OFFICE OF UNDERGRADUATE STUDIES @ UGS

4th SEPTEMBER 2018
Prof. Madya Dr Intan Zaurah Mat Darus
Associate Chair UGS
SELAMAT DATANG WELCOME

خوش آمدید ようこそ welkom sugeng rawuh Su'āgata hai স্বাগত
FOUR YEARS FROM NOW!
OFFICE OF UNDERGRADUATE STUDIES (UGS)
UTM GRADUATE ATTRIBUTES

- Communication Skills
- Thinking Skills
- Scholarship
- Leadership and Teamworking
- Adaptability
- Global Citizen
- Enterprising Skills
HOW STUDENT’S **SOFT SKILLS** ARE ASSESSED

**CORE COURSES** IN ACADEMIC PROGRAMMES CURRICULUM

**SERVICE LEARNING** CO-CURRICULUM COURSES

**EXTRACURRICULAR EXPERIENTIAL LEARNING (EXCEL)**

**GENERAL COURSES** UNIVERSITY

**CCSL** Centre for Co-curriculum Courses & Service Learning
KESINAMBUNGAN USAHA KE ARAH PEMBANGUNAN HOLISTIK PELAJAR
MENERUSI PENAWARAN KURSUS DALAM STRUKTUR KURIKULUM
PROGRAM PRASISWAZAHLT

**YEAR 1**
- **UHAK 1012**
  - GRADUATE SUCCESS ATTRIBUTES
  - UTM Graduate Attributes
    - SC, TH, TW, ES

**YEAR 2**
- **UKQX 2XX2**
  - SERVICE LEARNING CO-CURRICULUM
  - UTM Graduate Attributes
    - SC, TW, AD, GC

**YEAR 3**
- **UKQE 3001**
  - EXTRACURRICULAR EXPERIENTIAL LEARNING, ExCEL
  - UTM Graduate Attributes
    - CS, TH, SC, GC, TW, AD, ES

**YEAR 4**
- **ACADEMIC SERVICE LEARNING**
  - UTM Graduate Attributes
  - According to the PLOs of the programmes

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THE IMPLEMENTATION OF EXTRACURRICULAR EXPERIENTIAL LEARNING (EXCEL)

COURSE INFO
- Number of Credits: 1 (ONE)
- Course Code: UKQE 3001
- Status: COMPULSORY
- Offer: Sem 6 – Sem 8

REGISTRATION REQUIREMENT
- Participate in at least THREE extracurricular activities/programmes organised by Faculty/Association/Club
- Activity/programme should be registered with the Office of Student Affairs
- Consult Academic Advisor

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THE CATEGORY OF EXTRA CURRICULAR ACTIVITIES

01 Academic Enhancement
02 Counselling/Motivation
03 Leadership
04 Sports/Recreation
05 Award
06 GOP
07 Religious/Spiritual
08 Community Service/Volunteerism
09 Arts/Culture
10 Innovation/Creativity
11 Career Development/Working Experience
12 Entrepreneurship/Management
A centre under UGS that is devoted and committed to plan and conduct activities for promoting and supporting academic development for all undergraduate students in UTM.
1. ACADEMIC ADVISING

“Academic Advising is a shared partnership where advisor will guide students to navigate to all related information and to assist students in adapting to university life, plan and achieve goals in their academic and career fields.

Every student registered with the university will be assigned an Academic Advisor (PA)

A lecturer with knowledge and expertise in the field of student studies.
ACADEMIC ADVISING Goals of Academic Advising:

- Assisting students in self-understanding and self-acceptance (values clarification; understanding abilities, interests, and limitations)
- Assisting students in considering their life goals by relating their interests, skills, abilities, and values to careers, the world of work, and the nature and purpose of higher education
- Assisting students in developing an educational plan consistent with their life goals and objectives
- Assisting students in developing decision-making skills
- Providing accurate information about institutional policies, procedures, resources, and programs
- Referring students to other institutional or community support services related to them
- Assisting students in evaluating or re-evaluating own progresses toward established goals and educational plans
- Providing information about students to the institution, college, academic departments, or some combination thereof.
2. FIRST YEAR EXPERIENCE (FYE)

A special program that is tailored to the needs of the first year student. The program is developed by UGS and managed by the faculty. It is conducted during the first semester of the first year to help the students adapt to university life. Among the FYE program are:

1. Graduate Attributes (within and beyond classroom)
2. Understanding semester system
3. Study skills (reading and writing skills), communication and presentation skill, and time management
4. Roles and responsibility of academic advisor
5. Major & Career
6. Engagement in campus life
7. Additional support system available in UTM
Coaching is a form of therapeutic assistance and interactive training sessions conducted by UGS Fellows to a group of students, from time to time, in order to assist them:

a) to understand and explore their own potential
b) to set priorities to be more harmonious, wise and fair in achieving the goals of life.
c) to enhance their interpersonal skills, boast confidence and increase motivation to overcome any obstacles encountered during their life in the University.
Learning skills workshops are conducted by UGS on regular basis in providing specialized learning strategy services to students in need. Through this program, advisory and training services are provided to groups of students every semester.

**UGS offers a variety of skills and services of learning strategies to students including:**

   a) Time management  
   b) Reading and writing skills  
   c) Oral presentation and effective communication skills  
   d) Preparations for examination
Welcome to MyE-Portfolio@UTM

An E-Portfolio is a system in which learners can record evidence of their learning, e.g. essays, artwork, certificates, reflections or other such things they produce that can be stored digitally.

How to Use UTM MyE-Portfolio: Step-by-Step

Introduction to E-Portfolio

Step 1: How to Login

Step 2: How to edit your Profile

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WHAT IS AN ePORTFOLIO?

- Assess and reflect upon your personal growth throughout the program
- Determine areas of strength and weakness, and set goals
- Track experiences during and beyond your curricula
- Share your accomplishments and goals with others

ADC Academic Development Centre
A program conducted by UGS where a small group of students can have an up-close-and-personal session with selected UTM Professors.

The program is an informal gathering and experience sharing by UTM Professor over lunch.

- Experience sharing
- Generic skills
- Learning strategies
- Academic and career planning

LUNCH IS ON US!
So, not only do you not have to pay for a good lunch, but you have the opportunity to gain the knowledge, motivation and support from your favourite UTM Professor.
7. “How to get Yourself Employed (HTGYE)”

HTGYE is one out of four compulsory modules within PROFESIONAL SKILLS CERTIFICATE (PSC) required by all undergraduate students upon graduation.

The program is specifically designed to prepare the final year students with the knowledge and skills required for working environment. The program is developed by UGS and managed by the faculty to provide exposure to the final year students on:

a) what employers look for from graduates (generic/soft skill)
b) strategies to get yourself employed
c) writing a good resume
d) facing a job interview and how to make a positive first impression
e) tips on surviving your first job
Please visit us at:

Website : www.utm.my/undergraduates
Facebook : www.facebook.com/Office-of-Undergraduate-Studies-UGS-446931579037758
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