

EARLY SEMESTER BRIEFING

SEMESTER I, 2015/2016

2 SEPTEMBER 2015



IMPORTANT DATES FOR INSTRUCTORS

6 Sept 2015 – 13 Feb 2016 (23 weeks)

DETAIL	DATE
1 st Half of Semester	6 Sep – 7 Nov 2015 (9 weeks)
Mid-semester Break	8– 14 Nov 2015 (1 week)
2 nd Half of Semester	15 Nov-19 Dec 2015 (5 weeks)
Revision Week	20 Dec – 26 Dec 2015 (1 week)
Final Exam Period	27 Dec 2015 – 16 Jan 2016 (3 weeks)
Announcement of Course Grades by faculties	27 Dec 2015 – 20 Jan 2016 (25 days)
Special Exam	22 Feb – 3 Mar 2016 (2 weeks)

IMPORTANT DATES FOR STUDENTS

DETAIL	WEEK	DATE
Pre-registration (online)		10 May – 4 Jun 2015 (3 weeks)
Registration (online)		2 – 3 Sep 2015 (2 days)
Amendments to registration	1	6 – 10 Sep 2015 (5 days)
Amendments to registration (with penalty)	2	13 – 17 Sep 2015 (5 days)
Faculties update registration in computer	3	20 – 23 Sep 2015 (4 days)
CICT/Faculty prints Course Registration Slips	4	27 Sep 2015
Course Withdrawal	3 - 9	20 Sep – 5 Nov 2015
Course Registration Slip issued	10	11 – 15 Nov 2015
Examination Schedule released	13	29 Nov 2015
Submission of Appeal	17 - 21	27 Dec 2015 – 27 Jan 2016 (32 days)

THINGS TO REMEMBER

ITEM	ACTION
1. CLASSES	<ul style="list-style-type: none">• Print students' names from AIMS• Go to class even though there is no student listed in AIMS• Get students' contact numbers and ask a representative to create a WhatsApp or Telegram group• If nobody shows up, wait for 20 minutes before leaving the class• Contact the respective faculty if you cannot find the venue for your class or there is another instructor in the class

THINGS TO REMEMBER

ITEM	ACTION
2. REGISTRATION FORM	<ul style="list-style-type: none"><li data-bbox="517 419 896 462">• DO NOT SIGN.<li data-bbox="517 576 1696 719">• Students can register without obtaining lecturer's signature as long as the section is not full.<li data-bbox="517 833 1696 976">• If it is full, students have to choose other sections which are still open.<li data-bbox="517 1090 1812 1233">• If all sections are full, send students to their Academic Office or to me

Cont...

ITEM	ACTION
<p data-bbox="127 705 484 939">3. INSERT DELETE FORM</p>	<ul data-bbox="537 404 1825 1243" style="list-style-type: none"><li data-bbox="537 404 1825 454">• DO NOT SIGN if students are INSERTING a new section<li data-bbox="537 562 1825 801">• DO NOT SIGN if students are DELETING one section and INSERTING another section, because we do not encourage students to choose instructors<li data-bbox="537 909 1825 1243">• SIGN if students are DELETING your section. Please cancel any space below the line so that students may not add a course at a later date without your knowledge

Cont...

ITEM	ACTION
4. CREDIT TRANSFER FORM	<ul style="list-style-type: none">• DO NOT SIGN.• No credit transfer is given to the new ULAB courses i.e. ULAB1122, ULAB2122, and ULAB3162
5. CREDIT EXEMPTION FORM	<ul style="list-style-type: none">• DO NOT SIGN.• Send students to me. They need to bring with them the syllabus and/or course outline of the course that they are applying credit transfer for.

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ITEM	ACTION
6. CLASS SIZE	<ul style="list-style-type: none">• Report to PAUG* by the <u>end of Week 2</u> if you have less than 15 students in your section• Re-assignment of students to new sections must be done before Faculties finish updating course registration in computer on Wednesday, <u>23 September 2015 (week 3)</u>

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ITEM	ACTION
<p>7.</p> <p>RE-ASSIGNMENT OF SECTION FOR STUDENTS</p>	<ul style="list-style-type: none">• An email will be sent informing instructors of the number of students, the section number(s), the venue, and the instructor's name(s). Read the email carefully• Inform students a.s.a.p. via sms, WhatsApp message, sms, email, or their friends• Send only the specified number of students to the new section(s)

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ITEM	ACTION
<p>8.</p> <p>RE-ASSIGNMENT OF SECTION / COURSE FOR INSTRUCTORS</p>	<ul style="list-style-type: none">• An email will be sent informing instructors of the number of students, the section number(s), the venue, and the instructor's name(s). Read the email carefully• Inform students a.s.a.p. via sms, WhatsApp message, email, or their friends. Post a note on the door, write on the whiteboard, or ask next door instructor's to inform students

