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Ushering in the Age of Endemic

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EXTENDED ABSTRACTS BOOK



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CTU DIGITAL FLIPBOOK: COMPREHENSIVE GUIDELINES TO PRODUCE WRITTEN ASSIGNMENTS AMONG DEGREE STUDENTS FOR MPU COURSES

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ABSTRACT

Producing written papers for each course taken is one of the requirements for students at UiTM. Despite the ongoing efforts to improve academic learning, students are struggling to produce high-quality assignments. Students' inability to write quality papers can be attributed to several factors. In light of this, this research aims to offer a comprehensive guide for students on writing assignments based on the assessment rubric. This guidebook was produced to briefly explain the concepts that must be present in writing and some other components. The data collection technique uses observation, survey, and document analysis. After some research and survey, it was found that most students need proper guidelines regarding the assessment. The result showed that the digital flipbook is designed to improve the quality of producing written assignments in the MPU course. This flipbook consists of the scoring guide rubric, structure assignment, academic writing including formatting, plagiarism-checking instructions and several samples written assignments. Students can easily access the necessary information through EAC CTU552 course or freely refer to the available online resources. This innovation was chosen since there is no comprehensive guide with simple and clear instructions and explanations in the form of a digital flipbook.

Keywords: *Digital flipbook, guideline, written assignments*

1. INTRODUCTION

Students may encounter different types and styles of writing assignments in universities. If students are familiar with the proper writing technique, it is not difficult for them to write a paper. The major issue for students is that they do not react well and pay full attention when instructors/lecturers explain the structure and methodology of writing assignments during class. Through observation and analysis of the student assignment material, we discovered more troubling issues, including that the students' assignments do not adhere to the rubric stipulated by Academy of Contemporary Islamic Studies (ACIS) UiTM. This has resulted in obtaining low and moderate marks. Students who joined after the course validation date do not understand the assignment details because those are explained during the first two weeks. This is made worse by students' lax writing habits, which include copying text from any published source online and using it as their own in their papers. This can be proven with the high similarity index after the student assignment report is analysed in the Ouriginal software to determine plagiarism. This act of plagiarism results in a violation of academic ethics (Wan Mohtar et al.,

2018). The study proposed that universities should organise courses or seminars on ethical academic writing to lower the prevalence of plagiarism among students.

Based on various descriptives above, it is important to innovate a simplified guideline for students on writing assignments, especially in delivering material to help them score in their continuous assessment. A study by Mardikaningsih and Kurniasari (2018) has found that flipbook teaching material as a support for blended learning has a positive effect on student learning outcomes. Thus, the opportunity to produce flipbook-based digital in the delivery of teaching and learning material is an effort to improve students' writing skills by employing a systematic approach.

2. METHODOLOGY

Before we began developing the digital flipbook, a questionnaire was distributed to the students and lecturers who were involved in MPU course. This was to enable us to identify the need for a guide in the preparation of the written assignments. This research has collected 260 students' and 2 lecturers' responses from the survey. All comments and input were collected and analysed by using descriptive analysis. The digital flipbook was designed by using the PowerPoint template.

The final research methodology is the development of 'CTU Digital Flipbook' to accommodate the students' needs in preparing written assignments. Qualitative analysis was obtained through expert advice and input during validation to become material for product revision. The product was finalised after being revised according to suggestions and input.

3. FINDINGS

The survey shows that 92.5% of the respondents need written guidelines for MPU courses. According to a survey of lecturers, students' grades for CTU courses indicated low scores because of poorly written assignment evaluations. One of the most frequent criticisms made by lecturers is that an assignment is badly structured.

Considering this research, a group of CTU lecturers decided to develop CTU Digital Flipbook as a comprehensive guideline for students on preparing written assignments according to the proper rubric and format. Based on the needs analysis from expert advice, the digital flipbook chapters were designed, and it included Scoring Guide Rubric as stipulated by Pejabat Hal Ehwal Akademik, ACIS, Universiti Teknologi MARA, Shah Alam, structure assignment, academic writing including formatting, plagiarism-checking instructions and several samples written assignments. The suggestions and inputs provided by the material expert include adjusting indicators with objectives, making book introductions for students, adjusting graphics and learning aspects. This aims to determine students' effectiveness and efficiency in achieving learning objectives.

