

BACHELOR OF COMPUTER SCIENCE (HONORS.)

ASSIGNMENT TASK 4: REFLECTIVE WRITING (10%)

SEMESTER – 2.5 | SEPTEMBER 2023

MODULE NAME:	PROFESSIONALISM AT THE WORKPLACE
MODULE CODE:	FPA60703
DUE DAY & DATE:	(FRIDAY, 10TH OCTOBER, 2023)
DUE WEEK:	6

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INTAKE BATCH	JANUARY 2023
GROUP	4D

As part of the learning experience, you are required to reflect on a Topic (Example: Topic 1: Theory of 3- Ps: Professional, Professionalism and Professionalization) You are required to express your thoughts on what you have learnt, the (TGCs) skills you have used, and success of applying those skills. You should evaluate the skills that you have and how these skills can improve your employability based on your chosen industry.

You must present your reflections in the format advised below.

- A 3-4-page word document, not inclusive of cover page (using the sample front cover page)

Your reflection should address the following questions:

- (1) What were the challenges or problems you have encountered while doing this topic? Explain these challenges encountered and what will you do to improve in the future.
- (2) Explain the 3 important Taylor's Graduate Capabilities that helped you to grasp (understood the concept and theory of the topic successfully).
- (3) What area(s) of the topic resonate with you most and made you set an action plan for your own professional development?

INTRODUCTION

Gibbs' Reflective Cycle:

Developed by Professor Graham Gibbs, an American Psychologist and Sociologist in 1988 at Oxford. Which offer framework of learning from experience, understand from repeated examination of situations that went as you planned or deviated south, and building leadership skills. It is popular model of reflection (similar to Kolb's Learning Cycle), which is widely accepted and adopted in fields of Healthcare, Education and Management to enhance personal and professional development by introduction of structured debriefing. The cycle will lead us through six stages in order for the written reflection to have defined purpose for exploration. Those 6 stages of the reflective cycle are:

Description: objectively what happened briefly

Feelings: thoughts and emotional response

Evaluation: good/bad experience, learned and could have executed differently

Analysis: makes sense of situation, understand and interpret

Conclusion: summarize learning improve outcome

Action Plan: deal with similar situation if arise in the future

Course Module:

As we grow up in this competitive environment, we build our dynamic perspective which is a pivotal and indispensable adeptness in professional settings. Learning "Professionalism in the Workplace" which equip us is first step in sculpting one's individual career also in addition to organizational success. If one is able to demonstrate their employers' qualities of inclusive and habitual, moral and ethical manners, effectual collaboration and communal skills of a true professional. For those aiming to be the top choice for their respective career. We are faced with topics like the process of being a professional in any case scenario its dimensions, values that influence the diverse social and intercultural in workplace, and indispensable idiosyncrasy for effective communications. We were allowed to have professional practices in this subject like proposals writing, making videos and now reflective writings. These activities allow us to dig deeper within the nooks and cranny of our journey for the hereafter. We were able to develop friendship with fellow classmates of different cultures in a professional manner some of who were never able to establish a mutual benefactory associations. We were shown the group made by university. Our tasks were briefly introduced which were a video project and a group event.

- (1) In this semester, while studying the course module, there were some challenging aspects that I needed to overcome. These types of modules weren't like the rest of subject we had studied earlier, it was totally of different field. It didn't make sense for us computer students. Those prejudice would be fatal. It was explained as short semester but the effort needed to fully grasp the theory part is extreme.
 - A. During the making of first group assignment due to lack of experience in the field of video production. Our group had a fairly hard time during pre-production and production. Now after learning the various methods and developing more from previous experience. I do believe if I had to be involved in similar scenarios it would be tad bit easier. The creative side was lacking, which could have made the project better. I learned a lot more after analyzing videos or different groups.
 - B. This was my first time organizing an event. The whole process was challenging: I had never made a proposal; a lot of ideas were being thrown around but no one was satisfied. There were retaliations. Each task seemed ginormous and not feasible. Quiz also felt redundant but our members came in clutch by moving away from boring format and interesting questions. Finding participants and promotions were also tough.
 - C. The course contents were a lot theoretical. It had a lot paragraph and concepts to understand. Although, On the surface it didn't look as deep, but as we dove deeper the simplest "common sense" would have so much layers. If my mind were more open earlier to holistic education for us students to be socially adjusted toward protocols and behaviors. These were serious business. In the coming semester I will be more welcoming to such skill developing academic programs, with little skepticism.
- (2) The three important Taylor's graduate capabilities that helped me grasp the theory of the topic successfully were:
 - a. TCG1: Discipline Specific Knowledge – understanding more than broad knowledge of a field, specific to discipline specialist in the area. We were taught methods and allowed to practice, imparting knowledge and skills.
 - b. TCG4: Communication Skills – communicate information accurately clear as intended, demonstrate varied vocabulary, listen effectively, good eye contact,
 - c. TCG7: Entrepreneurialism – being able to build good relationships with teams, set specific measurable achievable relevant and time-bound. Reflect on needs objective dedicate.
- (3) The areas of the topic resonate with you most and made you set an action plan for your own professional development are:
 - a. Problem Solving Critical and Creative Thinking Skills – identification evaluation formulates solution and alternatives
 - b. Personal and Social Competencies – be self-awareness, managements, responsible, support academic, social, emotional skills, provide space and personal well-being.
 - c. Global Perspective – have views on issue that has influence in international organization. With genuinely perspective, well informed explanation and outcome