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ITEM	ACTION
9. AIMS LIST	<ul style="list-style-type: none"><li data-bbox="697 422 1818 658">• Print a new one for the first 5 weeks. CICT/Faculty prints Course Registration Slips in Week 4 (27 September 2015)<li data-bbox="697 768 1765 1003">• Print before class because students register manually and faculties have up till Week 3 to update the registration<li data-bbox="697 1113 1779 1258">• Print again after the semester break because students can withdraw up till Week 9

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ITEM	ACTION
<p>10(a). Barred from Taking the Final Examination Letter (for ULAB1122, ULAB2122, UHB3022/ULAB3122, & UHB3042/ULAB3142)</p> <p>10(b). Zero Mark for Course Work for Courses without Final Examinations (for ULAB3162 & UHB3052/ULAB3152)</p>	<ul style="list-style-type: none">• This is the first and only letter issued to students. Absence from Class letter is <u>no longer</u> used as decided by the <i>JKA</i> meeting on 10 August 2015.• Remind students at the beginning of semester that they must attend 80% of classes throughout the semester• Monitor students' attendance throughout the semester.• Give verbal warnings before you issue them the letter.

CALCULATION

For 3-contact-hour courses:

100% attendance

= 3 hrs x 14 weeks

= 42 hours of attendance

80% or more attendance

= $(80 / 100) \times 42$

= 33.6 hours or at least 34 hours of attendance

Students can miss 8 hours of classes (i.e. 42 – 34) without valid reasons

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ITEM	ACTION
11. MONITORING FORM	<ul style="list-style-type: none">• Send to Coordinators by <u>Week 10</u> (during the Semester Break) even though there is no problem with your students• Contact students' faculties to find out status of students• Instructors who have problems at the end of the semester because of students attendance but have not taken any actions will have to answer at both faculty and university levels.

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ITEM	ACTION
<p>12.</p> <p>END OF SEMESTER SURVEY</p>	<ul style="list-style-type: none">• For all ULAB courses• Parked at MyLinE• Prepared by the ULAB Course / Syllabus Committee• Instructors remind students to do the survey

Cont...

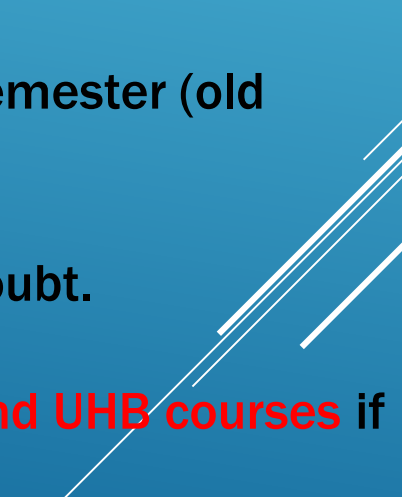
ITEM	CONTENTS
13. COURSE FILE	<ol style="list-style-type: none">1. Academic Calendar2. Programme Learning Outcomes (PO)3. Lesson Plan (Li)4. Course Matrix Vs PO5. Course Matrix Vs Cognitive, Psychomotor & Affective Domains6. Lecture Notes & Class Activities7. Course Construct Alignment8. Assignments & Test Questions9. Assessment Rubrics10. Samples Of Students' Assignments11. Assessment Specification Table (JSP)12. Final Examination Question And Answer Scheme13. Individual Marks14. Samples Of Examination Answer Scripts15. Course Review Report (CRR)

ULAB COURSES

OLD COHORT		NEW COHORT	
Pre-requisite(s)	Course Code	Pre-requisite(s)	Course Code
None	ULAB1112/UHB1412 ↓	None	ULAB1122 ↓
ULAB1112/ UHB1412	ULAB2112/UHB2422 ↓	ULAB1122	ULAB2122 ↓
ULAB1112/ UHB1412 & ULAB2112/ UHB2422	One of the following electives: •ULAB3122/UHB3022 •ULAB3132/UHB3032 •ULAB3142/UHB3042 •ULAB3152/UHB3052	ULAB1122 & ULAB2122	ULAB3162

Note: Students cannot mix courses from the old and new cohorts.

IMPORTANT INFO ABOUT ULAB COURSES

1. There is no exemptions given to new ULAB courses.
 2. Students must complete the pre-requisite(s) first.
 3. Students cannot mix courses from the old and new cohorts.
 4. Students cannot take more than one ULAB course in one semester i.e. two different levels.
 5. Students cannot take more than one elective in one semester (old cohort).
 6. Instructors can check the registration slips if ever in doubt.
 7. Instructors must **check the AIMS LIST for both ULAB and UHB courses** if they are teaching elective courses.
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Course Outlines & Course Packs