Examples of Low Quality Written Assignments

Memor Lilitan Herfandi Herfandi dalam "The Reader's companion to World Literature" ada menjelaskan bahwa drama adalah suatu karya sastra yang ditulis dalam bentuk dialog dan dipersembahkan oleh para aktor (pelakon). Menurut Hasbi Awang (1986:49) drama ialah sejenis sastra yang tercipta untuk dipentaskan dan juga dimainkan. Menurut Hassanidigar WS (2009:6) drama merupakan suatu genre sastra yang ditulis dalam bentuk dialog dan akan dipentaskan sebagai pertunjukan. Seterusnya, menurut Panti Sojanas, dalam "Kamus Istilah Sastra" (1994:69) menjelaskan bahwa drama adalah karya sastra yang bertujuan menghibur/berlagu dengan menggunakan konflik dan emosi didalamnya dan juga lakonan dan ditayangkan di panggung. Drama juga dikatakan memberi pelbagai ilmu dari segi aspek pengajaran dan juga penguasaan bahasa yang menarik dan unik.

(i) Wrong citations

Examples of Low Quality Written Assignments

9. Misran. (2008). *Aspek-aspek Sastra*. Kuala Lumpur: Dewan Bahasa dan Pustaka. Retrieved from <http://www.dewanbahasa.gov.my>

10. Nuzila. J. (2006). *Orang Melayu Tidak di Mana-Mana*. Kuala Lumpur: Majalah Al-Hijrah.

11. Othman, D. M. (2021, December 15). *Cahaya Pendidikan Mengajar Pengantar*. Retrieved from <https://www.researchgate.net/publication/352121444-cahaya-pendidikan-mengajar-pengantar>

12. PERAKEMBARAN SEKOLAH DAN KEMAJUAN (2018, August 21). Retrieved from <http://www.perakembar.com>

(ii) Not refer to the authority references

Examples of Low Quality Written Assignments

terlebih dahulu daripada yang berilmu. Dalam kitab Min Wasaya al-Ulama li Jafar al-Ilm, pesan daripada Abu Zakariya al-Anburi yang maksudnya: "Ilmu tanpa adab seperti api tanpa kayu bakar dan adab tanpa ilmu seperti jasad tanpa roh". Hal ini menunjukkan bahawa pentingnya memiliki akhlak yang mulia dalam membentuk insan sejahtera.

Akan tetapi untuk mencapai insan yang sejahtera, manusia perlu menghadapi cabaran bukan sahaja terhadap diri sendiri tetapi, masyarakat, negara dan global. Cabaran terhadap diri sendiri ialah untuk melahirkan manusia yang seimbang dan harmonis dari semua aspek kemanusiaan. Selain itu, cabaran masyarakat ialah untuk membentuk masyarakat yang berakhlak dan berilmu dan negara ialah untuk menjaga kejayaan dan kesihatan rakyat supaya terjamin. Masyarakat juga perlu melibatkan diri dalam aktiviti yang dianjurkan pada peringkat global tetapi perlu berbangkit untuk menyokong aktiviti yang negatif.

(iii) Format. They used few types of font in the same paragraph.

High Similarities - Ouriginal

• Copy & paste, plagiarism

[Original] 57% similarity - 20227584

[Original] 35% similarity - 2022736517

[Original] 33% similarity - 20227940

[Original] 36% similarity - firdausbori

[Original] 100% similarity - nuratir

Figure 1 Common Errors Found in Students' Written Assessments

PANDUAN PENYEDIAAN TUGASAN BERTULIS UNTUK MATA PELAJARAN KOD CTU

DISEDIAKAN OLEH:
DR SYAIMAK ISMAIL
DR SYAZWANI ABD RAHIM
USTAZAH SITI NOOR AIN AZIZ
USTAZAH NURFAHANA MOHD DAUD

Kandungan	Muka Surat
Rubrik Permarkahan Tugas Bertulis	1
Format Untuk Hasilkan Cover Page Tugas Bertulis	4
Contoh cover depan	6
Format Isi kandungan	9
Format Tugas Bertulis	11
Cara menulis pendahuluan	13

Kandungan	Muka Surat
Panduan Susunan Idea/Isi	18
Panduan Penulisan Analisa & Perbincangan	21
Format Penomoran	21
Contoh Format Penomoran	24
Format Rujukan	27
Etika Penulisan	33
Plagiarism dan Ouriginal	35
Contoh Tugas Markah Tinggi	41
Contoh Tugas Markah Rendah	43

