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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 |  |

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| 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 |  |