

## Guidelines for Student Reflective Learning Assignment

*To be completed by the student within two (2) business days following the work experience*

As part of your work experience, you are required to reflect on what you have learned and accomplished during the work experience as part of your course evaluation. This provides an opportunity to explore, examine and understand your thoughts and feelings as they relate to the actions or tasks you perform on-the-job, allowing you to make the link between the concepts learned in class and how you applied them.

By completing a reflective learning assignment, you become more self-aware. It allows you to be critical and honest with yourself as it relates to your work performance. The feedback you receive from your supervisor and other staff may give you insights into how things could be done differently so that you are motivated to improve. Reflective learning can take many different forms. Your Faculty Advisor may ask you to evaluate your learning experience by using one of the following methods:

Self-Assessment	•What are the skills that I am developing on the job –analyze using the Conference Board of Canada’s Employability Skills
Peer-Assessment/ Debriefing	•Get together with other students and discuss the challenges and learning of the workplace
Learning Logs	•Journaling around specific questions –what was the significant event of the week –how did I handle it? What did I learn/have reinforced? What did the mentor say?
Critical Incident Diaries	•Describe the situation. How did I handle it? What did I learn/have reinforced?
Work Experience Diaries/Logs	•Describe the experience in the field. What was significant about it? How did it influence others? How did it influence me?
Personal Development Planners	•Set learning goals/outcomes that are measurable and documented
Reflective Commentaries	•Read articles related to your field of study during the placement and reflect on them
Action Research	•Develop a project during your learning period that contributes to the work place; complete a specified number of information meetings with people in the field.
Synoptic or ‘Capstone’ Modules	•Students & faculty hold a group discussion on challenges, successes and the work performed by each student at their respective. By listening to fellow students you become acquainted with different approaches at a workplace and the various skill sets necessary to succeed.

The reflective learning process consists of thoughtfully considering aspects such as:

- What are we learning?
- How are we learning?
- What are our strengths and weaknesses in the course of learning?
- What are our learning priorities?
- How can we improve upon the learning process?
- How well are we working towards achieving our short or long-term goals?

Be honest with yourself. Examine your experiences in depth while noting what your strengths and weaknesses were in the process. Think positively about moving ahead through the reflective learning process. Consider it a way of developing your abilities to enhance your learning.

Man Ka (June) Man/ W0454918 / IT Programming 1<sup>st</sup> year  
Student Reflective Learning Assignment of 1<sup>st</sup> work term

### Part.1 - Work-term details:

Work placement company: NTMK Software Development and Consulting Inc.

Work Experience Supervisor (Name & Title): Nathan Mackenzie (Owner / CEO)

Address: 497 Carleton Rd, Lawrencetown, NS B0S 1M0

Phone: 902-844-1041

Email: [nathan@ntmk.ca](mailto:nathan@ntmk.ca)

Company website: [www.ntmk.ca](http://www.ntmk.ca)

Work environment: Remotely

Placement Dates: Start date: Apr 25 2022 End date: May 27, 2022

Total Hours per week: 40 hours

Salary: Unpaid

Student Responsibilities:

Remote Software development using Google Cloud Platform / Amazon Web Services for web development primary frameworks/ languages used – React, JavaScript, CSS, HTML, NoSQL databases  
Git will be used for version control/ use of command line interface/ text editor(ie, Visual Studio Code)

### Part 2 - Student self-assessment

(Analyze with the [Conference Board of Canada's Employability Skills](#))

#### Fundamental Skills

##### **COMMUNICATE**

##### Strengths:

I communicate effectively with my supervisor in every day agile meeting, I know how to ask the specific questions and provide feedback in a limited time during this work-term.

When I have problem about the task, I understand how to use the communicate tools such as google chat, email, and google meeting to ask questions and arrange a short meeting.

##### Weaknesses:

Sometime find it hard to present the error to the supervisor which appear in the code. Also, that is hard to express my though in a difficult conversation because of the second language.

##### What have I learned:

I have learned to prepare the resource and the questions before every meeting, also I have taken notes and record the meeting.

##### How do I learn:

I have watch some video on YouTube and LinkedIn about the behavior in the meeting. Also, I have learned the office conversation from the study English website.

#### Learning priorities:

To have a successful communication with my supervisor and colleagues, improve my English conversation is my priority, I need to improve my English vocabulary and writing skill. Then upgrade my knowledge which are relevant to my jobs that can help me to ask critically and give out the useful feedback.

#### Way to improve:

First priority to improve the language, but I can use the picture and diagram as a supporting material to present my point of view and ask the question, I can use the screen cap and draw a simple diagram and present it on the meeting.

#### Goals:

I plan to use the NSCC conversation Circle to practice my English conversation and writing skill twice a week. Study and practice my coding skill by using the materials on internet in every single day. I hope the practice can help to speak up more during meetings and clearly communicating my ideas.

