

## LAX2013 AFTER FIVE

Website link:

[LAX SEM 1 2025-2026](#)

### Important Guidelines (Students):

Please note that group discussion meetings will be conducted via a video conferencing platform and **NOT** face-to-face.

1. Students are required to conduct group discussion meetings via a video conferencing platform (e.g. *Skype, Zoom, Google Meet, WhatsApp, FaceTime* etc.).
  - Decide on the day, date and time for the meeting. Instructors are not required to attend any of the meetings.
  - Join the meetings using your full names as stated on SMP. (e.g. Names such as *iPhone, Huawei* etc. and nicknames are not acceptable).
  - Turn on the face cam, and you must be visible throughout the meeting as proof of attendance.
2. The Submission Form (SF), Group Discussion Video (GDV) and Product File (video or soft copy of student work, if any) must be submitted via the *Google Drive* link provided on *PutraBlast*.
3. A copy of the Submission Form (with the *Google Drive* Link of the video) must also be submitted on *PutraBlast* via the Instructor's assignment post.
4. Students should name all files according to the format set.
5. Please refer to the Timeline below for tasks that need to be done. Take note that tasks for LAX activities conducted virtually might differ from the tasks assigned for face-to-face LAX.

WEEK	EVENT	TASK	DEADLINE
Week 1  13 - 19 October 2025	Student Registration (SMP)	Your tasks before the end of Week 2: <ul style="list-style-type: none"> <li>● Access PutraBlast (Your instructor's name, instructor's contact details, instructor's welcome note and Google Drive Link are attached on PutraBlast)</li> <li>● Access the CALC Official Website at:  <a href="#">LAX SEM 1 2025-2026</a>                      and download all lax documents (Timeline &amp; Submission Schedule, Briefing Slides, Submission Form, etc.)</li> <li>● Identify all group members via <i>PutraBlast</i></li> <li>● Create/Join a <i>WhatsApp</i> group for your group to ease communication.</li> <li>● Share contact information (name, email address &amp; college/residential info)</li> <li>● If you are the group leader, check out the group's <i>Google Drive</i> Link in the instructor's welcome note and join the group <i>Google Drive</i> A.S.A.P using only your UPM student email.</li> <li>● Set the date, time and platform for your first group meeting</li> </ul>	
Week 2  20 - 26 October 2025			

WEEK	EVENT	TASK	DEADLINE
Week 3  27 October - 2 November 2025	Group Discussion 1	<ul style="list-style-type: none"> <li>• Identify an activity (<b>Activity 1</b>) that UPM students do after 5pm during the semester.</li> <li>• Identify two guests and plan your online interview (gathering information about the guests and the activity, coming up with interview questions, etc.).</li> <li>• Identify the two group members who will act as the interviewers.</li> <li>• Group Leader submits:               <ul style="list-style-type: none"> <li>a) Submission Form 1 with the format: LAX2013_G (Insert your group no.) _SF1_SEM1_25_26 on <i>Google Drive</i> and <i>PutraBlast</i>.</li> <li>b) Group Discussion Video 1 with the format: LAX2013_G (Insert your group no.) _GDV1_SEM1_25_26 on <i>Google Drive</i>.</li> </ul> </li> </ul>	3 November 2025
Week 4  3 - 9 November 2025	Group Discussion 2	<ul style="list-style-type: none"> <li>• Record the online interview and group discussion session. <i>*Please refer to the notes below/ briefing slides on how the video should be recorded.</i></li> <li>• Group Leader submits:               <ul style="list-style-type: none"> <li>a) Submission Form 2 with the format: LAX2013_G (Insert your group no.) _SF2_SEM1_25_26 on <i>Google Drive</i> and <i>PutraBlast</i>.</li> <li>b) Group Discussion Video 2 with the format: LAX2013_G (Insert your group no.) _GDV2_SEM1_25_26 on <i>Google Drive</i>.</li> </ul> </li> </ul>	10 November 2025

WEEK	EVENT	TASK	DEADLINE
<p>Week 5</p> <p>10 - 16 November 2025</p>	<p>Group Discussion 3</p>	<ul style="list-style-type: none"> <li>• Identify an activity (<b>Activity 2</b>) that UPM students do after 5pm during the semester.</li> <li>• Identify two guests and plan your online interview (gathering information about the guests and the activity, coming up with interview questions, etc.).</li> <li>• Identify the two group members who will act as the interviewers.</li> <li>• Group Leader submits:               <ul style="list-style-type: none"> <li>a) Submission Form 3 with the format: LAX2013_G (Insert your group no.) _SF3_SEM1_25_26 on <i>Google Drive</i> and <i>PutraBlast</i>.</li> <li>b) Group Discussion Video 3 with the format: LAX2013_G (Insert your group no.) _GDV3_SEM1_25_26 on Google Drive.</li> </ul> </li> </ul>	<p>17 November 2025</p>
<p>Week 6</p> <p>17 - 23 November 2025</p>	<p>Group Discussion 4</p>	<ul style="list-style-type: none"> <li>• Record the online interview and group discussion session.</li> <li>• Group Leader submits:               <ul style="list-style-type: none"> <li>a) Submission Form 4 with the format: LAX2013_G (Insert your group no.) _SF4_SEM1_25_26 on <i>Google Drive</i> and <i>PutraBlast</i>.</li> <li>b) Group Discussion Video 4 with the format: LAX2013_G (Insert your group no.) _GDV4_SEM1_25_26 on <i>Google Drive</i>.</li> </ul> </li> </ul>	<p>24 November 2025</p>

