**PART B**

FORMAT OF THE TEACHING PORTFOLIO



TEACHING PORTFOLIO

Name ………………………………………………………..

Programme / Dept. ………………………………………………………..

Faculty / Campus ………………………………………………………..

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**SECTION A**

PERSONAL PROFILE

1. **PERSONAL PROFILE**

Please provide the following information:

Photo

|  |  |
| --- | --- |
| **Name** |  |
| **Staff ID No.** |  |
| **Telephone No. (Office/HP)** |  |
| **Current Position**  **(Lecturer, Senior Lecturer,  Associate Professor, Professor )** |  |
| **Area(s) of Expertise** |  |
| **Date Joined UiTM** |  |

**Academic Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Qualifications** | **Areas of Specialization** | **Universities / Organisations** | **Date** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

**Administrative** **Experience in UiTM**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Positions** | **Year  (From – To)** | **Dept. / Faculty / Campus, etc.** |
| 1. |  |  |  |
| 2. |  |  |  |

**Past Teaching Experience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Institution(s)** | **Year  (From – To)** | **Position** |
| 1. |  |  |  |
| 2. |  |  |  |

**Past Working Experience (Other than teaching)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Institution(s) / Organisation(s)** | **Year  (From – To)** | **Position** |
| 1. |  |  |  |
| 2. |  |  |  |

**SECTION B**

TEACHING PHILOSOPHY

**2.0 TEACHING PHILOSOPHY**

**2.1** **Teaching Philosophy**

A brief statement of your belief(s) about teaching or guiding principle(s) related to your teaching i.e. descriptions regarding your belief in teaching, your belief about the way you teach, the methods you prefer to adopt, etc. to guide you in the teaching and learning process.

|  |
| --- |
| Teaching Philosophy |

**2.2 Teaching Goals**

Describe your goals in order to help you and your students in the teaching and learning process.

|  |
| --- |
| Teaching Goals |

**SECTION C**

TEACHING RESPONSIBILITIES

1. **TEACHING DUTIES AND RESPONSIBILITIES**

**3.1 Teaching Duties**

List the courses you are currently teaching and also the courses you have taught in the past. Include the relevant information and also enclose a copy of the respective semester timetable.

* 1. Full-time Teaching

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Program / Course** | **Level**  **(Diploma, Degree, Post-graduate)** | **Credit Hour** | **No. of Students** | **Year / Semester** |
|  |  |  |  |  |

* 1. Part-time Teaching

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Program / Course** | **Level**  **(Diploma, Degree, Post-graduate)** | **Credit Hour** | **No. of Students** | **Year / Semester** |
|  |  |  |  |  |

**3.2 Teaching Related Activities**

Activities that you carried out in relation to teaching and learning.

1. Supervision of Thesis

|  |  |  |  |
| --- | --- | --- | --- |
| **Title /  Name of Student(s)** | **Level**  **(Diploma, Degree, Post-graduate)** | **Institution(s)** | **Year / Semester** |
|  |  |  |  |

1. Internal/External Examiner

|  |  |  |  |
| --- | --- | --- | --- |
| **Title /**  **Name of Student(s)** | **Level**  **(Diploma, Degree, Post-graduate)** | **Institution(s)** | **Year / Semester** |
|  |  |  |  |

1. Supervision of Practicum/Attachment

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Student(s)** | **Level**  **(Certificate, Diploma, Degree, Post-graduate)** | **Institution(s) / Organization(s)** | **Year / Semester** |
|  |  |  |  |

1. Advisor/Mentor

|  |  |  |
| --- | --- | --- |
| **Level**  **(Certificate, Diploma, Degree, Post-graduate)** | **No. of Students** | **Year / Semester** |
|  |  |  |

**3.3 Curriculum Development: Program(s), Course(s) Designed / Developed / Reviewed / Evaluated**

1. Involvement in program development, course design and related activities at various levels i.e. department, faculty, UiTM.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level**  **(Certificate, Diploma, Degree, Post-graduate)** | **Program / Course, etc.** | **Description of Activities** | **Year** | **Position / Status\*** |
|  |  |  |  |  |

1. Involvement in curriculum development, program and course design at national and international level.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level**  **(Certificate, Diploma, Degree, Post-graduate)** | **Program / Course, etc.** | **Description of Activities** | **Year** | **Position / Status\*** |
|  |  |  |  |  |

\*e.g. Chairman, Secretary, Committee Member, Project Leader

**3.4 Committee Member**

1. Involvement in committees in UiTM

|  |  |  |  |
| --- | --- | --- | --- |
| **Level**  **(Department / Faculty / UiTM)** | **Name of Committee** | **Year**  **(From – To)** | **Position / Status\*** |
|  |  |  |  |

\*e.g. Chairman, Secretary, Committee Member, Project Leader, Advisor, etc.

2. Involvement in committees National and/or International

|  |  |  |  |
| --- | --- | --- | --- |
| **Level**  **(National / International)** | **Name of Committee** | **Year**  **(From – To)** | **Position / Status\*** |
|  |  |  |  |

\*e.g. Chairman, Secretary, Committee Member, Project Leader, Advisor, etc.

