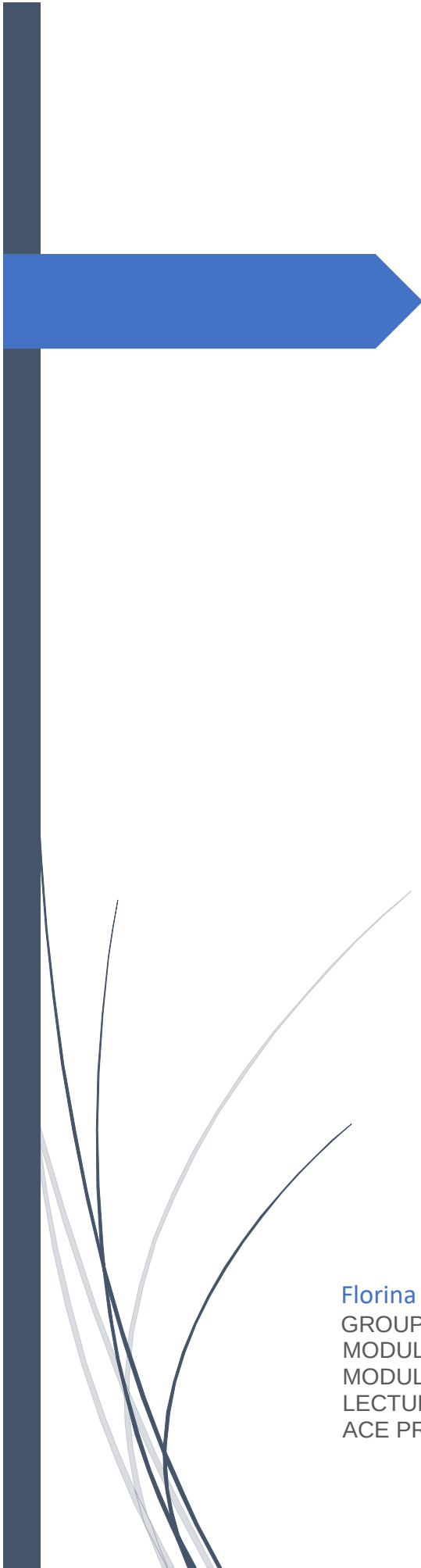




Academic reflective report

Florina Stancu (2030034)

GROUP 5

MODULE NAME: ACADEMIC AND EMPLOYABILITY SKILLS

MODULE CODE: BMSW4003

LECTURER NAME: JOANNA WALSH

ACE PRACTICAL PORTOFOLIO TASK 2

Contents

• Abstract	2
• Introduction	2
Model of reflection:	2
<i>Application of Gibbs cycle</i>	3
➔ Description	3
➔ Feelings:	5
➔ Evaluation	6
➔ Analysis	7
➔ Conclusion	7
➔ Action plan	8
❖ General conclusion	8
❖ Referencing list	8

- **Abstract:**

In this academic report it will be illustrated one model of reflection applied on 4 topics learned during the module Academic and Employability Skills. The topics covered are Time management/Organizing study, Reflective, speaking and given presentation and Online learning experience. In this report you will find description, feelings, evaluation, conclusion and action plan as per Gibb's reflection method, and will be applied to each topic. Also, will be added definition of each topic. Time management is the effective management of time so that the right time is allocated to the right activity. Reflection involves critical thinking. Critical thinking makes a particular subject think more deeply about the research topic. Public speaking and giving presentation involve speaking to a particular objective with help of images or slides. Online learning experience is based on using an online platform like Moodle (VLEs), that allows students to learn from their own comfort.

- **Introduction:**

In this academic report it will be illustrated one model of reflection and applied on the following subjects: Time management/Organizing study, Reflection, Public speaking and given presentation, Online learning experience. The model of reflection used is Gibb's cycle. Each topic will be analyzed to find out the skills gained during the module Academic and Employability skills, the useful of learning these topics.

Model of reflection:

Gibbs reflective cycle (1988) is a self-reflection model that leads you through 6 steps to evaluate your experience. The six steps are: Description, feelings, evaluation, analysis, conclusion and action plan.

1 Time management is the process of coordinating and planning how to allocate time between specific activities. Also learn to work smarter rather than harder, allowing you to do more in less time.

Time management helped me to organizing my study around other activities.

