**Weekly Internship Journal:** #\_\_\_\_\_\_

The trainee is expected to fill this journal template weekly and upload the weekly journal template/s in their Canvas E-portfolio at least once a month.

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| **Name Trainee:** | **Mariany Kivairu** |

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| **Week of:**  *(insert date: 30/10/2023)* | **Brief description of weekly tasks performed**  *(consider – strongly encouraged - to use some of the suggested reflective prompts pg. 2)* |
| *(\_30/10/2023-03/11/2023)* | This week, I focused on conducting personal counseling sessions, both online and in-person, aimed at providing students with a comprehensive overview of essential study skills and best practices for lesson planning. These sessions were carefully tailored to meet the specific needs of each student, drawing on insights gathered from questioning study advisors and other pupils.   * **Personal Counseling Sessions:** I led independent guidance sessions where I provided personalized advice on study skills and lesson planning. The sessions were conducted both online and in person, depending on the students' preferences. My approach involved active listening, which was crucial in understanding the students' concerns and questions. By doing so, I was able to offer tailored advice that directly addressed their needs. * **Formative Assessments:** To monitor student progress, I conducted regular formative assessments. These assessments allowed me to gauge how well students were applying the guidance from previous sessions and to provide immediate feedback. This approach ensured that students were continually improving and that any issues were addressed promptly. * **Infographic Development:** I created an infographic using Canva focused on the fear of failure, designed to visually encourage and motivate students to develop effective study skills and lesson planning habits. This infographic was a key tool in helping students strive for better academic performance. Additionally, I contributed to the existing Canvas module on study planning by adding new resources, ensuring that students had access to comprehensive materials to support their learning. Here’s a link to the infographic: [Infographic on Fear of Failure](https://www.canva.com/design/DAF1pjAZILc/PgZrHRqvDEQdVFilCUCMrQ/view?utm_content=DAF1pjAZILc&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview).   **findings**   * **Interpersonal and Organizational Skills:** Conducting personal counseling sessions reinforced the importance of interpersonal and organizational skills. Actively listening to students' concerns and providing tailored advice was essential in making these sessions effective. * **Creative Engagement:** Developing the infographic on the fear of failure was an exercise in creative engagement, which allowed me to explore new ways to motivate students and make learning materials more accessible and engaging.   **Challenges Faced**   * **Challenge 2:** Creating a visually impactful infographic that effectively communicated the importance of overcoming the fear of failure.   + **Approach:** I utilized Canva’s design tools to create an engaging and motivational infographic that resonated with students, making the message clear and impactful.   **Student Interactions and Feedback**   * **Student Interaction:** The students responded positively to the personal counseling sessions, particularly appreciating the tailored advice and the immediate feedback provided through formative assessments. The visual elements, such as the infographic, were well-received and sparked meaningful discussions about study habits and overcoming challenges. * **Feedback:** Students expressed that the visual aids, such as the infographic, made the concepts more relatable and easier to understand. The personalized nature of the counseling sessions was also highlighted as a key factor in their effectiveness.   **Weekly Meeting**  During our weekly meeting, I discussed my experiences from the individual guidance sessions with my internship mentor. My mentor provided valuable feedback and offered additional tips and tricks to enhance my approach in future sessions. This guidance was instrumental in refining my counseling techniques and ensuring that the students’ needs were met more effectively.  **Goals for Next Week**   * **Goal 1:** Continue to refine the Canvas module on study planning by incorporating more interactive elements and resources based on student feedback. * **Goal 2:** Implement the tips and tricks provided by my mentor during the next round of personal counseling sessions. * **Goal 3:** Explore additional creative methods for engaging students in their learning processes, such as developing more visual aids or interactive tools.   **Reflections**  This week’s activities have significantly contributed to my development as an educator advisor. The experience of conducting personal counseling sessions, creating motivational infographics, and receiving targeted feedback from my mentor has enriched my ability to guide students effectively. I look forward to building on these experiences in the coming weeks. |
| **Hours completed**  *(amount of internship hours covered e.g. 1 week fulltime is about 40)* |
| \_\_\_\_\_\_40\_\_\_\_\_hours |

**Further reflection prompts to consider:**

1. What progress have you made towards one or more of your learning goals this week?
2. What expertise, experience, and practices did you bring to the working community this week?
3. What expertise, experience, and practices did you learn from the working community this week?
4. What was/is your personal and/or organisation-level motivation for this week’s work tasks?
5. Thinking about your social capital, what is one way in which you have either worked towards connecting and/or activating your existing work relationships this week?
   1. Who did you come into contact with inside and outside of the placement?
   2. What can you do to further contribute and build your professional network?
6. What is something that you would like to improve, practice and/or learn in the coming week/s
7. Where do you need more support for your work? How will you go about reaching out for help? Who can and might you contact?

