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ACADEMIC AND EMPLOYABILITY SKILLS – ACADEMIC REPORT

Introduction

In this report I will write about my academic and employability skills and what I learned at this module and I choose the Gibbs reflection model for my assignment. The chosen topics for this Gibbs reflective model will describe the importance of skills in academic life. Time management, Harvard Referencing and Reflection are mainly studied in this report. They can also be analyzed with the help of the Gibbs reflection model. The aim of this report is to discuss the importance of these three chosen skills in academic as well as future professional life. The specific topics played a significant role to enhance academic skills and evaluate the learning experience. Through some testing and observation, the changes have been realized that assist to improve interpersonal growth.

Time management

Description

In my classroom, I have observed sometimes that I cannot submit academic projects within the given period. Most of the time we have to do assignments as a team and we failed sometimes to deliver timely in maintaining quality (Counihan, 2019). After that, I have put effort into finishing assigned tasks within the deadline and they succeeded in delivering them. As a role of team leader, I always assist them to enhance their time management skills.

Harvard Referencing

Sometimes I would face certain difficulties while I used to do the Harvard referencing. I used to get scared when this task was given to me. There were many times that my teacher told me that I was not performing well due to the reason of me not doing the Harvard referencing. I overcame this fear by adopting the skill of Harvard referencing. It is most important to learn the skill of Harvard referencing as it can help me in acknowledging certain contributions that

are mainly based on the researchers as well as the writers on the work that I am performing for my school academic project (UNSW, 2021). By doing Harvard referencing can help me in giving certain credits to the writers from whom I am borrowing the word and the ideas in order to complete my project (UNSW, 2021). This is the reason I adopted this skill of Harvard referencing.

As a student, I could not do reflecting on any topic from google or the topics that were provided in the class. The use of reflection takes place almost every day of our life. This can be both professional as well as in personal way (Webb, 2018). The reflection can help in creating certain features that can help me in enriching my experience of learning for my personal growth. There are certain tools that are used that can help me in enabling me to create journeys that are unique as well as authentic for learning for the school academic project. The reflection can help me in finding the experiences that can help me in engaging, can have interactive as well as memorable experiences (Webb, 2018).

Due to the pandemic, I do not have to go to the schools. So, I do online classes weekly for 5days and it is a great experience for me. I can get the scope to touch with my tutors regularly and follow the online discussions. I can ask useful questions and make more connections with fellow classmates.

Reflection- feelings

Now I can feel that my time management skill has developed and I can finish all my tasks within the deadline. It is my self-questioning personal reaction and my anxiety, depression has been resolved through time management skills (Ping and Xiaochun, 2018). I felt that my interpersonal communication with my friends assists me a lot to balance time management. I have noted that I have changed my behavioural culture and increased my connection with classmates. The incident of submitting my projects on time taught me to never be late in the future in any matter.

In recent times, I can feel that the use of Harvard referencing has become easy and It helped me in completing my academic project in no time. This is because it is convenient enough for referencing both the author as well as the reader (Rogge, 2021). The Harvard referencing style can help in eliminating certain processes that are cumbersome that are present in the insertion of the footnote (Rogge, 2021). It can also help me in demonstrating the knowledge for the body based on which the academic report is done by me. It can also help me in verifying different sources from which I am doing the academic reporting so that it can help me in following up. It also helps in preventing plagiarism.

After I enhanced my reflective skill it helps me in many ways. The reflective skill has helped me in increasing my self-awareness as it is the main component of the intelligence for emotion

(Need, 2021). It has also helped me in understanding my ability in a better way for doing academic report writing. The practice of the skill of reflection has also increased my skill to develop my academic report by using certain skills of creative thinking (Need, 2021). It has also helped me in encouraging myself in the process of engaging while doing the academic report. This is the reason I feel that reflective skill is important.

My online learning experience is quite good and I think it enhances my self-engagement with others. My personal reaction is self-awareness and I am glad to learn different techniques through online sites. It is my belief that online learning is ideal for me to ask questions directly to tutors (Maqableh, 2021). The online learning experience will help me in future to perform my work and interact with my colleagues online.

Evaluation

The class activity of maintaining time to deliver projects was a challenging factor for me. At first, it was difficult for me but finally, I recovered. The tutor's guidelines worked well and it can be better if I consult my friends. During submitting projects within the given time, I faced the trouble to deliver them on time. It is needed for all to make a specific plan to develop performances (Zhang and Liang, 2017). The specific trick is that I have done a SMART plan and focus on my tasks by setting a time period.

When I used to do referencing I used to face many challenges for doing the Harvard referencing in my academic reporting and exams. This is because I was not confident enough in learning the Harvard referencing skill. But there are certain ways that helped me in developing this skill. I have used software that is free on the website of the USQ library (Joy, 2019). This has helped me in getting used to the software as the librarians can help me. I have also followed certain guides for referencing so that helps me in doing my academic report. This mainly helps in focusing on the formatting part like dots, dashes, Italics, etc (Joy, 2019). During the time when I was learning about the skill of reflection, I had faced many challenges. Luckily, my teachers and friends have helped me in overcoming the challenges so that I can get accustomed to this skill. The skill of reflection that was guided by the teachers and my friends were to describe the experience in detail during the time of writing that academic report (Edubirdie, 2021). After writing the experience in detail I can examine those experiences by using certain analysis that is in-depth for those experiences that are detailed (Edubirdie, 2021). This can help me in providing the teacher to tell them about the learning after the analysis is done. I can also provide how it can be useful in the near future of implementing the reflection skill.

