
BMPF7013

Assessment Component No. 1 (Portfolio) Independent Study –

Element 2 – Supervision Diary

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Student number: 2029338

Date of meeting	What was discussed	Actions to take
24 June (8 – 9pm NZ time)	Introductory meeting: • Supervisor and I introduced ourselves and shared some background context on our connection to the MA and my learning goals. • Discussed reflection models and selection of one for first assignment – supervisor’s suggestion was to start simple and increase complexity with each assignment. • Discussed marking structure and referencing requirements. • Explored possible topics for the assignment with supervisor providing feedback to refine thinking for decision.	• Review marking requirements and referencing guidance in detail • Decide on a topic and reflection model to use • Schedule in assignment outline discussion meeting
10 November (8:30 – 9 :30am NZ time)	Assignment outline review meeting: • Reviewed draft matrix document and noted Supervisor’s feedback. • Shared outline of assignment and discussed Supervisor’s feedback and guidance for development. • Supervisor provided guidance on application of reflection model for example, keeping descriptions short to maximise word count on critical	• Building on feedback and discussion, develop first draft of assignment for review. • Record coaching session and transcribe. • Schedule first draft review meeting.

	reflection; to make use of diagrams to support descriptions and save on word count.	
25 November (9 – 10am NZ time)	First draft review meeting: • First draft had been sent to Supervisor week before for review and Supervisor provided feedback on first draft. • Feedback included renaming of some sections, to more clearly signpost use of Gibb's reflective model; to reduce some descriptive sections; to include greater reflective detail on some practical applications; check some of the referencing; show greater engagement with the literature; make use of footnotes to help with word count.	• Action feedback from first draft review meeting. • Complete summary and action sections. • Complete matrix and Supervision diary.
7 December (9 – 10am NZ time)	Second draft review meeting: • Second draft had been sent to Supervisor week before for review and Supervisor provided feedback for refinement. • Feedback included adding in additional footnotes; checking of referencing format.	• To refine, check and complete for submission. • Schedule in second submission outline discussion in new year.