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Academic and Employability Skills

Executive Summary

The report has evaluated the employability and academic skills that benefit a student in developing his academic career. These skills are referred to the practices like report writing, learning, presentations, studying, planning, and technical knowledge. The report has discussed some of these skills that have helped in the career development of a student.

Table of Contents

Introduction	4
Gibbs' Model of Reflection	5
Topic 1: Time Management.....	5
Gibbs' Reflective Cycle on Time Management.....	6
Topic 2: Academic Writing	8
Gibbs' Reflective Cycle on Academic Writing	8
Topic 3: Referencing.....	11
Gibbs' Reflective Cycle on Referencing	11
Conclusion	14
References.....	15
Books and Journals	15
Website References.....	15

Introduction

The following report will describe some employability and academic skills that are required for a student to develop his own knowledge and expertise. An explanation of Gibbs' reflective model will be given here. There will be three skills chosen as topics and will be discussed thoroughly along with the advantages that a student can get through having and developing them. Those three skills will be further evaluated by Gibbs' model for providing own reflection of adopting the mentioned skills. The report will be discussing the benefits that a student can get while adapting their academic and employability skills.

Gibbs' Model of Reflection

This is the cycle of stages through which an individual can break off his experience regarding any particular incident or event. This model was developed in the year 1988 by Graham Gibbs and it was published in the book 'Learning by Doing' (Gibbs, 1988). This cycle gives effective structure to a learning process through some experiences. This is an essential framework to analyse the experiences and it allows an individual to change some planning or tasks according to the evaluation. It consists of six steps as Evaluation, Description, Feelings, Action Plan, Analysis, and Description.

Topic 1: Time Management

Time management is the procedure of organising and planning the tasks of an individual according to the timeframe. In this process, the individual must divide time according to the task requirement. Moreover, this is the method of controlling the amount of time one must spend on particular activities. Effective time management skill helps one to complete the tasks in a shorter period of time without any stress and lead him to success (mindtools, 2021). The capability to manage time successfully is important for a student's life. Along with that, time management can help a student to stay more focused in his education as it helps to reduce stress. Good time management also benefits him to maintain the schedule and, in this way, the student can save time for other activities (Adams and Blair, 2019). The students can also be able to realise the objectives and their goals and can achieve them in an effective manner. Moreover, he would be open to more opportunities as there will be free time for him to look through some other options other than academics. A student can develop the skills through setting goals, prioritising, setting the time for each task, removing the non-important tasks and planning for the future (corporatefinanceinstitute, 2021).

Gibbs' Reflective Cycle on Time Management

Description

Time management is the method of making a schedule based on the requirement that a student might need to complete the task. I have effectively gathered the knowledge of time management and it has helped me in academics and will also be beneficial for future activities. Through this skill, I have known to maintain the tasks that are included in my daily schedule.

Feelings

I have felt that the factors that are included in time management have been effectively developed by me and these have benefitted me in my studies. However, I need to prioritise some tasks and polish some of the factors of time management in order to get the maximum benefit from it (Adeani, et al., 2020, pp.139-148).

Evaluation

I have done all of my tasks by following the schedule I have made previously with the help of time management. I have learnt that prioritising tasks, setting goals based on the tasks, flexibility is important for completing the tasks on time. However, I lacked in learning the way of prioritising the tasks and this can also affect my future experiences.

Analysis

I have effectively learnt the factors of time management with some tools that helped to make a schedule of the daily activities. However, I could not gain the knowledge to prioritise the important task and for this reason, the arrangement of the tasks was haphazard at a certain point in time. This has caused a delay in some activities and will also affect the work I will be doing in the future.

Conclusion

Among all the tasks I have effectively learnt how to organise myself, set the time limit for each task, put breaks between some tasks, set the objectives, and plan for the future. I can conclude that time management has helped me in my academics and would also help in the workplace I will be hired at (toolshero, 2021).

Action Plan

I would try to learn all the aspects of time management in an effective manner as it would help me to organise the tasks I have daily. I would also increase my knowledge in the factors that I already know about and along with this gain knowledge about how to remove nonimportant tasks to make time more effective.

Topic 2: Academic Writing

This is the formal style of writing that is used in higher education like in universities and in scholarly publications. This can be seen in the books that cover the academic topics, journals, and the writer is expected to deliver the research papers, dissertations, essays, in an academic style. This has a particular style of writing including its structure and content (wordy, 2021). The characteristics of academic writing are that it is precise and clear, not biased, well-structured and focused, consistent, and authenticated with sources. There are different kinds of academic writing like a research paper, thesis, literature review, research proposal, essay and many more. Academic writing helps to develop increased creativity in an individual, and also help to enhance the power of writing (skillsyouneed, 2021). For a student, it is also very important to have intellectual development and academic help to produce innovative ideas through analytical thinking. This includes some factors like the tone of writing, overall structure, diction which is referred to the choice of words, language used in the writing, complexity, and evidence-based reasoning (thefutureofthings, 2021).