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| **Name Trainee:** | **Mariany kivairu** |

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| **Week of:**  *(insert date: 06/11/2023)* | **Brief description of weekly tasks performed**  *(consider – strongly encouraged - to use some of the suggested reflective prompts pg. 2)* |
| *(\_06/11/2023-10/11/2023)* | **Personal Counseling Sessions:** This week, I participated in both online and in-person personal counseling sessions that covered a variety of subjects and issues relevant to students' academic journeys. During these sessions, I engaged with study advisors and students, asking questions to better understand their needs and concerns. Following each session, I provided tailored suggestions and feedback to help students address their challenges and improve their study habits. I made detailed notes during every meeting and scheduled individual feedback sessions for each student, ensuring personalized follow-up. My cooperation and organizational abilities were critical in managing these tasks effectively.  **Brainstorming Session on Self-Regulated Learning:** I collaborated with my colleagues Beatriz and Karty in a brainstorming session focused on revising the self-regulated learning Canvas module. Together, we developed several recommendations to enhance the module's content and usability on Canvas. Additionally, we created an infographic on self-regulated learning to visually support students in understanding and applying these concepts in their studies.  **Workshop on Bachelor’s and Master’s Thesis - "Finding a Topic":** I attended a workshop dedicated to helping students identify and refine research topics for their bachelor’s and master’s theses. My role in this workshop included managing the chat function, where I highlighted the objectives of the session. The workshop aimed to empower students with the knowledge, skills, and confidence needed to select research topics that align with their academic and professional goals.  **Key Learnings**   * **Personalized Guidance:** The counseling sessions reinforced the importance of providing personalized feedback and follow-up to ensure students receive the support they need. * **Collaboration:** Working with colleagues on the Canvas module revision emphasized the value of teamwork in developing effective educational resources. * **Workshop Management:** Managing the chat function during the thesis workshop improved my ability to facilitate online learning environments and ensure that key objectives are communicated effectively.   **Student Interactions and Feedback**   * **Student Interaction:** Students were receptive to the feedback provided during the personal counseling sessions, expressing appreciation for the tailored advice and the opportunity for individual follow-up. * **Feedback:** The visual aids developed for the self-regulated learning module, including the infographic, were well-received by students who found them helpful in understanding complex concepts.   **Weekly Meeting**  During our weekly meeting, my internship mentor provided constructive feedback on my recent activities. I discussed the upcoming appointments and outlined my plans to implement the feedback in my future sessions and tasks. The mentor’s guidance was instrumental in refining my approach to student advising.  **. Goals for Next Week**   * **Goal 1:** Continue to enhance the self-regulated learning Canvas module by integrating the recommendations from our brainstorming session. * **Goal 2:** Apply the mentor’s feedback in upcoming counseling sessions to further improve the quality of student support. * **Goal 3:** Participate in additional workshops or training sessions to broaden my understanding of effective student guidance techniques.   **Reflections**  This week was a valuable learning experience, as I balanced multiple roles, from personal counseling to collaborative content development and workshop facilitation. The feedback from my mentor and interactions with students highlighted areas for growth and reinforced the importance of personalized, responsive support in educational advising.  This report captures your weekly activities, learnings, challenges, and future goals, demonstrating your ongoing development as an educator advisor. |
| **Hours completed**  *(amount of internship hours covered e.g. 1 week fulltime is about 40)* |
| \_\_\_\_40\_\_\_\_\_\_\_hours |

**Further reflection prompts to consider:**

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2. What expertise, experience, and practices did you bring to the working community this week?
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7. Where do you need more support for your work? How will you go about reaching out for help? Who can and might you contact?

