |  |
| WEDNESDAY |  |  |  |  |
| THURSDAY |  |  |  |  |
| FRIDAY |  |  |  |  |
| SATURDAY |  |  |  |  |
| SUNDAY |  |  |  |  |

**MISCELLANEOUS**

****

**RUKUN NEGARA**

Bahawasanya Negara kita, Malaysia mendukung cita-cita hendak:

mencapai perpaduan yang lebih erat di kalangan seluruh masyarakatnya; memelihara satu cara hidup demokratik; mencipta satu masyarakat adil di mana kemakmuran Negara akan dapat dinikmati bersama secara adil dan saksama; menjamin satu cara liberal terhadap tradisi-tradisi kebudayaannya yang kaya dan berbagai corak; dan membina satu masyarakat progresif yang akan menggunakan sains dan teknologi moden.

MAKA KAMI, rakyat Malaysia, berikrar akan menumpukan seluruh tenaga dan usaha kami untuk mencapai cita-cita tersebut berdasarkan atas prinsip-prinsip yang berikut:

**Kepercayaan Kepada Tuhan;**

**Kesetiaan Kepada Raja Dan Negara;**

**Keluhuran Perlembagaan;**

**Kedaulatan Undang-Undang;**

**Kesopanan Dan Kesusilaan**



**FALSAFAH PENDIDIKAN NEGARA**

“Pendidikan di Malaysia adalah suatu usaha berterusan ke arah memperkembangkan lagi potensi individu secara menyeluruh dan bersepadu untuk mewujudkan insan yang seimbang dan harmonis dari segi intelek, rohani, emosi dan jasmani berdasarkan kepercayaan dan kepatuhan kepada Tuhan. Usaha ini adalah bagi melahirkan rakyat Malaysia yang berilmu pengetahuan, berketerampilan, berakhlak mulia, bertanggungjawab dan berkeupayaan mencapai kesejahteraan diri, serta memberi sumbangan terhadap keharmonian dan kemakmuran keluarga, masyarakat dan negara.”