**SECTION D**

TEACHING APPROACHES

1. **TEACHING APPROACHES**

Teaching approaches refer to the choice of teaching and learning practices you frequently used as a means of attaining your goal, while methods are the processes or ways of carrying out your teaching and learning activities where as techniques refer to the specific methods or strategies you commonly used in the process of teaching and learning.

**4.1 Teaching Approaches**

|  |  |
| --- | --- |
| **Approaches / Methods / Techniques/Strategies** | **Description** |
|  |  |

**4.2 Reflection of Teaching**

Reflection or evaluation of your own teaching carried out at the end of each individual lesson, semester or academic year to analyse the strengths and weaknesses of your teaching for the purpose of self-improvement

|  |  |
| --- | --- |
| **Reflection** | **Action Plan** |
|  |  |

**SECTION E**

INNOVATION IN TEACHING

AND LEARNING

**5.0 INNOVATIONS IN TEACHING AND LEARNING**

**5.1 Innovations in Teaching and Learning**

Innovation in teaching and learning refers to something new or creative that you have introduced or implemented to enhance the process of teaching and learning.

Innovation can be in the form of a major or minor change in your course content, a new method or approach in teaching, a new activity carried out, and a new form of instructional materials developed and used such as video, film, software, online program, etc. or an assessment procedure introduced in any of your course.

|  |  |
| --- | --- |
| **Innovation(s)** | **Description** |
|  |  |

**SECTION F**

ACCOMPLISHMENTS RELATED TO TEACHING AND LEARNING

**6.0 ACCOMPLISHMENTS RELATED TO TEACHING AND LEARNING**

List of teaching and learning related activities accomplished such as researches, publications, presentations, consultations, collaborations, community services, acknowledgements, recognitions by professional bodies, organisations, institutions, peers and students, awards, etc.

**6.1 Accomplishments**

1. Research

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Grant Received**  **(Value of Grant)(RM)** | **Sponsor (s)** | **Date** | |
| **Begin** | **Completed** |
|  |  |  |  | |

2. Grants Received

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Grant** | **Title** | **Awarding Institution** | **Amount** | **Year** |
|  |  |  |  |  |

3. Publication

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Position / Role\*** | **Publisher** | **Date of Publication** |
|  |  |  |  |

\*State your role i.e. author, co-author, editor, etc.

4. Article

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Name of Journal / Publication\*** | **Vol. / No.** | **Publisher** | **Date of Publication** |
|  |  |  |  |  |

\*Name of journal, magazines, printed or electronic media, etc.

5. Article Reviewer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Name of Journal / Publication\*** | **Vol. / No.** | **Publisher** | **Date of Publication** |
|  |  |  |  |  |

\*Name of journal, magazines, printed or electronic media, etc.

6. Paper Presentation

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name of Seminar / Conference** | **Place / Country** | **Date of Presentation** |
|  |  |  |  |

7. Speaker / Course Facilitator (UiTM and outside UiTM)

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name of Course** | **Place / Country** | **Date of Presentation** |
|  |  |  |  |

8. Video / VCD / Film / Projects / Productions, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **Title** | **Name of Producer** | **Duration (Hrs.Mins)** | **Date of Production** |
|  |  |  |  |  |

9. Artistic Works / Artifacts / Presentation / Exhibition

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Artwork / Design / Presentation/ Exhibition** | **Role\*** | **Gallery / Museum / Theatre / Auditorium** | **City / Country** | **Date of Production / Event** |
|  |  |  |  |  |

\*State your role i.e. artist, composer, designer, director, etc.

**6.2 Consultancy**

1. Consultation Activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Project Amount (RM)** | **Sponsor / Organization** | **Duration** | |
| **Begin** | **End** |
|  |  |  |  | |

**6.3 Industrial Linkages and Collaboration**

1. Linkages and collaborations with industry / external organization, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Industry / Organization** | **Type of Linkages / Collaborations** | **Duration** | |
| **Begin** | **End** |
|  |  |  | |

**6.4 Community Service**

1. Contribution to Community

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Organization(s), Community, etc.** | **Type of Contribution /  Service Rendered** | **Duration** | |
| **Begin** | **End** |
|  |  |  | |

**6.5 Awards**

1. Academic Award

|  |  |  |  |
| --- | --- | --- | --- |
| **Award** | **Title/Product/Invention** | **Level\*** | **Year** |
|  |  |  |  |

\*International, national, state, institutions, etc.

2. Recognition by Professional Bodies, Institutions, Peers and Students, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Award\*\*** | **Awarding Body** | **Level\*** | **Year** |
|  |  |  |  |

\*International, national, state, institutions, etc.

\*\*Form of award e.g. certificate, trophy, medal, monetary, etc.

3. Honorary Award

|  |  |  |  |
| --- | --- | --- | --- |
| **Award** | **Awarding Body** | **Level\*** | **Year** |
|  |  |  |  |

\*International, national, state, institutions, etc.

**NOTE**

**Items and activities listed from Section A to Section F need to be supported with evidences such as copies of documents, letters of appointments, recordings, artifacts, etc.**