



# PORTFOLIO

## STUDY CAREER COACHING

### *Your data*

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# Collaboration

## 4. Collaborative Goals

### Learning outcome

You have argued why it is important in collaborative settings to formulate common and individual goals in a SMART way and subsequently align them. You know the importance of group members setting common goals above individual goals in collaborative settings.

Describe the common goals of a collaboration that you are currently part of.

Making a website that's very interesting. Help raise awareness of the people with hearing disabilities and deaf people and make their voices be heard. Develop a VR experience where people can feel how it is to be in the shoes of a deaf person.

Is the common goal aligned within the group?

Do all group members have a similar understanding of the common goal?

Yes, the goal is aligned with the group and it is a goal we chose together after multiple brainstorming sessions.

What individual goals do you wish to achieve through this collaboration?

Improve my web designing skills, improve my own empathy and awareness of the deaf individuals and their struggles, learn how to develop a VR experience in Unreal Engine 5 and get familiar with the basics of the development environment.

What are the individual goals of the other group members?

They mostly have the same goals as me.

Substantiate to what extent your individual goals are in line with the common goals.

My individual goals perfectly align with the common goals because we had the liberty to choose our group and our project so we chose what fit everyone the best.

### Common goal

Making a website that's very interesting. Help raise awareness of the people with hearing disabilities and deaf people and make their voices be heard. Develop a VR experience where people can feel how it is to be in the shoes of a deaf person.

Specific	Measurable	Acceptable	Realistic	Time-bound	Evaluate	Result/Reward
12 EC	Hold weekly meetings making sure we stay on track and take actions accordingly	Each week there are deadlines for parts of the project and everything MUST be finished by 20/06/2025	Talk with the team and make sure our goals are realistic and that we can achieve them in the timeframe given	The team is going to work at least 3 hours every day and have weekly meetings to keep the team updated on everyone's progress. There will be a time sheet where	Make a weekly plan and a Gantt chart with all the tasks that will be done in each week	Make a website, interview deaf individuals and put their stories on the website, make a functional VR experience

				everyone will add their hours and what they did during that time		
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Individual goal				Improve my web designing skills, improve my own empathy and awareness of the deaf individuals and their struggles, learn how to develop a VR experience in Unreal Engine 5 and get familiar with the basics of the development environment.		
Specific	Measurable	Acceptable	Realistic	Time-bound	Evaluate	Result/Reward
Work on making the website and attend all the team meetings and the interviews with the deaf individuals. Be in the development team for the VR game and learn the basics on how to design and develop a VR game in Unreal Engine 5	Have sub-goals set up each week and achieve them and at the end of the week look back at what I did and forward of what comes next week	Work every day at least 3 hours and submit my progress in a document	Make sure I stay on track with the tasks that I have and complete them on time	Each week there are deadlines for parts of the project and everything MUST be finished by 20/06/2025	Check my own part of the project and reflect on what I did good and how I could've done it better	Summer vacation

Reflection question: to what extent do you agree that the common goals in a collaboration should take precedence over individual goals?

The common goals are more important since everyone shares those goals and in order for the collaboration to be successful everyone needs to share those goals and contribute on achieving them. Personal goals are also important but may be different and not everyone shares them and not achieving one has less bad consequences then not achieving a common goal that affects everyone.

## 10. 360 Degree Feedback

### Learning outcome

You compare written feedback from multiple team members on your abilities to collaborate with your own assessment of these abilities. Based on this comparison, you formulate learning points for future collaborations.