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| **Name Trainee:** | Mariany kivairu |

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| **Week of:**  *(insert date: 13/11/2023)* | **Brief description of weekly tasks performed**  *(consider – strongly encouraged - to use some of the suggested reflective prompts pg. 2)* |
| *(\_13/11/2023\_)* | **Brainstorming Session on ChatGPT Usage:** This week, I participated in a brainstorming session with Eveline, the study adviser, focused on the ongoing project exploring student use of ChatGPT. During this session, I shared my perspective on the significance of ChatGPT as a tool for education. I emphasized its potential to provide personalized study guidance, facilitate efficient resource discovery, and enhance interactive learning. I argued that ChatGPT can simplify complex concepts for students and offer them encouragement, ultimately contributing to their academic success. Additionally, I met with other department members to reflect on the progress of the self-regulated learning revision of the Canvas module.  **Personal Counseling Sessions:** I engaged in both online and in-person personal counseling sessions, observing and participating in discussions that addressed a wide range of student issues. I actively interacted with study advisors and students, posing questions to better understand their challenges. After each session, I provided tailored suggestions, tips, and tricks that could be valuable to the students. I also took detailed notes during these meetings and ensured that individual feedback sessions were scheduled for every student. My cooperation and organizational skills were crucial in managing these tasks effectively.  **Weekly Meeting**  During our weekly meeting, my internship mentor provided guiding feedback on my recent activities. I discussed my experiences with individual guidance sessions, upcoming appointments, and tasks that are on the horizon. Ideas and constructive criticism were shared to help keep track of ongoing activities and improve my approach moving forward.  **findings**   * **Value of Technology in Education:** The brainstorming session highlighted the importance of integrating tools like ChatGPT into educational strategies to enhance student learning and engagement. * **Personalized Student Support:** The counseling sessions reinforced the need for tailored advice and individualized attention to effectively address students' unique challenges. * **Collaboration and Reflection:** Reflecting with colleagues on the Canvas module revision underscored the importance of teamwork and continuous improvement in educational resources.   **Reflections**  This week provided valuable insights into the role of technology in education and the importance of personalized student support. The discussions with my mentor and colleagues have been instrumental in shaping my approach to educational advising, ensuring that it is both innovative and student-centered. |
| **Hours completed**  *(amount of internship hours covered e.g. 1 week fulltime is about 40)* |
| \_\_\_\_40\_\_\_\_\_\_\_hours |

**Further reflection prompts to consider:**

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2. What expertise, experience, and practices did you bring to the working community this week?
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| **Name Trainee:** |  |

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| **Week of:**  *(insert date: 20/11/2023)* | **Brief description of weekly tasks performed**  *(consider – strongly encouraged - to use some of the suggested reflective prompts pg. 2)* |
| *(\_20/11/2023\_24/11/2023)* | **Personal Counseling Sessions:** This week, I participated in both online and in-person personal counseling sessions, focusing on a variety of subjects and student issues. During these sessions, I interacted with study advisors and students, asking questions to gain deeper insights into the challenges they face. After each session, I provided suggestions and feedback to both students and advisors. I meticulously took notes at every meeting and ensured that individual feedback sessions were scheduled for each student. Throughout this process, my cooperation and organizational skills were vital in managing these responsibilities effectively.  **Brainstorming Session on Professional Development:** I engaged in a brainstorming session with Christa, a colleague and experienced study advisor, focusing on professional development and the application of self-regulated learning (SRL) models, including the KWL model. We discussed various approaches and models relevant to our upcoming workshop on March 22, 2023, titled "Optimize your Study Strategies." My role involves compiling detailed information on practical methods to enhance learning strategies. Additionally, we plan to create an infographic that summarizes these strategies for workshop participants.  **SRL Module Development:** I also had a brainstorming session with Eveline, the study adviser, regarding the integration of the Self-Regulated Learning (SRL) module into Study Guidance's activities and modules. Drawing from my prior experience with educational change under Prof. Lombaerts, I am tasked with developing an infographic and a study guide on SRL for inclusion in the Study Guidance module on Canvas. This project will leverage my background in SRL to enhance the resources available to students.  **Weekly Meeting**  During our weekly meeting, my internship mentor provided valuable feedback on my recent activities, particularly focusing on the individual guidance sessions and the upcoming workshop. We discussed my progress on current assignments and upcoming tasks. Ideas and constructive criticism were shared to help refine my approach and ensure all activities are tracked and managed effectively.  **Key Learnings**   * **Importance of Self-Regulated Learning:** The brainstorming sessions highlighted the significance of SRL in student success and the need to integrate practical strategies into our guidance modules. * **Collaborative Development:** Working with experienced colleagues like Christa provided new insights into professional development and the application of learning models. * **Effective Counseling Techniques:** The counseling sessions reinforced the importance of providing tailored feedback and scheduling individual sessions to address students' unique needs.   **Goals for Next Week**   * **Goal 1:** Finalize the infographic and study guide on SRL for the Study Guidance module on Canvas. * **Goal 2:** Prepare detailed content and visual materials for the "Optimize your Study Strategies" workshop. * **Goal 3:** Continue to refine my approach to personal counseling based on mentor feedback.   **Reflections**  This week has been highly productive, with significant progress made in both counseling and module development. The collaboration with my colleagues has enriched my understanding of SRL and professional development strategies, which will be instrumental in my future work as an educator advisor.  This report outlines your weekly activities, the insights gained, and your plans for further development in your role as an educator advisor. |
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**Further reflection prompts to consider:**