TOPIC: VIDEO PRODUCTION PROCESS

Descriptions

As the very first assessment task of our new semester. We were told to create 8-10 minutes long video with our respective group. I was highlighted as the leader. In total of 6 students, I had worked with few previous semesters. We were to create something that encompasses related to our course. We decided that, everyone will pitch their idea and the among those one will be picked while the discarded idea will have a smaller piece later. We decided to make a video which will teach everyone “Majoring in Professionalism”. We all poured our energy into writing the scripts, and shooting the clips. Day-by-day we slowly worked on producing small sections of footage and on the day-off decided to meet up at the college to wrap up the shoot.

Feelings

First few weeks the task didn’t feel as important but after seeing everyone come together to create an art, I felt rejuvenated. During the shoot, our ideas clash a lot, there were few quarrels. I felt that everyone was on the same page but later I got quite frustrated. I thought we were working smartly and efficiently after so much planning we had thought of. Maybe I was just hasty with the work. I think the members were feeling bad for themselves for ending up with someone like me, they probably thought I could have done better, spoke better, listened to them more. After the end of shoot I think everyone felt relieved that of the assignment was near completion. After seeing the end result, I do believe everyone was satisfied and moved on towards the next goal. Hoping to do much better later. Now at the end I feel better.

Evaluations

Since everyone gave it their all and, in the end, we were able to produce are good quality work that meets the requirement. The work ethic was commendable. Everyone seemed to be enjoying laughing together, making funny jokes, just bantering around. Few things had to be changed, as it didn’t go by plan, some were scraped and cut out, we are always ready to learn. Our contributions were visible at the times of need, when we had to start working. Everyone had contribution to the cause. Overall, it was positive.

Analysis

At was first for us, the video production, we were excited so we dove head into the uncharted area. I think our initial step were progressive. We could come together with different ideas and viewpoints. Since our previous works would consist of such methods. We would just feel natural. We all seem to have different scenes that would clash and we would run out of time before coming to a conclusion. This would cost us most, not deeming it as a bad approach. Which would lead to conflict of interests and ideas. It was not a sturdy bridge we cross and almost drowned in our pride and ego. After things cooled down, we revised our plan like professionals.

I scavenged through online articles regarding making videos, which would help us understand and make our team work effective. We didn’t have a pre-production strategy in place, the content planned were not enough for minimum requirements, location were scares, schedule was mess, and no equipment were in place. We wouldn’t be as ill-prepared for post-production of editing. After few failed attempts we were aware of the enormity of the task. The ideation concept was set, scripts were written, locations were secured, a proper schedule was created. We created the setting for the shots, audio was crisp, editing was handled, the raw video turned in high quality video, optimization was set place, it was posted the YouTube and did fairly well.

Conclusion

In retrospect, I learned that in a group work, we must have patience. No is simply right or wrong. We should be open to multiple perspectives. We could have built a better framework to work with. Few brains wouldn’t have worked, we all needed to come together at a whole. Setting aside differences and work as one. I learned about different methods of video production, employing wide variety of technical, creative techniques, for purpose of marketing a concept. Which also allowed us to get our hands into videography and video editing. I learned lists and different popular video productions types like website, tv commercial, product, social media, company, brand, testimonial, explainer animation. Our video was hybrid of infomercial and how to videos.

Action Plan

In future, when working with a group. I will ensure that we all are comfortable with each other. I intend to consult with veterans of the field of video editing, acting, videography and many more. I will research about the relating matters of the subject and find previous works for better ideas. My goals would be to make sure the process is as smooth as possible. And bring best video product the team can offer.

TOPIC: ORGANIZING QUIZ EVENT

Descriptions

For our second assessment of the group, it would be organizing a fairly successful event. It was announced together with video, the deadline of execution would also be further. As usual at first all of us were excited but some even sighed. We all discussed the details in the group chat and I immediately started working on the proposal, hoping that no one would beat us into taking the idea.

