



UNIVERSITI **POLY-TECH MALAYSIA**

**PRACTICUM HANDBOOK FOR
EARLY CHILDHOOD PROGRAM**

UPTM.PHEA.ITP.03 – 1ST EDITION

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Abbreviations

UPTM	-	Universiti Poly-Tech Malaysia
D	-	Dean
ILU	-	Industrial Linkages
AS	-	Academic Supervisor
RRU	-	Registration & Record Unit
ETU	-	Examination & Timetable Unit
FAC	-	Faculty
HoP	-	Head of Program
JKA	-	<i>Jawatankuasa Akademik</i>
MTR	-	Mentor
ORG	-	Organisation
PrC	-	Practicum Coordinator
SADAC	-	Student Academic Disciplinary Appeal Committee
SADC	-	Student Academic Disciplinary Committee
SC	-	School
STD	-	Student

Background

Universiti Poly-Tech Malaysia (UPTM) formerly known as Kolej Universiti Poly-Tech MARA (KUPTM) is an institution of higher learning has built itself upon years of continuous improvement and change leading to a wealth of experience and wisdom.

At UPTM, the focus is on providing a comprehensive education that goes beyond theoretical knowledge to include the development of essential human attributes, attitude and aptitude. The university's committed educators work tirelessly to ensure that every student receives personalised attention and support that enables them to realise their full potential.

UPTM's curriculum is anchored in contemporary technologies and business education, offering students a wide range of innovative courses that challenge and stimulate their skills and expertise essential for them to thrive in the fast-paced world of business. It is important to note that Poly-Tech, in this context, refers to the incorporation of cutting-edge technologies into business education, and should not be confused with technical or vocational education.

Vision

To become a university of choice in nurturing professionals impacting the nation.

Mission

- Develop ethical, holistic and balanced professional
- To utilise knowledge and innovative contemporary technologies to contribute towards the development of the nation.

Core Values

Trustworthy, Caring, Resilient & Respected



**A. GUIDELINES TO PRACTICUM FOR EARLY CHILDHOOD
PROGRAM**

1.0 INTRODUCTION

Practicum is a mandatory course for degree programmes at Universiti Poly-Tech Malaysia (UPTM). Practicum forms an essential requirement before students graduate from UPTM. It aims to provide students with the opportunity to gain professional exposure and relevant skills that will be value-added towards lifelong learning.

Students will be assigned to private or private and public organisations like kindergarten and childcare centre that are related to their field of studies, thus enabling them to reap specialised experience and training in a real working environment. Practicum hones an individual's potential and character to fulfil the needs of the industry. Students may find themselves contributing ideas and efforts for the development and improvement of relevant aspects within the organisation's training providers.

Each faculty at UPTM is responsible for planning, coordinating and managing its student placement in industries. The effectiveness of Practicum placement relies on the support and cooperation of the selected organisations. UPTM will use feedback from both organisations and students as guidelines to continually advance and upgrade Practicum as a capstone course and overall curriculum for our programmes. The respective faculties help in ensuring the quality of UPTM graduates to acquire the intended learning outcomes.

2.0 DEFINITION

Practicum is a student placement in kindergarten and childcare centre for a certain period stipulated by the faculty. It is designed for students to practice knowledge gained at the workplace as part of the fulfilment of the graduation.

3.0 AIM

The practicum aims to implement teaching and learning training practices in kindergarten and childcare centre in real situations. This course allows students to approach and learn the real teaching and learning situation before becoming an educator/beginning teacher in a kindergarten and childcare centre.

4.0 OBJECTIVES

4.1 General

In undertaking a Practicum, students should be able to:

- 4.1.1 Expose students to the real work environment.
- 4.1.2 Expose students to the latest technology and new knowledge in the industry.
- 4.1.3 Expose students to specific practices in their respective fields of study.
- 4.1.4 Improve knowledge, soft skills, and student experience with the organisation.
- 4.1.5 Produce competent graduates.
- 4.1.6 Increase career opportunities for students.
- 4.1.7 Create a good relationship between the industry and UPTM.

4.2 **Specific**

Refer to the specific syllabus of the respective programmes.

- 4.2.1 Build efficiency, personality, and self-confidence and increase resilience in practising the professional values of teaching.
- 4.2.2 Provide training and guidance to students in a kindergarten and childcare centre environment.
- 4.2.3 Practice skills in planning teaching preparations and implementing teaching in kindergarten and childcare centre.
- 4.2.4 Apply various approaches, methods, and strategies in teaching and learning techniques in kindergarten and childcare centre.