KRITERIA/ MARKAH

	0.5	1	1.5	2	2
1. Pengantaran	Pengantaran yang tidak atau kurang relevan	Pengantaran dinyatakan secara umum	Pengantaran dinyatakan dengan jelas	Pengantaran mengaitkan dengan tajuk dan objektif kajian	
2. Susunan/Isi	Isi/ Idea tidak mengaitkan dengan tajuk atau kurang umum	Isi/ Idea diberikan secara umum	Isi/ Idea mengaitkan dengan tajuk dan objektif kajian	Isi/ Idea disusun dengan jelas dan menarik, tetapi kurang baik	
3. Analisis/Perbincangan	Analisis dan perbincangan tidak relevan dengan tajuk atau tidak terfokus kepada tajuk	Analisis dan perbincangan yang terfokus dan bertepatan dengan tajuk	Analisis dan perbincangan yang terfokus dan bertepatan dengan tajuk	Analisis dan perbincangan yang terfokus dan bertepatan dengan tajuk	
4. Rumusan dan Kesimpulan	Rumusan dan Kesimpulan tidak relevan dengan tajuk atau dinyatakan secara umum	Rumusan dan Kesimpulan yang diberikan sesuai dengan tajuk dan objektif kajian	Rumusan dan Kesimpulan yang diberikan sesuai dengan tajuk dan objektif kajian	Rumusan dan Kesimpulan yang diberikan sesuai dengan tajuk dan objektif kajian	
5. Etika Penulisan	Terdapat banyak kesalahan dalam format penulisan dan tidak mengaitkan dengan tajuk	Format penulisan dan isi dapat dipatuhi dengan baik namun mempunyai sedikit kesalahan	Format penulisan dan isi dapat dipatuhi dengan baik namun mempunyai sedikit kesalahan	Format penulisan dan isi dapat dipatuhi dengan baik namun mempunyai sedikit kesalahan	
6. Bibliografi/ Rujukan	Bibliografi yang diberikan tidak sesuai dengan tajuk atau tidak autentik	Bibliografi yang diberikan sesuai dengan tajuk dan objektif kajian	Bibliografi yang diberikan sesuai dengan tajuk dan objektif kajian	Bibliografi yang diberikan sesuai dengan tajuk dan objektif kajian	
Jumlah Markah	30				

SYARAT PENGGUNAAN OURIGINAL

- Hanya seorang wakil kumpulan yang hantar, jika beberapa kali dokumen yang sama dihantar oleh individu berbeza similiti plagiarisme akan tinggi.
- Dilarang menyemak plagiarisme menggunakan apps checker lain sebelum Ouriginal.
- Sekiranya pelajar telah menyemak tugas menggunakan Turnitin, kemudian melakukan semakan menggunakan Ouriginal, similiti akan menjadi 100% plagiarisme.
- Senarai rujukan pelajar perlu dibuang semasa semakan ke Ouriginal.
- Pelajar mesti menggunakan email rasmi UTM semasa penghantaran ke Ouriginal.

Masukkan email pensyarah anda

Keputusan plagiarisme akan dihantar ke email pensyarah anda. Pelajar diingatkan untuk memaklumkan kepada pensyarah masing-masing selepas menghantar email tugas untuk semakan plagiarisme.

Figure 2 Design of Material Description for Chapters of CTU Digital Flipbook

4. CONCLUSION

This written assignment is worth 30 marks for degree students. The high quantity of marks will affect the student's grades if they do not properly complete the assignment. Thus, creating CTU Digital Flipbook as a guide for written assignments would benefit many students by lowering the likelihood of mistakes being made throughout the writing process. This book is very useful for all MPU students throughout Malaysia universities as a reference and guide for writing assignment but subject to their respective fields of study and formatting requirements and style rules, as well as providing the same point of view regarding writing papers to MPU lecturers.

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Tarikh : 20 Januari 2023

Prof. Madya Dr. Nur Hisham Ibrahim
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Kelulusan daripada pihak tuan dalam perkara ini amat dihargai.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

SITI BASRIYAH SHAIK BAHARUDIN
Timbalan Ketua Pustakawan

nar

Setuju.

27.1.2023

PROF. MADYA DR. NUR HISHAM IBRAHIM
REKTOR
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