On the preparation to the event there were quarrels among the members but we pushed through the differences again. All members split different task of promotions, planning, recruitments, etc. leadership were shown among each and every member on the field they feel comfortable during the event, it was a successful show. Audience of students, friends and teachers showed up, the rounds were all well timed managed, the event ended well under the predictions of the details provided in the proposal, with medals and certificates distributions.

Feeling

During the event, I felt relief that things were under going to the well detailed format. The structure was stable and there was motivation to do better. Before the event, there was nervousness within all the members. The process till the execution day was stressful and nerve-wracking. Turmoil was brewing but we could still depend on each other to fight through and take responsibility. After the event we all were satisfied with our performance and how hard we had worked. I feel that we had grown a lot closer together with the members, of course the falling-out will always affect the future but we would push through. Now we look back with a smile and reminisce together.

Evaluations

These experiences would be proved to be more valuable. Some moments will never be forgotten. The good part was connecting with more people and building new bonds. The bad part would be the arduous extra effort we had to pull off. The part that went well will was the success of our first event and the thing that didn't go well was the small feeling of maybe not contributing enough. We would switch roles.

Analysis

Things went well due to meticulous planning done for weeks beforehand of the event execution. Our initial idea would also could be reused or integrated into the build-up. We could divide the parts according to our strengths. Our weakness at the front cause problem that would have seriously hampered the harmony. That's how we grew closer. While trying to take forward steps I would end up rolling back. I watched videos by event managers/organizers that's would help me with different point of views. We were able to meet deadlines, do technical stuff, distribute budget, keeping an eye on the details,

Conclusion

We were successfully able to have a learning experience and demonstrate skills of the professionals. By organizing the event in a small group, taking leadership skills, have ability to choose our own roles to fulfill. Coming out of adversaries of being trapped inside the storms. I developed skills like organizational, communicational, multi-tasking, problem solving, leadership. I was able to possess strong writing skills to convey information accurately. Adhering timelines, organizing important documents, and post event analysis. While being adaptive to any problems relating with promotion, logistics.

Action Plan

If I had to organize another event, I would utilize more of our independent skills, have better communications to do better, build a stronger trust with clear ideas and instructions. If the event had more members to work on larger audience, we could provide caterers or vendors. Work on more flexible time and not feel rushed. This would be possible by showing gratitude and building networks, do volunteer and charity works to gain experience.

TOPIC: LEARNED OUTCOMES FOR WORKPLACE

Descriptions

Every day was very interesting, which was only possible due to our lecturer. Week 1 was about theory of 3Ps, week 2 was us presenting about developing workplace characteristics, week 3 would make us analyze out value, attributes and influence of interculture in society, week 4 we learned about how to differentiate and manage diversity at workplace. Week 5 we would present about various way to communicate effectively. Week 6 we would practice what we learned in lectures. We could roleplay various organizational functions like interviews. The remaining 2 week we would revise. In between these we would also work on video, events.

Feeling

I was tired of amount of theory crammed into the slides. Pages were full of words. We all appreciate how hard ma'am worked to make it simpler for us also giving plenty of dynamic real-life examples. The classes would increase our morale and interest to work outside and beyond the confinement of the classroom. I would want to trust colleagues to act in line with the intension of the group and benefit the whole. For me being a professional would be being polite, well-dressed, having integrity, and respectful toward other, be accountable.

Evaluations

The explanations were coherent and also makes us respond more than just idle listening. Each topic felt unique and accuracy was adequate. Brust of enthusiasm, taking initiative and active throughout the sessions. From personal experiences throughout the life leading to the point, any large or tiny may shape ideals within. Not being dishonest by misrepresenting, discriminate or harass. Treating people with respect, except disagreement but not lose control. I need to possess vital skills and knowledge.

Analysis

I think this module provides us students with social awareness. It will prepare us for the changes, challenges that we may face by our generation moving forward. I believe that core values are essential for our individual and professional identity, those fundamental behaviors will define how we act. But sometimes upholding rules and guidelines can be unreasonable, while also being constraint by time so at least practice standards.

Conclusion

These kinds of module are unique and not traditional to academic programs which help us build an edge over competitors. To develop competence which is highly required for profession requires continuous learning and new ways of understanding different ideas.

Action Plan

I plane to engage in continuous cycle of self-observation and self-evaluation, growing from the knowledge to reflect to incorporate in daily practices. Believing in the idea that prestige is earned and not automatically gained. Be disciplined and handle responsibilities in proper efficient ways. I want to "lead by example" and perceive realistic goals.