

Purpose:

The purpose of the learning journal is to allow each student to record the progress of their work placement, and to relate that experience to the scholarly readings e.g. the academic journal articles. An honest assessment is required; without one, there will be no basis for the final debrief report. The learning journal is to be 1200 - 1500 words, or 3-4 pages, 1.15 spacing. Papers submitted with less than 1200 do not have the exploratory depth required for an acceptable grade. Over 1500 words, and the papers are simply too wordy. It is challenging to write a succinct paper – hence the requirement. APA format required.

Detailed Information:

The reflective journal is a personal account and analysis of the employment and cultural environment that each student experiences in their placement. It will include regular journal entries and the reflection and analysis of the work and cultural experiences throughout the placement. Through the writing of this report, the student will be able to answer the following questions fully and completely:

- What did I do Concisely explain specific tasks, job duties, responsibilities and roles. Include whom you worked with and what the results you achieved, and the impact you had in your placement.
- What have I learned this week/month/placement. Be able to identify what you are better at, what you are more comfortable with, and ultimately what you have learned that you will carry with you into future employment situations. This includes specific hard skills (computer programs, office skills, standardized policies and procedures, etc.) and soft skills (cultural and social interactions, communication skills, office politics etc.)
- What have I learned about myself personally and professionally. Be able to identify areas of growth and increased confidence, as well as areas where you feel further experience and growth is needed.

The Reflective Learning Journal will include 3-4 components;

1. Your first section will list the company name, your job title, your mentor's name and job title, and your Learning Objectives for this placement. In consultation with your mentor/supervisor, identify reasonable objectives for your personal and professional growth. Objectives that are specific and quantifiable are best.
2. The second section will be the journal entries. The format may be in point form or in paragraph form. It can change from week to week. Use the format that is most useful to thoroughly cover your answers to the above questions. Some students may want to use charts/tables to organize their journal entries and this is acceptable as long as it thoroughly covers the answers to the above questions. In order to keep the journal current, entries should be made regularly and at least on a weekly basis. These personal reflections will be treated with the utmost confidence. It is understood that the ongoing journal entries will likely vary in length.

3. Your last entry should discuss how well you met your learning objectives that were established at the outset. Again, consult your mentor/supervisor and go through your list together to discuss your growth and accomplishments. If additional objectives were met, then include these as well. If learning objectives were not met, then an analysis of what needs to be done in future work placements to address these insufficiencies must be included. As well, this section will also summarize the most important new skills you have learned and a reflection on what personal growth and changes you will carry forward into the next phase of your learning/career.
4. An additional section is also highly recommended, but not required. This section would be an updated resume that includes your most recent employment experience. This will help you prepare for your next job search activity.
5. You are responsible to make sure your supervisor is aware of your assignment if you are disclosing any potentially confidential or proprietary information. Please have the mentor read and sign off on your report to indicate that they have read your report, only when this is the case.

This assignment will prepare you for reflecting on your co-op experience and the writing of the reflective journal throughout your co-op semester. The purpose of the journal is not simply to restate what you did that week – but a more RETELL - RELATE – REFLECT.

Rubric for the Comprehensive Reflection Paper					
Outcome Assessed	Outstanding	Accomplished	Competent	Below Expectations	Mark
	32–35	28–31	21–27	0–20	/35
Synthesizes course concepts using critical thinking skills	Synthesizes a broad range of course concepts creatively, providing exemplary analysis of arguments and/or themes Examines interactions among factors that affect different kinds of situations	Synthesizes course concepts with insight into connections among them, clearly identifying assumptions and making substantial distinctions between fact and opinion	Applies course content correctly and appropriately, identifying assumptions and making good distinctions between fact and opinion	Identifies few course concepts Seems to have some difficulty making distinctions between fact and opinion	
Makes connections between the course concepts and own experience in COOP	Has exceptional insight into connections between course concepts and own experience	Has very good insight into connections between course concepts and own experience	Makes explicit and pertinent connections between the course concepts and own experience	Does not address or has limited insight into connections between course concepts and own experience	
	18–20	14–17	12–13	0–11	/20
Supports own views	Provides multiple sources of supporting evidence and unassailable logic	Provides strong supporting evidence and/or very clear logical arguments for views	Provides clear logical arguments and/or supporting evidence for views	Provides little supporting evidence or logic for views	
	9–10	8	6–7	0–5	/10
Demonstrates effective written communication skills	Organizes material exceptionally well and in a convincing manner Writes in a way that is elegant, clear, and concise, with minimal or no spelling, grammatical, and/or stylistic errors	Organizes material to enhance argument Writes clearly with few spelling, grammatical and/or stylistic errors	Organizes material coherently Demonstrates attention to detail, ensuring accuracy in spelling and grammar	Writes in a way that is difficult to understand, is disorganized and/or has many grammatical, spelling, or stylistic errors Is significantly over or under page limit	
Total					/100