

## Module Guideline

# CAIC1006 Professional Practices

Session 2014

Email: [caic@ump.edu.my](mailto:caic@ump.edu.my)

Tel: 609-5492018

Fax: 609-5492089

Center for Academic Innovation  
and Competitiveness

Universiti Malaysia PAHANG

**Module Synopsis**

This module aims to provide the professional practices in teaching and learning with an understanding of academic advisory system, teaching folder & portfolio and internationalization issues that will develop specific interests within teaching & learning. Each unit promotes the development of professional skills required to contribute to and influence development and evaluation of a changing teaching & learning environment. The courses comprise a combination of related theory, research and practice applied to the area of teaching & learning and will incorporate critical understanding and evaluation of the theory, practice and associated research.

**Unit 01: Academic Student Advisory System (Coaching & Mentoring)**

Participants should be able to:

CO 01  
Understand the responsibilities of academic advisory system

CO 02  
Realize the implementation of academic advisory process

**Module Delivery**

- Interactive lecture.
- Q&A session.

**Duration**

Within 2 - 3 hours.

**Target Participants**

- Primary - new lecturers
- Secondary - post graduate students

**Assessment**

Methods	CO 02
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For new lecturers.

Discuss & propose ONE advisory model that will encourage the interaction between student-staff in deal with the inevitable difficulties of students. Reflection with 500 words of essay	100%
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**Assessment topics:**

Any advisory models or ideals towards the best practice of advisory system

**Unit 02: Teaching Folder & Teaching Portfolio**

Participants should be able to:

CO 01  
Differentiate between Teaching Folder & Teaching Portfolio.

CO 02  
Develop a good Teaching Folder & Teaching Portfolio.

**Module Delivery**

- Interactive lecture.
- Group discussions
- Group presentations

**Duration**

Within 2 - 3 hours.

**Target Participants**

- Primary - new lecturers
- Secondary - post graduate students

**Assessment**

Methods	CO 02
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For new lecturers.

Develop, improve and present the selected or sample of teaching folder & teaching portfolio.	100%
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**Assessment topics:**

Any teaching folder and teaching portfolio from the faculty, co-curriculum, and language or social science courses can be used as improvement sample.

**Unit 03: Internationalization**

Participants should be able to:

CO 01  
Understand how important is to communicate effectively with the international student to reach a common understanding, convey the knowledge as well as the advising process although with different races and culture

CO 02  
Evaluate the best practices in teaching approach in class with different international student

**Module Delivery**

- Interactive lecture.
- Group discussions

**Duration**

Within 2 - 3 hours.

**Target Participants**

- Primary - new lecturers
- Secondary - post graduate students

**Assessment**

Methods	CO 01/02
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For new lecturers

500-word critical analyses of the best practice in cross cultural activities that having a big impact towards better communication with international students. To be submitted within four weeks after the session.	100%
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**Assessment topics:**

The model of cross-cultural activities in higher education

The debate of pro and con of having internationalization in HE in Malaysia