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## Unit 11: Going Forward: Professional Development and Your e-Portfolio

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### Required Reading

UoEO. Short Guide to Reflective Writing.

#### Summary

The guide provides an overview of reflective writing, emphasizing its importance in academic and professional contexts. Reflection involves analyzing experiences, linking theory to practice, and identifying personal strengths and weaknesses to foster learning. The guide outlines key features of reflective writing, such as using the first person for personal experiences, maintaining a formal tone, and supporting claims with evidence. It introduces several reflective models, including a four-stage model (context, description, analysis, evaluation), Schön's framework (reflection before, during, and after an experience), and Gibbs' Reflective Cycle. An example of a reflective journal entry is analyzed, highlighting strengths and areas for improvement, such as deeper personal reflection and clearer connections to theory. The guide concludes with references for further reading.

#### Reflection

Reading this guide deepened my understanding of reflective writing and its role in learning. I realized that effective reflection goes beyond describing events; it requires critical analysis, linking experiences to theoretical frameworks, and evaluating personal growth. The example journal entry showed how easy it is to overlook personal insights, reminding me to focus on my feelings and lessons learned. The models provided, especially the four-stage approach, offer a practical structure for organizing my thoughts. Moving forward, I will aim to balance description with deeper analysis and ensure my reflections are both introspective and grounded in academic theory. This will help me apply what I learn to future situations more effectively.

Mindtools. (n.d.) Personal Swot Analysis.

#### Summary

The website introduces the concept of a Personal SWOT Analysis as a tool for career and personal development. It explains that SWOT (Strengths, Weaknesses, Opportunities, Threats) helps individuals uncover hidden opportunities, address areas for improvement, and leverage their unique talents to stand out. The text highlights the benefits of this analysis, such as better self-awareness, targeted growth, and the ability to mitigate potential threats. It also emphasizes the importance of preparation and self-knowledge, quoting Louis Pasteur: "Chance favors the prepared mind." The document encourages readers to use SWOT to differentiate themselves and advance their goals, though much of the content is promotional, urging users to join Mindtools for access to premium resources and tools.

#### Reflection

Reading about the Personal SWOT Analysis made me appreciate the value of structured self-assessment in achieving career success. The idea of systematically identifying

strengths and weaknesses resonates with me, as it provides a clear framework for personal growth. However, the heavy promotional tone of the document was somewhat distracting, shifting focus from the actual technique to the platform's paid offerings. Despite this, the core message about the power of self-awareness and preparation is compelling. Moving forward, I plan to apply the SWOT framework to my own career planning, ensuring I capitalize on opportunities while addressing potential challenges. This reflection has reinforced the importance of intentional self-evaluation in both professional and personal development.

O' Mara, M. (2023) The future of Computing, MIT

**The link is missing in the list of Required Reading**

## **Additional Reading**

Jisc. (2019) Digital storytelling for the future.

Jisc. (2019) Building digital and employability capabilities into the curriculum.

Jisc. (2012) Stories of e-Portfolio Implementation - Thanet College, Kent.

Alyoussef, I.Y. (2023) Acceptance of e-learning in higher education: The role of task-technology fit with the information systems success model.

Ariningsih, N.K.D., Artini, L.P. & Marsakawati, N.P.E. (2021) Journal of Education Research and Evaluation. The effect of e-portfolio in project-based learning toward learner autonomy and writing competency.

Pospíšilová, L. & Rohlíková, L. (2023) Reforming higher education with ePortfolio implementation, enhanced by learning analytics. Computers in Human Behavior.

Janssens, O., Haerens, L., Valcke, M., Beeckman, D., Pype, P. & Embo, M. (2022) The role of ePortfolios in supporting learning in eight healthcare disciplines: A scoping review. Nurse Education in Practice.