2. Reflective thinking is a concept of awareness of one's knowledge, home and past experiences. Reflective writing is an analytical method in which a writer explains a physical

or virtual scene, an event, an interaction, a passing thought or memory, and adds personal reflection on its meaning.

3. Presentations can measure results by fitting a series of photos or slide presentations aimed at discussing a specific target and reinforcing that goal. Public speaking is an extensive set of oral communication skills

4. Online learning experience using internet connection. The term can include all types of learning that use internet connections, such as online learning, blended learning, and distance learning.

Application of Gibbs cycle

➔ Description:

Currently I am a student, a full-time mother and I am working part time at Tesco. I decided to become a student when I started to work on my dream to open my own business with personalised and three-dimensional object. To achieve my goal was necessary to develop and gain new skills, knowledge and to improve my abilities. I had few concerns at the beginning because I didn't have too much time left for studies, but I knew if I wish, I will figure out somehow. But at the module Academic and Employability skills the lecturer taught us useful lessons about Time managing/Organising study, Reflective thinking or writing, public speaking and given presentation and through this course we gained experience of online learning.

Time management

Studying time management, I understand that I needed to apply the methods learned in class on my own situation. The lecturer provided us lesson and exercises about time managing and organizing.

The methods that I used from this lecture are:

1. Eisenhower Method: Also known as the Eisenhower Matrix or Eisenhower Box, the Eisenhower method is a method used to organize jobs and tasks to determine priorities.

Important and urgent tasks:

- Organize study
- Organize work tasks

- Research business opportunities
- Contact possible suppliers
- Establish the budget

Important but non-urgent tasks:

- Find customers
- Create deals
- Set prices

I organize my study and I divide 4 hours a day, 2 days per week to every module, in addition with school hours. I manage to organize my work tasks and I have done everything in less time and completed the first steps to open my business.

1. Pareto principle: The Pareto principle in time management states that 80 % of results will come from 20 % of your effort. Also known as the 80/20 rule, this rule suggests that 20 percent of your activities will account for 80 percent of your results. The 80 20 rule is one of the most helpful concepts for life and time management

Example:

- As a student, I need to identify which parts of the textbook will benefit the most for the next exam and focus on them first.
- At work: 20% of clients account for 80% of sales. If you work in sales, you might dig into the numbers and find that this ratio-or something close to it is true of your clients.
- I am starting to open my own business and the 80/20 rule will be my guide, because I need to follow the rule 20% of clients account for 80% of sales, and 80% of results came from 20% of efforts.

➤ Reflection:

Reflection is a term often used with meditation and affection.

Reflections include critical thinking that looks deeper into a particular topic. Critical thinking is not about the reaction of the chapter.

1. Reflective journal: Reflective helps you develop technology and consider efficiency rather than continuing as if you were always doing it. Ask questions in a positive way about what you do and why you do the job, and decide if there is a better or more efficient way in the future.

For a better understanding we did in class exercise such as: Writing our feelings in relation with this module. And as a second activity to start a self-reflective learner journal.

My Looking Back Journal is a file I write to develop over the duration of the semester and records my learning progress. If at the beginning of the course I didn't know how to manage time and organizing study, reflect on myself, give a presentation and how to speak in public, now I improved all these topics and I gained experience in online learning.

2. Gibb's cycle (1988), Kolb Cycle' (1984), Driscoll's Model (1994)

➤ Public speaking and given presentation:

1. Speech is a more generalized set of verbal communication skills.

2. Given presentation- Oral presentations in class or in front of other groups of people are a common form of interaction in education.

- From this topic I learned how to deliver a well-structured presentation slide and to speak clearly, distinctly and to repeat critical information.
- Online learning experience: Learning experience using internet connection. The term can include all types of learning that use internet connectivity, such as online learning, blended learning, and distance learning.
- Due to the pandemic situation, the online learning environment was essential in order to protect our life's. We manage to learn everything online, to get rid of distractions and focus just on the lecturer. The online learning experience will be benefic in future pandemic situations.

➔ Feelings:

I must admit that before the course I was feeling overwhelmed with all the task that I had to accomplish, because I had just a basic knowledge about time managing, and organizational skills. When I started the research in the retail sector for opening my own business, I realize that the experience of working there is not enough, and I needed to improve my skills of organizing and managing time, reflection, public speaking and digital skills, and because of that I give up many times. That made me to feel incapable, inefficient, less smart and frustrated.

