

Assignment 3.2: Reflective Journal Entry

Name:	S M Ragib Rezwan
Student number:	103172423
Total number of internship hours completed to-date:	72hrs
Expected finish date for your internship:	21 st Oct

Section 1: Mid-way Performance Review with your industry supervisor

Make a time to meet with your industry supervisor and seek their feedback on the topics below. Use this space to take notes.

Topics for review	Industry supervisor feedback
1. How do you feel, overall, I am performing in the workplace?	She is very pleased with my knowledge base, my ability to research and support my arguments, and my ability to be organised and document all the actions and their results. She has also been impressed with the leadership skills and flexibility that I had demonstrated in taking on team meeting and in documenting the key takeaways from them.
2. What positive contribution/s have I made?	She is happy with the fact that I have highlighted various issues which they had not been aware of and implemented solutions wherever required. Furthermore, she had also been very appreciative of the fact that I had thrown myself into learning new systems outside of my internship scope, in order to help my colleagues, as the company greatly values teamwork.
3. What areas could be developed and or improved?	She would prefer it if I were more proactive in seeking responsibilities (like in "running all intern meetings on my [Irene's] behalf") and believes it to be a hidden talent of mine that lies beyond my technical skills
4. What are some future opportunities for me during the remainder of my internship?	She believes I have more opportunities in developing "Proactive leadership" and "Proactive communication" skills during the remainder of my internship (like "highlight what you need from me [Irene] and others [team] to complete/achieve certain tasks and manage their timeline accordingly")

Section 2: Reflective Journal Entry

Instruction: After your performance review you are to reflect on how you felt about the process of seeking and receiving feedback, what you learnt about your professional self, and how this process and experience of receiving feedback from your supervisor has had an impact on you and your professional development.

Word limit	350 words
Topic	Midway Performance Review

Currently, my supervisor is abroad, in a completely opposite time zone, giving briefings and sessions to various schools and organizations about the company. Thus, I initially felt a bit hesitant to ask for feedback, as I didn't want to put any pressure on her and make her day even more hectic. But, since the 70hrs time period would be crossed soon, I decided to just send a message inquiring about it to her and ask her whether it would be possible to spare me a few minutes regarding this on

any of the upcoming one-on-one meeting. Surprisingly, she had almost instantly responded back, even though it was late at night on her side, just to make time for the feedback and ensure that I can complete my assignment! So, I feel extremely honoured and glad to have her as my supervisor.

Although I had initially been worried about the feedbacks, they were actually extremely positive! Most of them were same as those which had been previously informed to me during my work (like learning about web development tools in ZOHO (like ZOHO Forms, CRM) and Bluehost on my own). But, alongside that, she had also appreciated the leadership skills that I had demonstrated in the meetings taken on her behalf, which astonished me. That's because I had taken those meetings in an extremely cheerful and friendly manner (without any preparation) and had assumed I would be scolded for not being professional. So, hearing her say that everyone had enjoyed those meetings and the fact that she is planning on delegating all the intern group meetings to me from now on, made me extremely happy!

Overall, the feedback process felt more like advises from a friend in a causal chat, rather than a scary, interrogative performance review (which are usually depicted in story books and movies). Thus, it made me feel embarrassed for worrying about it and also encouraged me to ask for more feedbacks in the future.