5.0 **LEARNING OUTCOMES**

5.1 **General**

At the end of the Practicum, students should be able to:

- 5.1.1 Increase efficiency and competitiveness in their respective fields of study.
- 5.1.2 Relate work experience with knowledge gained during studies.
- 5.1.4 Apply theory and academic knowledge obtained during studies at work.
- 5.1.4 Improve communication and interaction skills effectively.
- 5.1.5 Gain useful knowledge and experience to choose the right career after graduation.

5.2 **Specific**

Refer to the specific syllabus of the respective programmes.

- 5.2.2 Apply pedagogical skills creatively and effectively by focusing on aspects of communication, development, and nurturing in early childhood education.
- 5.2.2 Implement teaching and learning based on daily teaching as well as apply a professional and responsible attitude towards the profession of care and education.
- 5.2.3 Write reflections based on daily teaching, creatively and innovatively in early childhood education.
- 5.2.4 Prepare portfolios and daily journal reports using problem-solving skills and provide lifelong learning about early childhood development.

6.0 SCOPE OF PRACTICUM

The student's placement in the kindergarten and childcare centre is related to their areas of study. The students will be given activities or specific tasks to further broaden their skills and knowledge during the Practicum.

6.1 Purpose of Practicum

- 6.1.1 Determine specific tasks during the Practicum.
- 6.1.2 Provide opportunities for students to apply knowledge and skills that have been learned.
- 6.1.3 Get exposure to useful work practices in the field of early education children.

6.2 Pre-requisite for Registering for Practicum

Before undergoing the Practicum, students must register for the course at the beginning of the semester at which he/she will undergo the Practicum. Students must refer to the respective Programme Handbook for the correct course code for their Practicum.

- 6.2.1 Students must fulfil minimum requirements.
- 6.2.2 Students are not allowed to postpone practicum registration once they have met all the requirements except with the JKA approval.
- 6.2.3 Eligible students (names released by the Programme Coordinator) must undergo Practicum during the approved dates and period.

7.0 CREDIT VALUE, LEARNING TIME AND DURATION

7.1 Training Period

The training period is **20 weeks**, which is **10 weeks at the kindergarten** and **10 weeks at the childcare centre**.

The training must follow the following:

- 7.1.1 Students work for at least **8 hours a day** excluding break times.
- 7.1.2 Students work for **5 working days**.
- 7.1.3 Students who work on Saturdays must be considered as working hours and be included in students' time/attendance sheets.
- 7.1.4 Students are **not allowed** to work on Sundays and Public Holidays. Students should be paid if they are asked to work on these days.
- 7.1.5 **Carry out duties** set by the kindergarten and childcare centre (as long as it does not contradict the rules stated by the University).
- 7.1.6 Students are not permitted to supervise transit students or provide private tuition.
- 7.1.7 Students are not allowed to perform tasks outside of those assigned within kindergarten and childcare centre.

Any change of training period is subject to the program structure determined by the Academic Committee of the University and the Senate.

7.2 Credit Hours

Credit hours are **10 credit hours**.

7.2.1 5 credit hours in the **kindergarten**

7.2.2 5 credit hours in the **childcare centre**

8.0 ELIGIBILITY REQUIREMENTS FOR PRACTICUM

8.1 Refer to the Academic Regulations of University Poly-Tech Malaysia (UPTM) (2023 Amendment).

9.0 PRACTICUM PLACEMENT

9.1 Students are prohibited from performing practicum at any business owned or operated by a family member or at any company where a family member holds a supervisory or ownership position.

9.2 This provision is in place to avoid conflicts of interest. It also helps to ensure that all students have an equal opportunity to gain valuable work experience.

9.3 For this policy:

9.3.1 A "family member" is defined as any person related to the student by blood, marriage or adoption, including parents, siblings, children, grandparents, aunts, uncles, cousins, nieces, nephews, and in-laws.

9.3.2 A "supervisory position" is defined as any position in which the family member has the authority to direct, control or evaluate the student's work.

9.3.3 An "ownership position" is defined as any ownership interest in the business, including ownership of shares, stock or other equity interests.

9.3.4 Violation of this policy may result in disciplinary action, up to and including termination of the internship.

10.0 RESPONSIBILITIES OF A PRACTICUM COORDINATOR AND STUDENTS

10.1 Responsibilities of a Practicum Coordinator

10.1.1 Ensure that the Practicum terms and conditions set by the faculty are met.

10.1.2 Conduct briefings to students before they undergo Practicum.

10.1.3 Advise on insurance coverage for students undergoing Practicum. Any matters relating to insurance shall be referred to the Student Affairs & Alumni.