Now I improved my abilities. Time managing helped me to organize my tasks and my studies. I learned to divide time in an effective manner, to prioritize the urgent and important tasks and put on the second place the non-urgent but important tasks. Within all these I organize my studies and I divide 4 hours or more sometimes for studying, 2 days per week for every module in addition to school hours. At my workplace I used the reflective lesson to see what I have done wrong in the past and what I need to adjust in order to be more efficient. For my business it was necessary to develop my public speaking to get rid of the shy to speak in front of many persons. I managed to gain all the skills and abilities that I needed. Online learning was a great experience.

Now I feel confident, useful, smarter, efficient, capable of accomplish a lot of tasks in a short time, also I gained experience of online learning and digital skills, I know how to reflect on myself, how to manage my weaknesses when I have a public speaking and given presentation and the fact that everything was online, I realized that is easier to study from your own comfort.

➔ **Evaluation:**

1. Time management/Organizing study:

Time management lesson was very helpful. With the tools provided I improved my efficiency in doing all the tasks, I applied the Eisenhower method and Pareto principle to my situations. So now I know which tasks to prioritize and how to organize my study, to divide time for every important task.

In my opinion it was one of the most important lessons, and a success in managing and organize my time.

2. Reflective:

Reflective lesson was helpful in discover my feelings, behaviors, strengths and weaknesses. I noticed mistakes made in the past tasks and activities and I will avoid doing them again. Reflective is very important in lessons learned, because without reflecting, the lessons can be forgotten or lose their potential. It is not enough just to have experience.

3. Online speaking and given presentation it will be very important in my future career. From this lesson I learned how to manage my emotions and gain confidence. I know if I am well prepared and I believe in my work, the shy and anxiety will disappear.

I think my efficiency to learn has improved with the switch to online learning. Online learning was a great experience.

➔ **Analysis:**

Trough the exercises and lessons provided, all the students improved their abilities, earned new skills, experience in applying all the methods on their situation. It wasn't easy to learn everything, but I managed to do it.

This course of Higher Education in Skills for the Workplace at University of Wales Trinity Saint David London Campus improved my learning, thinking and skills through the module Academic and employability skills.

The future assessments will be much better than the first ones, because now I improved my academic writing, and I can reflect on this assessment and correct the mistakes. Now I have experience in writing reports, managing, organizing, given presentation and public speaking.

Now that I gained new skills and abilities, I am more confident that I will achieve my goal.

➔ **Conclusion:**

The effects from this module academic and employability skills, are:

capability to reflect and correct mistakes, document writing, reflective, public speaking, given presentation and online studying experience. I'm very glad that I gained the experience for the beginning of my enterprise. And this module provides all the students with experience, abilities and high information.

In conclusion all the students must acquire various skills in order to be successful at university and workplace. When they have time management skills, they can perform important functions in multi-tasking organizations. The presence of academic skills gives students a competitive edge to respond to the curriculum and excel academically. Possessing reflective skills make them to improve their work and personality. Experiencing of public speaking and given presentation is very important for academic students, at workplace and in personal life as well. With all these, students have the experience of learning and complete tasks online, this experience is necessary in pandemic situations.

The lessons drowned from this module are very important and necessary in my plans, development that I desire for myself it is accomplish now and it will be improved in the future.

➔ **Action plan:** In the future I will apply the methods learned at this module to succeed in accomplish all the tasks, to avoid the mistakes, in coordinating presentation with public speaking and cope with completing the task using an internet connection.

In my future tasks and assessments will be performed at a higher level.

❖ **General conclusion:** From this academic reflective report, we can conclude that lessons learned from the module Academic and Employability Skills improved my life in all the aspects.

❖ **Referencing list:**

Wikipedia. (2020). Time management. [online] Available at:

https://en.wikipedia.org/wiki/Time_management#The_Eisenhower_Method.

Wikipedia Contributors (2018). Reflective practice. [online] Wikipedia. Available at:

https://en.wikipedia.org/wiki/Reflective_practice.

Wikipedia Contributors (2019). Public speaking. [online] Wikipedia. Available at:

https://en.wikipedia.org/wiki/Public_speaking

Wikipedia Contributors (2019). Presentation. [online] Wikipedia. Available at:

<https://en.wikipedia.org/wiki/Presentation>.

www.igi-global.com. (n.d.). What is Online Learning | IGI Global. [online] Available at:

<https://www.igi-global.com/dictionary/what-can-college-teachers-learn-from-students-experiential-narratives-in-hybrid-courses/20995>.