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| **Name Trainee:** |  |

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| **Week of:**  *(insert date: 20/11/2023)* | **Brief description of weekly tasks performed**  *(consider – strongly encouraged - to use some of the suggested reflective prompts pg. 2)* |
| *(\_27/11/2023\_01/12/2023)* | **Personal Counseling Sessions:** This week, I actively participated in both online and in-person personal counseling sessions that covered a broad range of subjects and issues faced by students. During these sessions, I engaged with study advisors and students, posing questions to gain a better understanding of the challenges they encounter. After each session, I provided suggestions and constructive comments to help students improve their academic strategies. I made thorough notes during every meeting and ensured that individual feedback sessions were scheduled for each student. This period required strong cooperation and organizational skills to manage the sessions effectively.  **Brainstorming Session on Workshop Preparation:** I held a brainstorming session with Eddy, my study advisor, to plan the upcoming workshop titled "Optimize your Study Strategies," which is scheduled for March 22, 2023. During this session, we discussed various practical methods that could be used to help students enhance their study tactics. My task is to compile detailed information on these methods, and if possible, create an infographic that visually presents the key strategies we will discuss during the workshop.  **Development of the Self-Regulated Learning (SRL) Module:** I also had a brainstorming session with Eveline, another study advisor, focused on the development of the Self-Regulated Learning (SRL) module that Study Guidance intends to integrate into its activities and curricula. Drawing from my previous education, where I researched Educational Change under Prof. Lombaerts, I am tasked with creating an infographic and a comprehensive study guide on SRL for the Canvas module used by Study Guidance. This project will allow me to apply my knowledge of SRL in a practical and impactful way.  **Weekly Meeting**  During our weekly meeting, my internship mentor provided valuable feedback on the activities I completed, particularly focusing on the personal counseling sessions and the SRL module development. We discussed my progress on these tasks as well as upcoming assignments. Ideas and constructive criticism were exchanged to help me refine my approach and ensure that all tasks are being tracked and managed effectively.  **Key Learnings**   * **Application of SRL Principles:** The brainstorming sessions have deepened my understanding of how to effectively apply SRL principles in student guidance, enhancing the resources we offer. * **Workshop Planning:** Collaborating with Eddy on the upcoming workshop has underscored the importance of practical, actionable strategies in student learning and the value of visual aids like infographics. * **Effective Counseling Techniques:** Engaging with students and study advisors in counseling sessions has reinforced the importance of providing tailored feedback and setting up follow-up sessions to address individual needs.   **Goals for Next Week**   * **Goal 1:** Complete the infographic and study guide on SRL for the Study Guidance module on Canvas. * **Goal 2:** Finalize the materials for the "Optimize your Study Strategies" workshop, ensuring they are comprehensive and visually engaging. * **Goal 3:** Continue refining my approach to personal counseling based on the feedback received from my mentor.   **Reflections**  This week has been productive, with significant progress made in both counseling and module development. The collaboration with my colleagues has provided valuable insights, particularly in the application of SRL principles and workshop planning, which will be instrumental in my ongoing development as an educator advisor.  This report highlights your activities for the week, the insights gained, and the steps you plan to take moving forward. It provides a structured overview of your contributions and reflections during your internship. |
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