10.1.4 Manage the changes of kindergarten and childcare centre once it is approved by the Dean.

10.1.5 Follow-up action in any act of misconduct or behaviour by a student.

10.1.6 Provide advice regarding students' welfare related to Practicum.

10.1.7 Record the confirmed students for Practicum.

10.1.8 Appoint Academic Supervisor and organise the supervision process.

- 10.1.9 Coordinate the activities and visitation schedules of the Academic Supervisor.
 - 10.1.10 Organise Practicum reports.
 - 10.1.11 Manage the students' marks and grades.
 - 10.1.12 Present students' marks to the faculty.
 - 10.1.13 Report the results of the Practicum to the faculty.
 - 10.1.14 Distribute the **Placement Letter** to the students.
 - 10.1.15 Collect the following forms from the students:
 - i. **Student Practicum Form**
 - ii. **Non-Disclosure Agreement Form**
 - iii. **Organisation Reply Form**
 - iv. **Report Duty Notification Form**
- 10.2 **Responsibilities of an Academic Supervisor**
- 10.2.1 Conduct and supervise approved students.
 - 10.2.2 Communicate with the School Mentor.
 - 10.2.3 Keep track and report problems (if any) to the Practicum Coordinator once Academic Supervisors are assigned to their supervisees.
 - 10.2.3 Evaluate the outcome of the Practicum visit. The visit should be done within **TWO (2) MONTHS** before practicum ends and assessments should be conducted according to the program.
 - 10.2.3 Provide the Employer Industrial Survey.
 - 10.2.3 Assess and grade student's portfolio using:
 - i. **Teaching Observation Form – Academic Supervisor**
 - ii. **Teaching Observation Form – School Mentor**
 - iii. **Lesson Plan Form**
 - iv. **Journal Reflective Form**
 - 10.2.3 Submit a summary of Practicum marks using the **Practicum Marks Report** to the Practicum Coordinator.
- 10.3 **Responsibilities of an Industrial Supervisor or School Mentor**
- 10.3.1 Assign job descriptions to students.
 - 10.3.2 Provide assistance and guidance to students throughout the Practicum period.
 - 10.3.3 Monitor assignments or tasks given to students.
 - 10.3.4 Check and verify the records made by students in the Logbook on a regular basis.

- 10.3.5 Provide feedback to the respective Practicum Coordinator or Academic Supervisor when required and evaluate the students' performance.
- 10.3.6 Report to the Academic Supervisor any problems involving the student(s) under training in any activities that are deemed unworthy.
- 10.3.7 Assess and grade students' performance.
- 10.3.8 Filling in **Teaching Observation Form** by Industrial Supervisor or School Mentor.
- 10.3.9 Submit evaluation forms to the Academic Supervisor or Practicum Coordinator.

10.4 **Responsibilities of Students**

- 10.4.1 Before undergoing Practicum:
 - i. Prepare a resume/ curriculum vitae and a cover letter.
 - ii. Collect the official **Practicum Placement Letter** from the Practicum Coordinator.
 - iii. Submit the **Student Practicum Form** to the Practicum Coordinator.
 - iv. Prepare copies of relevant academic transcripts and certificates.
 - v. Attend an Initial Briefing organised by the Practicum Coordinator.
 - vi. Upon consultation with the Practicum Coordinator, confirm the placement with the chosen organisation.
 - vii. Organise placement applications and send in the **Organisation Reply Form** via email to the Practicum Coordinator.
 - viii. Attend a second briefing organised by the Practicum Coordinator.
 - ix. Register as a returning student to activate your student status. (If a student fails to register for the course at the beginning of the semester at which he/she will undergo Practicum, a consent form from the Dean must be obtained with regards to eligibility to undergo Practicum).
 - x. Submit the following forms in softcopies to the Practicum Coordinator:
 - a. **Student Practicum Form**
 - b. **Non-Disclosure Agreement Form**
 - c. **Organisation Reply Form**
 - d. **Report Duty Notification Form**
 - xi. Keep the following forms in the Practicum Portfolio:
 - a. **Student Practicum Form**
 - b. **Non-Disclosure Agreement Form**
 - c. **Organisation Reply Form**
 - d. **Report Duty Notification Form**

- 10.4.2 During the Practicum:
- i. Report for duty on the first day of the Practicum.
 - ii. Submit the **Report Duty Notification Form** to the Practicum Coordinator by Week 1 or as instructed by the Practicum Coordinator.
 - iii. Record daily activities in the Logbook and get verification from the School Mentor.
 - iv. Attend the Practicum without fail.
 - v. Get prior permission from the Dean to change placement whenever necessary only.
 - vi. Comply with all UPTM regulations and procedures.
 - vii. Maintain good time management, discipline and enthusiasm during Practicum, and uphold UPTM's image by refraining from any misconduct that could tarnish its reputation.
 - viii. Be responsible for own expenses, including cost of living, travelling, and accommodation during the training.
 - ix. Report to the Academic Supervisor on any problem encountered during the Practicum.
 - x. Prepare the Portfolio.