Gibbs' Reflective Cycle on Academic Writing

Description

Academic writing is the style of expressing the thoughts and knowledge that students use in higher education for writing on some academic topics, journal articles and many more. I have gained knowledge about this which has helped me to write some research papers in an effective manner.

Feelings

I have learnt the guidelines involved in academic writing; however, I have felt that there were many types of academic writings that I did not have sufficient knowledge of. I also feel that I

needed more time to understand some of the academic writings that would help me in future purposes (expertprogrammanagement, 2021).

Evaluation

During the time of gaining knowledge about academic writing, I have learnt all the guidelines that are required in academic writing. I have also achieved the knowledge of the procedure of developing an academic assignment efficiently. However, I have some problems with knowing all the types of academic assignments.

Analysis

There were a lot of guidelines involved in academic writing and I have been successful to have the knowledge of all of them. I have practised writing and this has helped me to avoid mistakes and fluently write by following the procedure. However, I did not have the time to have expertise in all of the academic writing assignments.

Conclusion

I have been helpful by developing the skill of academic writing as it has helped me to write research papers and other writings, and it would also help me in the future. Academic writing is referred to the style of formal writing that has helped me in writing based on some academic topics, journal articles, papers and many more (worldgrowthtoday, 2021).

Action Plan

Academic writing has helped me to write the assignments that I was given by the tutor. Still, I would like to enhance my knowledge in the assignments that I did not have expertise in. Moreover,

it would help me in my career development as academic writing enhances the integrity and increases the capability of writing.

Topic 3: Referencing

This is an important part of academic writing that gives acknowledgement to the source from where the writer has got the information. This involves academic integrity through which an individual can provide authentication to the assignment. It is important to indicate the source from where a student gets information (skillsyouneed, 2021). The significance of referencing is that it provides the source from where the reader can find the information and it gives credit to the original idea, findings and theories. The writings that are needed to be referenced are the ones paraphrased from any secondary source or copied from the source with small changes in the words. A student must learn referencing in order to maintain academic integrity in all of his assignments. Referencing includes two elements as a reference list which shows all the references in a form of a list and in-text referencing in which a reference is put in a particular position in the text (Pears and Shields, 2019).

Gibbs' Reflective Cycle on Referencing

Description

Referencing is a part of academic integrity through which a student can do and provide work in an ethical manner. There are many types of referencing among which I have learnt the Harvard referencing style. Moreover, I have learnt doing references from websites and also from the books, journals, articles that I have found in Google Scholar.

Feelings

I feel that through having the proper knowledge of referencing I have authenticated my assignments more effectively. I also have the feeling that by using referencing in the assignments

I have maintained the integrity of my work which have helped me deliver work that is ethically correct.

Evaluation

While learning the types of referencing I have been successful to gather knowledge about website referencing as I have found upgraded information from the websites. However, I have faced some problems when I was trying to put references in my assignment from Google Scholar.

Analysis

I have almost learnt the Harvard referencing style that has helped me to deliver assignments in an ethical manner. I have found many sources from the websites that are updated and it has helped me to practice. Yet, I have not found as many books, articles from Google Scholar which are recent. For this reason, I have gained more knowledge about the website referencing better (mindtools, 2021).

Conclusion

I learnt about referencing and its importance in academic writing, and also the Harvard referencing style. Along with that, I have learnt to do in-text referencing and produce an authentic reference list by following all the rules of the particular style. This has helped me in my academic career to make the assignments ethically true.

Action Plan

I would try to learn more about doing referencing from Google Scholar and enhance my knowledge about the sources. I would also try to be more focused and give more time to finding the sources

that are up-to-date. This would help me in academics and also in the future as these sources are already published and genuine (Li, et al., 2020).

Conclusion

The above report has discussed employability and academic skills which are needed for a student in his academic career and also in the future career development. Gibbs' reflective model, its brief explanation, how it helps to reflect own experience through some stages have also been described here. Three skills have been chosen and elaborated with their benefits in a student's academic life. The skills have been demonstrated and analysed with the help of Gibbs' model for giving a reflection of developing them. The report has lastly shown the advantages a student can get through adapting the academic and employability skills.

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