**COURSE INFORMATION**

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| --- | --- | --- | --- |
| **School/Faculty:** | School of Human Resource & Psychology / Social Sciences & Humanities | **Page:** | 1 of 5 |
| **Program name:** | All Diploma Programmes  |
| **Course code:** | UHAK 1012 | **Academic Session/Semester:** | 2020/21/2 |
| **Course name:** | Graduate Success Attributes | **Pre/co requisite (course name and code, if applicable):** | -­‐ |
| **Credit hours:** | 2 |

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| --- | --- |
| **Course synopsis** | This course aims to serve the need of the students to understand and apply the attribute of UTM graduate skills. The course guides students in developing basic skills which consist of communication, thinking, scholarship, teamwork & leadership, adaptability, global citizenship and enterprising skills. This course also prepares them to face the real challenging world. In this course, students will be assessed through various class activities such as individual case study and group project. |
| **Course coordinator****(if applicable)** | Cik Umijah Binti Madzen |
| **NCourse lecturer(s)** | **Name** | **Office** | **Contact no.** | **E-­‐mail** |
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# Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

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| --- | --- | --- | --- | --- | --- |
| **No.** | **CLO** | **PLO (Code)****Engineering** | **\*Taxanomies and****\*\*generic skills** | **T&L methods** | **\*\*\*Assessment methods** |
| CLO1 | manage relevant information regarding case study from variety of sources to enrich studentscholarship. | PLO6 (SC) | **SC3** | lecture/ discussion/ SDL/SCL | Individual Case Study(eportfolio) |
| CLO2 | apply critical thinking to propose alternative ideas that lead to creative solutions. | PLO3 (TH) | TH4 | lecture/ discussion/ SDL/SCL | Group Project Presentation |
| CLO3 | demonstrate sense of shared purpose on attitude and behaviour of leadership and work group. | PLO5(TW) | TW3 | lecture/ discussion/ SDL/SCL | Minute Meeting, Leader Qualities Assessment |
| CLO4 | show global entrepreneurial mindset in dealing with problems for the betterment of humankind. | PLO7(ES) | ES4 | lecture/discussion/ SDL/SCL | Group Report(Report-­‐idea & content) |

Certified by:

Name: Dr. Mohamad Ahmad bin Drs Nasrul

Signature: 

Date: 28 November 2020

Prepared by:

Name: Cik Umijah Binti Madzen

Signature: 

Date: 27 November 2020

Refer \*Taxonomies of Learning and \*\*UTM’s Graduate Attributes, where applicable for measurement of outcomes achievement

\*\*\*T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

# Details on Innovative T&L practices:

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| **No.** | **Type** | **Implementation** |
| 1. | Active learning | Conducted through in-­‐class activities |
| 2. | Independent Study | E-­‐portfolio for individual case study ; E-­‐learning |
| 3. | Project-­‐based learning | Conducted through group project activity |

**Weekly Schedule:**

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| --- | --- |
| Week 1 | **Understanding Graduate Employability and Soft Skills:** Soft skills and employability in Malaysian workplace UTM graduate attribute |
| Week 2 | **Scholarship Skills:** Information seeking Knowledge management |
| Week 3 | **Independent Study (seek information for case study)** |
| Week 4 | **Communication Skills** Effective communication to understand and respect people |
| Week 5 | **Thinking Skills** Critical thinking Creativity |
| Week 6 | **Mastering Leadership and teamwork:** Effective Leadership |
| Week 7 | **Mastering Leadership and teamwork:** Good Teamwork |
| Week 8 | **Mid-­‐sem break** |
| Week 9 | **Formal Minute Meeting** (for leader qualities assessment purpose) |
| Week 10 | **Enterprising Skills:** Concept of enterprise Business Idea Generation |
| Week 11 | **Adaptability Skills** Intrapersonal Adaptability Interpersonal Adaptability |
| Week 12 | **Global Citizen Skills** Social Work Cross Cultural & Global Issues |
| Week 13 -­‐ 15 | **Group presentation** |

**Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):**

Communication skill Thinking skill Scholarship skill

Teamwork & Leadership skill Adaptability skill

Global citizenship skill Enterprising skill

**Student learning time (SLT) details:**

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| --- | --- | --- |
| **Distribution****of Student Learning Time (SLT) by CLO** | **Teaching and Learning Activities** | **SLT** |
| **Guided Learning (Face to Face)****L: Lecture, T: Tutorial, P:****Practical, O: Others** | **Guided Learning Non-­‐Face to Face** | **Independent Learning Non-­‐Face to face** |
| **CLO** | **L** | **T** | **P** | **O** |
| **CLO1** | 4 | -­‐ | -­‐ | 2 | 2 | 8 | 16 |
| **CLO2** | 2 | -­‐ | -­‐ | 6 | 2 | 6 | 16 |
| **CLO3** | 4 | -­‐ | -­‐ | 2 | 4 | 14 | 24 |
| **CLO4** | 6 | -­‐ | -­‐ | 2 | 2 | 14 | 24 |
| **Total SLT** | **16** | -­‐ | -­‐ | **12** | **10** | **42** | **80h** |

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| --- | --- | --- | --- | --- |
| **No.** | **Continuous Assessment** | **PLO (Code)** | **Percentage** | **SLT** |
| 1 | **Individual Case Study**(e-­‐portfolio) | SC | 20 | Incorporate in CLO 1(8 Hours) |
| 2 | **Group Project Presentation**(assessment on content from thinking skill aspect) | TH | 20 | Incorporate in CLO 2(8 Hours) |
| 3 | **Minute meetings**(included 1 formal meeting during class) | TW | 10 | Incorporate in CLO 3(8 Hours) |
| 4 | **Leader qualities**(during formal meeting in class + participation in class activities) | TW | 20 | Incorporate in CLO 3(8 Hours) |
| 5 | **Group Report**(idea & content from enterprising skill aspect) | ES | 30 | Incorporate in CLO 4(12 Hours) |
| **Total SLT** | **100** | **80h** |

h: hours, m: minutes

# Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

**Learning resources:**

**Text book (if applicable)**

Dinamika Malaysia

# Main references

1. Byers, T. Dorf, R.C., & Nelson, A.J. (2015). *Technology Venture : From Idea to Enterprise*. Mc Graw Hill Education.
2. Cabrera, L. (2012). *The Practice of Global Citizenship*. Cambridge, England : Cambridge University Press.
3. Delanty, G. (2000). *Citizenship in the Global Age : Culture, Society & Politics*. Open University Press, Buckingham.
4. DeVito, J. (2009). *Human Communication: The Basic Course (11th Ed.)*. Boston: Pearson.
5. Goleman, D. (1999). *Working with Emotional Intelligences*. New York: Bloomsbury Publishing.
6. Hashim Fauzy Yaacob (2001). *Komunikasi Antara Manusia*. Skudai: Penerbit UTM.
7. Hislop, D. (2015). *Knowledge Management in Organizations : A Critical Intoduction*. Oxford University Press.
8. Ishak Mad Shah (2007). *Kepimpinan dan Hubungan Interpersonal dalam Organisasi*. Skudai :Penerbit UTM.
9. Mohd. Azhar Abd. Hamid (2001). *Pengenalan Pemikiran Kritis & Kreatif*. Skudai. Penerbit UTM.
10. Mohd. Azhar Abd. Hamid (2004). *Kreativiti: Teori, Konsep & Praktis*. Skudai: Penerbit UTM.
11. Ranjit Singh Malhi. (2011). *Make Yourself Employable: How Graduate Can Hit the Ground Running*. TQM Consultants Sdn. Bhd, Kuala Lumpur.
12. Seligman, M.E.P. (2006). *Learned Optimism: How to Change Your Mind & Your Life*. New York: A Division of Random House, Inc.
13. Sodri Ariffin, Ismial Ab Wahab & Zarida Hambali (2013). *Fundamentals of Entrepreneurship*. Oxford Fajar.
14. Syed Muhammad Naquib Al-­‐Attas (2010). *Knowledge, Language, Thought & The Civilization of Islam*. Edited by Wan Mohd Nor Wan daud & Muhammad Zainiy Uthman. Skudai : UTM Press.
15. Yulk, G.A (2000). *Leadership in Organization*. Prentice Hall, New Jersey.

# Online

[http://elearning.utm.my](http://elearning.utm.my/)

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# Other additional information (Course policy, any specific instruction etc.):

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