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| Academic Year | 20…/20… |
| Semester | Fall ☐ Spring ☐ Summer ☐ |
| Date of Submission | 20…/20… |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. ACTIVITY INFORMATION & DETAILS | | | | | | | |
| Title | | |  | | | | |
| Type | | | Cultural ☐ Academic ☐ Social ☐ Sports ☐ Other: \_\_\_\_\_\_\_\_ | | | | |
| Target Group | | | Preparatory Class Students ☐ Instructors ☐ Specific Group: \_\_\_\_\_\_ | | | | |
| Language of the Activity | | |  | | | | |
| Description of the Activity | | |  | | | | |
| Purpose and Objectives | | |  | | | | |
| Expected Learning Outcomes | | |  | | | | |
| Date |  | Time |  | Venue |  | Duration |  |

|  |  |
| --- | --- |
| 2. ORGANIZATIONAL DETAILS | |
| Responsible Instructor(s) |  |
| Team Members (if any) |  |
| Participants (Number) |  |

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| 3. MATERIALS AND RESOURCES | |
| Required Materials / Equipment |  |
| Estimated Budget (if applicable) |  |
| Sponsors (If any) |  |

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| 4. EVALUATION AND REPORTING | |
| Assessment | Attendance ☐ Reflection Report ☐ Other: \_\_\_\_\_ |
| Follow-Up Plan |  |