10.4.3 After the Practicum is completed:

- i. Submit the Teaching Portfolio.
- ii. Compile all documents for submission to the Academic Supervisor:
 - a. Student Practicum Form
 - b. Placement Letter
 - c. Teaching Logbook
 - d. Non-Disclosure Agreement Form
 - e. Organisation Reply Form
 - f. Report Duty Notification Form
 - g. School Mentor Information
 - h. Practicum Marks Report
 - i. Teaching Observation Form by Academic Supervisor
 - j. Teaching Observation Form by School Mentor
 - k. Lesson Plan Form
 - l. Journal Reflective Form
 - m. *Rancangan Pengajaran Harian (RPH)* and *Rancangan Pelaksanaan Aktiviti (RPA)*
 - n. Assessment
 - o. Worksheets**
 - p. Pictures**

11.0 CHANGE OF PRACTICUM PLACEMENT

- 11.1 Students must inform the Practicum Coordinator if there is a change in their practicum placement.

- 11.2 Students are **NOT ALLOWED** to change their practicum placement once they have confirmed and agreed.
- 11.3 Should they need to change the practicum placement, they **MUST** obtain approval from the Dean. Refer to the Procedure for Changing Practicum Placement.

12.0 DISCIPLINE AND ETHICS

- 12.1 Students shall uphold the image of UPTM and MARA as well as the organisation at which they are undergoing Practicum.
- 12.2 Students shall be disciplined and courteous at all times to the staff of the organisation.
- 12.3 Students shall always be well groomed with clean and smart attire.
- 12.4 Students must sign a Non-Disclosure Agreement Form (Appendix 3), maintain confidentiality and not disclose, directly or indirectly, any information about the organisation's / institution's operation during and/or after the practicum.
- 12.5 Students are not allowed to sign any documents proposed by the organisation/institution unless permission is given by the Dean or Practicum Coordinator.
- 12.6 Students shall not wilfully damage or wrongly deal with any property belonging to the organisation/institution providing the Practicum.
- 12.7 If any student discontinues the Practicum prematurely for any reason or is terminated by the organisation/institution providing the training due to misconduct (e.g. poor attendance or violation of the organisation's regulations), the student shall not be allowed to continue the Practicum at other organisation/institution except with permission from the Dean of the faculty. The student shall be subjected to disciplinary action(s). Proceeding action following this is described in more detail in the Academic Regulations of University Poly-Tech Malaysia (UPTM) (2023 Amendment).
- 12.8 If students commit any breach of the Academic Regulations of University Poly-Tech Malaysia (UPTM) (2023 Amendment) or neglect the duties, or are guilty of any misconduct in the course of the Practicum, then the students shall be liable for such action and brought before the SADC for disciplinary action(s).
- 12.9 UPTM reserves the right to terminate any students who fail to comply with the rules and regulations stated by UPTM and the organisation/institution involved.

13.0 ATTENDANCE AND LEAVES

13.1 Attendance

- i. Students are required to attend the practicum every working day and carry out all the assigned responsibilities.
- ii. Students must sign the Attendance Record to the kindergarten and childcare centre every day (provided by UPTM) and must be signed and verified by the School Mentor of the kindergarten and childcare centre as confirmation of attendance.
- iii. Students **MUST NOT** be absent from work at kindergarten and childcare centre except:
 - a. Having a health problem confirmed by a registered medical officer.
 - b. Representing the university or country in sports events or directed activities by UPTM.
 - c. Death of a parent or close family member.
 - d. Other cases that are reasonable and accepted by the University.

- iv. If a student is absent due to an emergency or illness, the student is required to contact the kindergarten and childcare centre immediately.
- v. Students must submit their leave letter to the kindergarten and childcare centre and the Practicum Coordinator
- vi. Students must submit their medical certificate (MC), obtained from a government hospital or clinic to the kindergarten and childcare centre and to the Practicum Coordinator as soon as they return to work.
 - a. Students must inform the Practicum Coordinator of their absence or leave.
 - b. Students who received medical leave for more than **THREE (3)** days must be replaced accordingly.

