

PART B

FORMAT OF THE TEACHING PORTFOLIO



اَوْنِيُوْ رَسِيْئِيْ تِيْكَوْ لُوْ كِيْ مَارَا
UNIVERSITI
TEKNOLOGI
MARA

TEACHING PORTFOLIO

Name

Programme / Dept.

Faculty / Campus

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SECTION A
PERSONAL PROFILE

1.0 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

3.0 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

2. 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

2. Internal/External Examiner

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

3. Supervision of Practicum/Attachment

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

4. 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*

2. 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

4.0 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.