In my online learning classes, I have got lots of experiences and the best thing was I could get the opportunity to touch with my tutors regularly and follow the online discussions. The bad

thing in my experience was that anyone can cheat in the exam. Due to covid-outbreak, I have to continue my class from home online (Maqableh, 2021). The specific action is to take actions for a dynamic change in weakness.

Analysis

During my assignment, I have learned time management skills to submit projects on time. I have observed myself and directly consulted the tutors. As per their guidance, I have developed my interpersonal growth by engaging with others (Middleton, 2017). The additional perspective in my testing is my improvement of time management skills. Finally, I submitted assignments within the deadline.

Most of the time I saw that my friend used to mock me for not doing the Harvard referencing correctly in my exams as well as in the academic reporting. This had my morale and self-confidence down. Analysing this I consulted with my teacher and then the teacher helps me out. The teacher told me to follow the guidelines, including every detail, formatting, etc (Ripper, 2017). This now helps me in analysing my Harvard referencing and helps me in scoring good marks in my exams and reporting.

At first, when I did my reflection for the reporting, I used to mostly copy it from the websites. This helps me in analysing that I was not scoring good marks in the exams as well as doing the academic reports. The teacher helps me in analysing different situations, reading the journals and diaries, etc (Spalding, 2020). This then helped me to stop copying and do them on my own.

My online learning experience is quite good. Due to pandemic online classes started and I regularly attend to observe tutor's online discussions. Without hesitation, I can ask useful questions and make more engagement with fellow classmates (Maqableh, 2021). I have tested that it works better than regularly going to class.

Conclusion

In my reflection from this study, I have learned to balance timing for particular objects. I have gained knowledge about how to deliver assigned tasks within the given time. I could have developed other practical skills that are needed for employment. Still, I need to develop communication skills, leadership skills and self-management skills. I think I should focus on my goal and be more attentive to expand my knowledge (Liyanage et al., 2021). My future action would be to follow a SMART plan for time management.

I have learned proficiency in my Harvard Referencing skill from this study. I also have acquired knowledge in self-awareness and interpersonal growth. Sometimes I think I should have done it before so that I could get a good score in my class tests. If I put in more effort then I can

gain more employability skills. I can expand my knowledge by reading books and journals for future development.

I have learned **skills of reflection for academic writing** from this study that helps me to represent good writing in my assignments. Besides this, I have gained knowledge in different subjects and skills that I can implement in my future profession. Some things I looked back on were our communication skills and team leadership skills. It would be required to get a good and satisfactory job in my future. I can expand my knowledge by helping my other friends to **reflect** in writing with linguistic components. I also practice writing on any content for my future improvement.

I have gained technical knowledge of using websites, Wikipedia, google through the online learning system. It was a grateful opportunity to observe tutor's discussion and without any hesitation, I directly questioned my class tutors (Maqableh, 2021). I can expand my knowledge through watching youtube, following internet sources.

Action Plan

If I face a similar situation in future, I will handle it by myself in a different way. I will take some actions to enhance my time management skills by following the routine of my daily activities (Counihan, 2019). I will do my best to take more new steps of gaining knowledge in different practical skills. It is necessary to take innovative steps for moving forward that will be different from others. It would be prioritized by all in future in my professional platform. I will make more interaction with my classmates and tutors to maintain timing.

If in the future I face such a situation, I will tackle it by myself in such an innovative way that would make me different from others. I will not depend on anyone, I will explore through online resources and practice reading books to enhance my skills of **Harvard Referencing**. **I will give the best performance** in my higher level of study and move forward without any negative thinking.

When I face a similar situation **in the skill of reflection** on any topic, I will take different steps to resolve the issues. I will take action to enhance my **reflection** skills without depending on others. I will search guidebooks, journals and follow YouTube **tutorials** to improve my **skills in reflection**. The next step would be to move forward by thinking of positive ways to improve **me**. I will try to interact with more people for my better understanding.

While I face an equal situation in online classes, I will accept it with happiness. It is because of getting huge opportunities to learn different techniques. I will be more attentive while I attend online classes so that I can ask useful questions and make more engagement with fellow classmates. It would be helpful for my better understanding in future.

Conclusion

It can be concluded from the above-mentioned study, all skills are necessary for employment. It is needed to follow class activities and ask questions directly to tutors if any issues occurred. It should not hesitate in class and follow the tutor's discussion through online and offline mediums. Online classes are necessary to gain knowledge and make connections with fellow friends. Similarly, time management is required because of maintaining quality in assignments and submitting on time. Students should learn **Harvard referencing** skills to write assignments with proper research and write in their own language.

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