

# Laporan Akhir Program Ko-Kurikulum

## EXPERIENTAL LEARNING FINAL REPORT [20% - CLO3, PLO8 – CCS (CONSTRUCTIVE CITIZEN)]

Final report is a group report. Students need to make programme reflection reports related to extra-curricular activities/ programs that has been done during that semester. Students need to show their activities/ programs are impactful in contributing to the development of their graduate attributes.

The final report should follow the 5R framework for reflection format which consists of the components of report, respond, relate, reason and reconstruct. This report should be examined by respective course lecturer and co-curriculum coordinator before **Revision Week** and will be submitted at provided in Google Form (pdf file) UGS website.

The format of the final report is as follows:

- i. The reflection reports should be prepared using format of **Canva or PowerPoint or any software** written in Bahasa Malaysia or English.
- ii. Report design: **Magazine style design.**
- iii. Font type: Any suitable font type
- iv. Font size: 12 or any suitable font size
- v. Line spacing: Any suitable line spacing (1.0 or 1.5)
- vi. Number of pages: 9 – 10 pages excluding front page and appendices.
- vii. Magazine Final Report should be included:
  - a. Cover page
    1. Program Title: (e.g., Mencerap Uranus 2025)
    2. UTM & UGS Logo
    3. Date of Programme
    4. Prepared by: Student of ULRF 2XX2: Co-Curriculum Course (e.g., Student of ULRF 2002 Astronomi)
    5. Photo Collage: Highlights from the program
  - b. Content
    1. Executive Summary
    2. Programme organization chart
    3. Programme activities & highlights (feature stories, photo highlights, notable speakers, activities timeline.
    4. Impact & Achievement (number of participants, collaboration formed, skill developed, participants satisfaction level, infographics – shows impact visually)
    5. Testimonials (quotes from student organizer, participants or speakers)
    6. Financial Summary
  - c. Conclusion
    1. Challenges & Future Plans
    2. Acknowledgements