WEEK	EVENT	TASK	DEADLINE
Week 7  24 - 30 November 2025	Group Discussion 5	<ul style="list-style-type: none"> <li>• Identify an activity (<b>Activity 3</b>) that UPM students do after 5pm during the semester.</li> <li>• Identify two guests and plan your online interview (gathering information about the guests and the activity, coming up with interview questions, etc.).</li> <li>• Identify the two group members who will act as the interviewers.</li> <li>• Group Leader submits:               <ul style="list-style-type: none"> <li>a) Submission Form 5 with the format: LAX2013_G (Insert your group no.) _SF5_SEM1_25_26 on <i>Google Drive</i> and <i>PutraBlast</i>.</li> <li>b) Group Discussion Video 6 with the format: LAX2013_G (Insert your group no.) _GDV5_SEM1_25_26 on <i>Google Drive</i>.</li> </ul> </li> </ul>	1 December 2025
Week 8  1 - 7 December 2025	Group Discussion 6	<ul style="list-style-type: none"> <li>• Record the online interview and group discussion session.</li> <li>• Group Leader submits:               <ul style="list-style-type: none"> <li>a) Submission Form 6 with the format: LAX2013_G (Insert your group no.) _SF6_SEM1_25_26 on <i>Google Drive</i> and <i>PutraBlast</i>.</li> <li>b) Group Discussion Video 6 with the format: LAX2013_G (Insert your group no.) _GDV6_SEM1_25_26 on <i>Google Drive</i>.</li> </ul> </li> </ul>	8 December 2025

Notes:

### **LENGTH OF VIDEO**

- Group Discussion Video: 8 – 10 minutes long
- Interview Review Video: 10 minutes

Ensure the quality of the video and audio is not compromised by external factors such as poor lighting and background noise.

The Interview Review Video is divided into 2 parts:

a. **Part 1** (3-4 minutes):

Featuring two group members interviewing **at least TWO UPM students** on the activities that they do after 5pm. Other group members must be present during the online interview session as passive participants.

b. **Part 2** (5-10 minutes):

Featuring all group members discussing the interview session (whether it was successfully or poorly handled, informative or lacked content, interactive and interesting or dull and boring, improvements that can be made in the next interview, interesting/memorable moments, etc.).

\*Take note that all group members must be visible throughout the Review Video.

### **GUIDELINES TO CONDUCT THE INTERVIEW REVIEW VIDEO**

1. The group sets the time and date for the interview. The group representative sends a meeting invitation link to all the group members and the invited guest(s).
2. All group members and the guests will join the meeting simultaneously.
3. Once Part 1 is completed, and the guests have left the meeting, all the group members will then begin their group discussion session (from minutes 5-10) to complete Part 2.

## SUBMISSION

- Only the group leader (**with UPM student email**) should submit:
  - the Submission Form and video on *Google Drive*
  - the Submission Form on the assignment post created by the instructor in *PutraBlast* before the deadline.
- Ensure each recorded video submission on *Google Drive* does **not exceed** the maximum size of **100MB** a video.
- Student submission will be rejected if:
  - it is submitted via the instructor's email
  - it is submitted on PutraBlast assignment post and *Google Drive* **after the deadline** and no valid reason is provided by the students.
  - students submit an individual video recording or a video which is merged as a group video recording from individual videos.
- Only **ONE** submission is required on PutraBlast and *Google Drive* from each group.
- **Label the files correctly.** Refer to the guidelines above. Take note that 'Missing File' will be treated as No Submission, and a zero mark will be awarded.

## ASSESSMENTS

- Students who miss any group discussion sessions must provide an MC or valid official letters to the Group Instructor via *Google Drive* and email to avoid receiving a zero (0) for attendance.
- All late submissions will be awarded a zero (0) unless a valid reason/proof is given.
- Students who are NOT FEATURED or do not participate in the group discussion video will not be awarded any marks for Attendance and Task Completion.
- Students will not be awarded any marks for Task Completion if the tasks are completed, not according to the instructions given. Students will then only receive marks for Attendance.