<p>Course Outlines (Signed)</p>	<ul style="list-style-type: none">• For students.• Available at languageacademy.utm.my → Undergraduates → Course Outlines
<p>Course Packs</p> <ol style="list-style-type: none">1. Course Outline (unsigned)2. Teacher's Notes3. Rubrics and Assessments4. Test Specifications5. Sample Examination Papers6. Relevant Materials	<ul style="list-style-type: none">• For instructors only. Password protected: myulab.• Do not share password with students. Available at languageacademy.utm.my → Undergraduates → Course Packs
<p>Exam Sample</p>	<ul style="list-style-type: none">• For instructors only. Password protected: SAMPLE. Do not share password with students.• Available at languageacademy.utm.my → Undergraduates → Exam Sample• Only use the ones uploaded

LIST OF ULAB/ULAM/FOREIGN LANGUAGE COORDINATORS

COURSE CODE	NAME OF COURSE	NAME OF COORDINATOR	CONTACT NUMBER
ULAB1122	Academic English Skills	PM Dr Kamarudin Kasim	0196433627
ULAB2122	Advanced Academic English Skills	Pn Noor Mala Ibrahim	0137033595
ULAB3162	English for Professional Purposes	Pn Wan Zarina Bt Wan Zakaria	0197106266
ULAB 1112/UHB1412	English For Academic Communication	Pn Siti Aishah Bt Abd Hamid	0197737122
ULAB2112/UHB2422	Advanced English For Academic Communication	Pn Zanariah Bt Md Salleh	0197548555
ULAB3122/UHB3022	English For Workplace Communication	Pn Jamiah Bt Abd Manaf	0197762898
ULAB3132/UHB3032	Reading For Specific Purposes	Pn Norhanim Bt Abdul Samat	0197293389
ULAB3142/UHB3042	Writing For Specific Purposes	Dr Zairus Norsiah Azahar	0137719890
ULAB3152/UHB3052	Effective Oral Communication Skills	Pn Hafilah Bt Zainal Abidin	0137715432
Foreign Languages	Japanese, Mandarin, & French Language Courses	Pn Halimah Bt Ma'alip	0137234382
Malay Language	Malay Language Courses	Dr Zaliza Mohamad Nasir	0137403995
LAKL Programme Coordinator	--	Dr Zuhana Mohamed Zain	0122953087

LIST OF ACADEMIC CLERKS

FAB	HARLINA BINTI JA'AFAR (CC) NURHAYATI BT MAHMUD (TITIE) NURHAFIZAH BINTI SAMSURI	57416 57413 57417	sp-harlina@utm.my/ nurhayatimahmud@utm.my nurhafizah@utm.my
FKA	SAPIAH BT ABD RAHIMAN NUR NABILA @ MAZILAWATI BINTI MARNI	33072 31740	sapiahar@utm.my kamariah@utm.my
FKE	AISYAH BINTI AHMAD/ SITI SUHANA BINTI HAMDAN	57010 57029	aisyahahmad@utm.my aisyah@fke.utm.my
FKM	ROSLI BIN BOHANI MOHD ISKANDAR BIN NAKHMAT RAZLAN SYAH BIN YUSSOFF	57069 57070	roslibohani@utm.my nakhmatml@mail.fkm.utm.my razlan@utm.my
FS	SHAHEFHARIZA BINTI SHAHROM HALEEZAH BT HAMZAH NOR ANIZAH BINTI KARIM	34046 34043 34046	haleezah@utm.my noranizah@utm.my
FGHT	SARIMAH BINTI PATLILAH SHAHIDA BINTI NAWI	30878	sarimahp@utm.my shahida@utm.my
FCOMP	ABDULLAH BIN YUSOF/	38826 38827	abdullahy@utm.my
FM	NORLELA BTE MOHD ZIN/	10026 10027	norlelamzin@utm.my
FP	NOORAIDA BT ISMAIL (JADUAL)	34601	nooraida@utm.my
FPREE	JOHARI BIN ABDULLAH/ NORFARIDAH BT ISA	35806	r-johari@utm.my norfaridah@petroleum.utm.my
FKK	AZILA BINTI DRAMAN/ HASNI BINTI HASHIM	35474	aziladraman@utm.my hasnihashim@utm.my
FKBSK	AISAH BINTI SALLEH/	58526	aisah@utm.my/ aisah@biomedical.utm.my

OTHER CONTACT NO.

PAUG	Pn Nur-AI Huda Hashim	0177278642 (new) 0127608642 (old) 07-5531838
MyLinE	Pn Nursyuhadah Rusni En Abdul Rahim Ahmad	37926 37969
CTL (E-learning)	En Fairul En Zulazri En Jefri	37914 37916

Please do not text me if you need
immediate feedback.
Call me.

NO. OF SECTIONS FOR SEM I, 2015/2016

COURSE CODE	NO. OF SECTIONS	NO. OF STUDENTS
ULAB3122/UHB3022	4	121
ULAB3142/UHB3042	1	28
ULAB3152/UHB3052	3	90
ULAB1122	53	1490
ULAB2122	43	1080
ULAB3162	36	1005
TOTAL FOR ULAB COURSES	140	3814
LEAP CLASSES	17	
TESL + UBV	16	
TOTAL SECTIONS TAUGHT	173	

THANK YOU