Skills		
That what you <i>are able to do</i>		
		Explanation
<b>Setting goals</b>		
Sets specific collaborative goals	Regularly shows this behaviour	-
Sets specific individual goals	Regularly shows this behaviour	-
Aligns collaborative goals and individual goals	Sometimes show this behaviour	-
Realises the collaborative goals	Regularly shows this behaviour	-
Realises the individual goals	Sometimes show this behaviour	-
<b>Shaping the collaborative process</b>		
Organises a kick-off meeting where agreements are made about four elements (goals, roles, processes, interpersonal relationships)	Regularly shows this behaviour	-
Periodically and constructively discusses the progress and compliance with the agreements made	Regularly shows this behaviour	-
Adjusts the collaborative process in a timely manner where necessary	Regularly shows this behaviour	-
Addresses (dormant) task conflicts in a timely manner and resolves them	Regularly shows this behaviour	-
<b>Feedback and communication</b>		
Is able to effectively provide feedback	Regularly shows this behaviour	-
Is able to effectively receive feedback	Regularly shows this behaviour	<[Variable:76347.de664da1-1f45-4205-a8e5-b208b8735e7e [Variable:76343.aa597a58-7ace-4ba8-888b-909d1040161b]

Communicates effectively with other team members	Regularly shows this behaviour	-
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Attitude That who you are		
Explanation		
<b>Collaborative</b>		
Focuses on the common goal/result	Regularly shows this behaviour	-
Is open to ideas from others	Regularly shows this behaviour	-
Regularly takes the initiative in collaboration	Regularly shows this behaviour	-
Puts the team's interests above self-interests	Regularly shows this behaviour	-
Helps others achieve their goals	Regularly shows this behaviour	-
Performs a proportional part of the work	Regularly shows this behaviour	-
Helps others perform their tasks	Regularly shows this behaviour	-
<b>Reliable</b>		
Fulfils agreements	Regularly shows this behaviour	-
Responsible for their own contributions	Regularly shows this behaviour	-
Is not afraid to rely on others	Sometimes show this behaviour	-
Communicates transparently and in a timely manner about the progress of the tasks	Regularly shows this behaviour	-
<b>Relationship-oriented</b>		
Contributes to a pleasant atmosphere in the team	Regularly shows this behaviour	-
Empathises with team members	Regularly shows this behaviour	-
Addresses (dormant) relationship conflicts in a timely manner and tries to resolve them jointly	Regularly shows this behaviour	-
<b>Development-oriented</b>		
Learns from team members	Regularly shows this behaviour	-
Shows awareness of their role in collaboration	Regularly shows this behaviour	-

Shows awareness of their preferences in collaboration	Regularly shows this behaviour	-
Shows awareness of strengths and weaknesses in collaboration	Regularly shows this behaviour	-
Formulates concrete learning points for every collaboration	Regularly shows this behaviour	-

### Reflection

- What is the most important thing you have received in return from the people you have worked with?
- To what extent are the assessments of the different team members similar?
- How do the assessments of the different team members differ?
- To what extent do the assessments of the different team members correspond to your self-assessment?

- The most important feedback that I received was that I am too lenient sometimes and I give people too many chances.
- All the feedback that I received so far it's similar, the main points are the same.
- They only differ in wording but the main point is the same or very similar.
- They correspond to a pretty high extent.

	Strong points	Points for development
<b>Knowledge</b>	I know most of the theoretical knowledge about collaboration.	Even if I know that I need to do something there are cases I hesitate or I am too shy to say something. I am still working on developing this but I am improving.
<b>Skills</b>	My strongest collaboration skills are working effectively with others toward a shared goal and active listening.	I never tried cross-departmental collaboration and I always collaborate only with like-minded individuals so I should try to broaden my horizons and work with people that are not from the IT department.
<b>Attitude</b>	I am very open to collaborate with others and my attitude is always a positive one.	Sometimes I am perhaps maybe too positive.

### General conclusion

I am doing pretty good on terms of collaboration and communication and I am steadily improving my weak points.

## Planning & organising

### 2. Setting and Achieving Goals

#### Learning outcome

You endorse the importance of setting goals in order to achieve the desired results, you can set different types of goals, and you demonstrate that you can formulate a (study) goal SMARTER.

Use an example to substantiate how setting goals helps you to achieve what is important to you.

Setting a clear goal is very important and it helps you achieve important matters. For example, you want to pass the Web Development exam. You should set each week that you will learn for at least 4 hours theory and after also put in practice that theory and do some exercises. In the last weeks before the exam you should also do multiple trial exams and after being able to complete them redo them a few days later and make sure you are able to do it in less than 3 hours because in the exam that's the time limit you will have. Constant practice will help you get prepared for the exam and make your chances higher to pass.