14.0 ALLOWANCE

Availability of allowance is subject to the policy and procedure of each of the kindergarten and childcare centre providing the Practicum. Students must inquire about the availability and approval procedures of allowances before confirming placement with the chosen organisation.

15.0 INSURANCE

- 15.1 During the period of Practicum, UPTM students will be covered by the current UPTM group insurance policy.
- 15.2 During the continuance of the Practicum, each student shall devote his/ her time and attention to performing and discharging his/ her duties and shall not engage or indulge in any other business or undertake any part-time work for any other organisation.
- 15.3 Should any inauspicious incidences lead to more serious injuries or permanent disabilities, a student must:
 - a. lodge a police report within 24 hours;
 - b. request a written report from the kindergarten and childcare centre;
 - c. inform and send all related documents to faculty for further actions.

16.0 ASSESSMENT

- 16.1 Students are assessed based on performance and adaptability throughout the Practicum period. Assessment is based on the student's performance and ability to prepare both oral and written report and logbook records, as well as the evaluation by both the Academic Supervisor.
- 16.2 Every student must record daily activities and tasks in the Portfolio. It must be checked regularly by the School Mentor.
- 16.3 This Portfolio must be submitted to the Academic Supervisor for the assessment.
- 16.4 All relevant materials must be submitted to the Academic Supervisor within **ONE (1)** week after the Practicum is completed. The report is considered as a final draft until the quality of the content is approved by the Academic Supervisor.
- 16.5 Failure to submit the deliverable materials by the stipulated deadline shall cause the students to fail the course.

- 16.6 All students must pass this Practicum to earn the required credits towards graduation.
- 16.7 The assessments are shown in Table 1.

Table 1: Component of Assessments (Practicum)

**Weightage varies depending on the programme. Refer to the current syllabus for detailed weightages.*

	Component of Assessments
Practicum	<p>Teaching Observation Form for Academic Supervisor – (Applicable for Bachelor in Early Childhood Education) Academic Supervisor must evaluate the students based on the criteria listed in the form.</p> <p>Teaching Observation Form for School Mentor – the School Mentor must evaluate the students based on the criteria listed in the Teaching Observation Evaluation Form – School Mentor.</p> <p>Journal Reflective Form - students must complete the Daily Journal Form and compile it in the Portfolio, and submit it to the Academic Supervisor at the end of practicum. The Daily journal will be assessed according to criteria in Journal Reflective Form (The Daily Journal Form must be verified by the School Mentor of the Kindergarten and Childcare Centre).</p> <p>Lesson Plan – (Applicable for Bachelor in Early Childhood Education) students must compile the lesson plans in the Portfolio and submit it to the Academic Supervisor (The Lesson Plan must be verified by the School Mentor of the Kindergarten and Childcare Centre).</p> <p>Portfolio - students must compile all the forms listed above, along with any other forms requested in the Portfolio, to the Academic Supervisor. The Academic Supervisor must ensure that the portfolio is complete and assess it according to the Teaching Portfolio requirements.</p>

17.0 COMMON DOs AND DON'Ts DURING PRACTICUM

Students MUST be aware of the following aspects during practicum:

DOs	DON'Ts
<ul style="list-style-type: none"> i. Do uphold the image of all stakeholders as well as industrial training organisation. ii. Do adhere to the rules and regulation of the organisation and UPTM at all time. iii. Do abide by the working hours of the organisation. iv. Do follow a good appearance. v. Do record daily activities and tasks in the Logbook. vi. Do verify the portfolio with the Academic Supervisor upon completion. vii. Do involve in frequent meetings with industrial supervisor or school mentor. viii. Do punctual all the time. 	<ul style="list-style-type: none"> i. Do not get involved in indiscipline or political party activities. ii. Do not use mobile phone excessively during working hours and avoid taking personal calls during office hours. iii. Do not get involved in informal conversations or rumour-mongering in the office environment. iv. Do not commit with any agreement proposed by the organisation without the approval from UPTM. v. Do not take leave unless for a valid reason, such as illness, accident, and other unavoidable circumstances. vi. Do not get involved in sexual harassment. vii. Do not smoke at the practicum setting. viii. Do not change practicum placement without reasonable justification. ix. Do not upload and post unnecessary content related to organisation/students on social media. x. Do not engage in affairs with staff of the organization. xi. Do not over accessorise and refrain from body piercings. xii. Do not colour hair using fancy colours.