#### Achievements:

I have set up a google calendar and build a channel of NTMK for our project meeting, to make our communication more effectively. Also, I have took minutes and video recording in every project meeting and let us understand about the project progress.

### **MANAGE INFORMATION**

#### Strengths:

I always use GitHub to share my file and code quick and effectively, I write a message for every update, such as WIP(work in progress) or finish to make sure others can know about the status. Also, I make a short update report by the end of the day and share my work progress to my supervisor. Beside that, I will share some problem-solving method to other will I found on internet.

#### Weaknesses:

Sometime I don't have enough topic to share when the progress of the task become slow. And sometimes I am not sure the sources I found from internet were suitable to solve the problem in our task.

#### What have I learned:

I have learned how to share the code by using command in Git-Bash. I have learned how to solve the problem about JavaScript and React by reading the MDN Web doc and React doc, searching the related error on Stack Overflow.

#### How do I learn:

Read the original document of JavaScript and React, watching the tutorial video and ask my supervisor?

#### Learning priorities:

First, I need to know how to organize, share and update the code file properly by using industry standard web collaborating tools, such as GitHub and Bitbucket, then I need to understand how to use the official document such as the java document and React.doc to gather and analysis the information

#### Way to improve:

Read more official document and try to understand every single code in example, learning to use the GitHub and Bitbucket, build up your own GitHub account to store your own useful information.

#### Goals:

Setup my own GitHub account and branch my project to others, expect of GitHub, I will learn how to use Jira Software to manage and share the information.

#### Achievements:

Setup a Git branch of the existing project and collaborate with the supervisor by every single day. Gathering the information from internet and share them on daily meeting.

### **USE NUMBERS**

#### Strengths:

Calculate the hours I need for the task and estimate the timeline of the project. Then report the estimated finished date to the supervisor.

#### Weaknesses:

Sometime the task will over run and cannot completed the whole by following the timeline.

#### What have I learned:

Calculate the time I need to spend for a task and setup a timeline to myself.

#### How do I learn:

Using the collaborating tools such as google document and setup a to-do-check list, use the number to set up the tasks priority.

#### Learning priorities:

Understand how to measure or calculate the timeline of your task. Divide your task into small pieces and setup the priority.

#### Way to improve:

Learn how to use the Jira software to setup the timeline and ticket to calculate how many time will spend in the project.

#### Goals:

Use the Jira proficiently and understand the agile project management methodology, follow the industrial standards.

#### Achievements:

Setup the timeline by using google calendar for the project I am working on, and report how many time I used for the tasks to my supervisor.

## THINK AND SOLVE PROBLEMS

### Strengths:

I can break down the error into small pieces and figure out the solution one by one. I 'm willing to ask for help when having a difficult time brainstorming a solution to solve the error inside my code. Before asking for help. I will search the solution form internet or library.

### Weaknesses:

Sometime feel overwhelmed when facing the error and the I do not understand and don't know how to deal with it.

### What have I learned:

I have learned how to find the right resources and how to break down error inside my code. Also, I learned how to use the git command to return the previous update version of the document.

### How do I learn:

Read the error message carefully and learn how to use to console in the web browser the find out the error. Search the information form internet or read the official document when you can't understand the error message.

### Learning priorities:

Proficient in multiple tools and coding language that are using for the project, improve the communicate skill to ask for a right question.

### Way to improve:

Study and practice the coding skill and problem solving skill, don't afraid to ask for help when struggling in a difficult problem.

### Goals:

Do more coding practice and understanding how to use the debug tools, learning to build a testing tool for the code.

### Achievements:

Setup a testing tools for the company project, test the can the input data of the webform upload to the firebase successful or not.

## Personal Management Skills

### **DEMONSTRATE POSITIVE ATTITUDES AND BEHAVIOURS**

#### Strengths:

I will not be afraid to ask for help when I am facing a difficult problem and like to provide feedback to others.

#### Weaknesses:

Sometime I am feeling overwhelmed of the things I don't understand in the project and feeling disappointed to my-self.

#### What have I learned:

Building the confident by speaking to the others and how to ask for help.

#### How do I learn:

Understand other feedback and analysis the advice from others.

#### Learning priorities:

Find your interest area and learn about it then try to share the study outcome to others, learn to listen the advice from the others. Learn to give out positive and useful feedback.

#### Way to improve:

Listen the others advise, take a break when you feel overwhelmed.

#### Goals:

Stay positive and willing to face the problem in my work-place.

#### Achievements:

Share my point of view about the project and provide the positive feedback during the meeting.

### **BE RESPONSIBLE**

#### Strengths:

Always on time at work and arrive to meetings, my work is always done in a timely manner with a high level of accuracy. Report the progress before the end of the workhours.