Your answer(s)	
<b>Short-term goal</b>	Do this week's OOP assignments.
<b>Long-term goal</b>	Have at least 45 credits for the university before the end of August 2025.
<b>Personal goal</b>	Start cooking more different kinds of food and start cooking soup every week. Starting now!
<b>Professional goal</b>	Get a job by the start of summer.
<b>Relational goal</b>	Get along well with all the team members and make sure everyone feels good in the work environment.

Specific	Measurable	Acceptable	Realistic	Time-bound	Evaluate	Result/Reward
I want to pass the OOP exam, I need it to complete the first year and gain full access to the 2nd year.	I must achieve a minimum mark of 5.5 to obtain the passing grade for this exam. I want to achieve a mark of 7 or higher.	To be well prepared for the exam, I have to read and understand all the PowerPoint lessons and complete all the weekly assignments and understand them.	I still have 8 more weeks until the exam, I can complete all the weekly assignments and so some extra ones also in this time, I think I have more than enough time to learn and do everything but I need to start from now in order to have less stress in the last weeks.	The exam is around 7-9 April. I still have 8 weeks until then.	Each week, I check my progress and attend the weekly code reviews to make sure my progress is on track.	If I pass the exam I will celebrate by buying myself something nice that I would never buy otherwise.



### 3. Prioritising Using the Time Management Matrix

#### Learning outcome

You have critically reviewed your activities using the time management matrix and argued what you want to give more and less priority to.

Describe one value that is very applicable to you and substantiate your choice with a personal example.

I think respect towards others and towards yourself it's one of the most important values and everyone should have it. It is a key element in collaboration and teamwork and it helps making a nice working environment. For example if you show respect to someone there is a very high likelihood that they will show respect back and if they see your in trouble they will offer to help. But if you don't show respect or even worse, your disrespectful towards someone they will most likely be disrespectful too and try to avoid you making working together more difficult.

Activity	Urgent/non-urgent	Important/non-important
Study for the OOP exam	Non-urgent	Important
Do the weekly assignments for OOP	Urgent	Important
Do the portfolio for the BattleBots Project	Non-urgent	Important
Do the weekly assignments for the BattleBots Project	Urgent	Important
Do the Edumundo assignment for Professional Skills	Urgent	Important
Learn for the BattleBots final assessment	Non-urgent	Important
Cook and make food	Non-urgent	Important
Go outside and exercise	Non-urgent	Important
Finish the daily quests in my PC games	Urgent	Non-important
Sleep	Non-urgent	Important

How did that work for you? Please explain your answer with a few examples of activities of which you had doubts about which quadrant they belong in.

It worked out pretty well. I didn't really have any doubts and I'm sure where each activity belongs, although I prioritize helping others more then needed and spend a little bit too much time on it but it's one of my values so I cannot change that too much.

What do you want to change in terms of your priorities? Motivate why and describe how.

I know my priorities but even so I sometimes spend a little bit too much time watching random Youtube videos. It is not important and when I see myself spending too much time on it I just close the PC and try to focus on doing something else more important.

Quadrant two: what activities would have a tremendous positive effect on your life if you spent more time on them? Include the most important ones here.

The activities with the most positive effect on my life would be learning everyday for the current main subjects and doing more exercise for my body and health.

**Say no:**

- To what would you have liked to say no in the past period?
- Why didn't you do it?
- To which next request are you going to say no?
- Which of the three options from the exercise do you choose?

Last period was the Christmas Holiday and I went back to my country to visit my parents. I said yes to way too many things that they have asked and thus I spent all my holiday with them and helping them, which is nice, but I had not time left for myself and didn't manage to learn or do anything for the university during the holidays.  
I didn't say no because we haven't seen each other for a very long time and my mother can be very persuasive.  
Right now if anyone would ask me to join any other extra Project or something similar I would say no because I already have my hands full with university and the extra Dutch lessons and Project that I joined. I would choose number 3 and explain why I cannot help and that I might be able to help in the future when I have more time.