



**SENARAI SEMAK DOKUMEN FAIL LATIHAN MENGAJAR**

**TEACHING PRACTICE DOCUMENT CHECKLIST**

Semester		Kod kursus / <i>Course Code</i>	
Nama Pensyarah / <i>Lecturer's Name</i>		Kursus / <i>Course</i>	
<p>NOTA / <i>NOTE</i>:</p> <p>✓ Bukti* dokumen merupakan salinan lembut yang dimuatnaik dalam Google Drive atau medium lain untuk rujukan audit. <i>Proof* of document is a soft copy that uploaded into Google Drive or other medium for reference of audits.</i></p>			

<b>BIL. <i>No.</i></b>	<b>DOKUMEN <i>DOCUMENTS</i></b>	<b>BUKTI* <i>PROOF*</i></b>
1.	Garis Panduan Latihan Mengajar <i>Teaching Practice Guideline</i>	
2.	Pro Forma Kursus <i>Course Pro Forma</i>	
3.	Surat Lantikan Penyelia <i>Supervisor Appointment Letter</i>	
4.	Senarai Nama Pelajar <i>List of Students</i>	
5.	Borang Laporan Diri <i>Self-reporting Form</i>	
6.	Jadual Waktu Pengajaran dan Pembelajaran Pelajar <i>Students' Teaching and Learning Timetable</i>	
7.	Borang-borang Latihan Mengajar (seperti di dalam Buku Penyeliaan KPR3028/KPR3044/KPR3054/KPR3068) <i>Teaching Practice Forms (as in Supervision Book of KPR3028/KPR3044/KPR3054/KPR3068)</i>	
8.	Borang Tamat Latihan Mengajar <i>Teaching Practice Completion Form</i>	