#### Weaknesses:

Sometime will too much focus on work and forget the time, usually will work over-time.

#### What have I learned:

Time management, report the problem on time, set goals and priorities balancing work and personal life.

#### How do I learn:

Set up the tasks priority by learning to use the project management tools such as google calendar or JIRA project management.

Learning priorities:

First, learning the time management skill, how to allocate the time and setup the priority on every task, then learning the communication skill, communicate with the colleagues about your status.

Way to improve:

Setup your own schedule and priorities balancing work and personal life.

Goals:

Completed all my tasks on time and being mindful of other people's time.

Achievements:

Setup my own working schedule for this 5-week work-term.

**BE ADAPTABLE**

Strengths:

I adapt to change and I try to take the challenge by using the language and tools which I 'm not familiar with. I appreciate feedback when things don't go well, I stay calm and positive. I go well when work independently and I 'm also enjoys having a meeting and share my progress to others.

Weaknesses:

I need to take time to the change and transit when there have a new project and tasks.

What have I learned:

Work independently, search the resources by your-self, ready to present your work in a quick meeting.

How do I learn:

Search the right materials and keep an open mind to ask for feedback.

Learning priorities:

First, learning the time management skill to manage the priorities of the tasks. Then, with a positive attitude to accept feedback and learn from your team.

Way to improve:

Communicate with the colleagues and express your status or progress to the team, be open and respond constructively to change.

Goals:

Gain more experience by work on my own side-project and support the project of NTMK in summer, gain the self-work and teamwork experience.

Achievements:

In this work-term, I have completed the daily task by my-self after receiving the assignment in the daily meeting.

## **LEARN CONTINUOUSLY**

### Strengths:

I have consistently shown the motivation of learning and I have shared my study feedback and summary to my supervisor in the meeting.

### Weaknesses:

Sometime I am feeling overwhelmed of the new topic I don't understand and too many things I need to learn.

### What have I learned:

How to share your interest will others built up the confident to speak your point of view.

### How do I learn:

Read the information and topic which I feel interesting and maybe useful in the project then share with other, and learn to provide comments to others feedback.

### Learning priorities:

Find your interest area and learn about it then try to share the study outcome to others, this will motivate yourself to learn the new thing.

### Way to improve:

Setup a timetable, don't try to study different things at the same time. Pick one or two areas you are interested in. Having your self-learning every week.

### Goals:

I wish to motivate myself to develop a website by using React and apply the UX, UI methodology to create a user interface and share the learning outcomes to my supervisor.

### Achievements:

Self- study JavaScript and React to develop the website and apply in the company project in this work-term.

## **WORK SAFELY**

### Strengths:

I have work remote during this 5 week. I setup a good working environment and keep a well posture when I work.

### Weaknesses:

Staring at the monitor for a long time and forgot to take a break.

### What have I learned:

How to keep a good posture when sitting for a long time.

### How do I learn:

Read the health and safety articles.



Learning priorities:

Learning the safety working skill.

Way to improve:

Take a break after work for a long time.

Goals:

Buy a well quality office chair and office table when I work from home in the future.

Achievements:

Setup a daily timetable and have 5 minutes break after 2 hours work.

## Teamwork Skills

### **WORK WITH OTHERS**

Strengths:

I maintain a positive attitude to benefit my supervisor and keep a open mind to receive feedback. Also, I have given my point of view in every meeting.

Weaknesses:

I realise that sometimes I interrupted my supervisor's speech in the meeting because I felt anxious when the topic I didn't understand.

What have I learned:

Collaborate with others, speak and answer the question in the right time. Ensure the task's purpose and objectives are clear.

How do I learn:

Learn from my supervisor, communicate with my supervisor when I have problems.

Learning priorities:

Communicate skill is the most important skill when you work in a team.

Way to improve:

Find a right time to speak, be patient, keep an open mind to listen others advice.

Goals:

My ambition is to work in a large corporation as part of a small and dynamic team.

Achievements:

Daily team meeting with my supervisor and we can solve all the error in the meeting.

## **PARTICIPATE IN PROJECTS AND TASKS**

### Strengths:

I always look for better ways to manage projects and give out all my best to make sure the process goes smoothly. I don't afraid to take more responsibility in the project.

### Weaknesses:

Not enough knowledge and experience to hold my own project.

### What have I learned:

Completed the task on time, communicate with other to require the feedback. Select and use appropriate tools and technology for a task or project

### How do I learn:

Understand the objective of the project by asking question, search the resources to support my tasks.

### Learning priorities:

Knowledge of coding and the problem-solving skill, then with the communication skill to express your opinion in the project.

### Way to improve:

Familiar with the tools and languages that are used in the project.

### Goals:

Proficient in multiple coding language and built my own side project.

### Achievements:

Learning to use React and Firebase to complete the daily task.