

NAME: Augustine Okoroba

DATE: 24/11/2020

STUDENT NO: 2009076

MODULE NAME: ACE

MODULE CODE: BMSW 4001

TASK 2 REPORT

Table of contents

- 1.Introduction
- 2.Reflection model
- 3.Academic and Employability skills
 - 3.1Topic 1 Online learning experience
 - 3.2 Topic 2 Time management
 - 3.3 Topic 3 Reflection
4. Conclusion

ONLINE LEARNING EXPERIENCE

The platform of learning can be in different ways. It could be online learning or a classroom-based learning. Prior to my academic and employability skills, I rarely knew about online learning. All I knew about learning platform was the traditional classroom learning. This is my academic report base on what I have learnt from the start of this academic year, the pros and cons of online learning experience. My model of reflection would be Dewey learning theory, who claimed that “We do not learn from all experiences; we only learn from the experiences

on which we reflect” (Dewey,1938). Academic skills are skills needed to do well in educational setting. These skills will enhance the process of my learning throughout my academic journey. Employability skills are the transferable skills needed by individual to be employed. These skills will help me to carry out my roles more efficiently.

In this term, I have learnt and understood the flexibility of online learning. It taught me how to be independent, manage my family responsibilities and study. Online learning has given me the opportunity to learn new skills and enhance the existing ones. The flexibility and interactive nature of online learning, makes it highly effective in my career advancement, increasing the employability by preparing me to work in the digital age. Furthermore, it will help me improve my digital literacy.

Online learning is now very convenient in most colleges and universities providing easy access to learning materials, classroom discussions and feedback to lecturer. There are few reasons why I preferred online learning as opposed to traditional classroom setting. Firstly, having a job, as well as study makes it very difficult to schedule my classes. The days I have scheduled to work sometimes conflict with the days that most classes are offered. (Ratcliff, 2001)

However, online learning has made my life at work easier. Since I don't have to meet on a classroom-based learning, I don't have to leave my work to attend lectures on campus. It is very convenient for me not having to attend lecture on regular basis. Especially when I must work, it is hard for me to put up with my work responsibilities, homework and study. The online learning allows me to cover the material needed in school while I meet up my work responsibilities. Since I wouldn't be face-to-face classroom learning, I take part in class in the comfort of my home. (Ratcliff, 2001)

Moreover, I must be self-disciplined because the lecturer would not always be there to remind me of my homework or assignment deadlines. Online learning increases flexibility and it is very popular with mature-age students like me who has other commitments, such as work and children. I can study when I want to, how I want to, where I want to.

Having said more of online learning advantages, there are few disadvantages that need to be highlighted. Student's feedback is limited as compared to the traditional classrooms, where teachers can give students immediate face-to-face feedback. Students who are having issues in the course can resolve them quickly and directly either during the lecture or during the specified office hours. Students become frustrated when they are unable to complete their assessments due to lack of personalised feedback. The traditional ways of providing student feedback do not always work in online learning environment.

Online learning requires strong self-motivation and time management skills. Students fail to complete online courses due to lack of self-motivation. In traditional classrooms, there are many factors which can motivate students towards their learning goals. In many cases, the students are left to fend for themselves during learning activities without anyone constantly pushing them towards their learning goals. In my own personal experience, I can easily consume by procrastination if I am not constantly reminded of my task.

Lack of communicational skill development in online students is another disadvantage. Online learning methods have been proven as the most effective way to improve the academic knowledge of the students. However, due to the lack of face-to-face communication between teachers and students, in online setting, the students might find that they are unable to work effectively in a team setting. (Tamm, 2019)

Moreover, technological requirement may put unnecessary pressure on those that are not computer-literate, which might lead to stress and frustration. I personally recommend online learning as compared to the traditional classroom learning. I can study in my home, as well as meeting up my family responsibilities. I can study at my own pace without distraction from other students. It has given me the opportunity to learn new skills and improved on it.

Augustine Okoroba (2009076)

TIME MANAGEMENT

There is a saying that 'Time waits for no one'. Time management is the process of planning the amount of time you spend on which activities. Managing time enhances productivity. (Crutsinger, 2015). Proper time management brings fulfilment and satisfaction in our daily life. Employees who use the time effectively and are resilience in the performance of their duties are always classified as the successful employees of the company. (Kenneth, 2011).

Reflecting on what I knew before this academic term, I never actually had the knowledge of time management. I have always been a victim of procrastination. I would spend more time in completing a simple task. I always leave things to the last minute.

In this report, I will be writing about what I have learnt this term, on time management. My model of reflection would be Eisenhower Matrix. In this term, I have learnt how to manage and organise my time more efficiently. This has made me to understand how to prioritise tasks using Eisenhower matrix, doing the tasks that are urgent and important first, decide on the tasks that are important, but not urgent, delegate the tasks that are urgent, but not important and finally, eliminate the tasks that are not urgent and not important.

However, there are few reasons why this topic is useful for my academic journey and employability. The time management will make me prepare, organise and focus to manage my daily life and complete my academic assignments on time. Moreover, it will improve my employability skills, help build and develop my transferable skills and network with potential employers.

Having said this, there are few advantages of time management. Time helps to accomplish more work with less effort. Minimising time-wasting and less effort increase productivity.

Time for relaxation can be obtained by the effective management of time. It helps us to allocate time for study and relaxation from time to time. (Kenneth, 2011).

Time management reduces level of stress if you properly manage the time. To achieve a better result, time management must be applied. Furthermore, managing your time efficiently can improve your healthy lifestyle. You can make some time for exercise and other healthy activities.

Having discussed the above advantages of time management, these are few disadvantages. Inability to say no may lead you to having more tasks to complete in a short period of time. Television is another barrier of time management. Though it is part of entertainment but watching a lot of unnecessary programs will presumed as time wasting. This is not important

and not urgent and should be eliminated according to Eisenhower matrix.

Telephone, one of the time management barriers, can make you engage in unnecessary phone calls with friends or family, spending valuable time you could have used for something important. Moreover, unexpected guest like friends and family may be a distraction to manage your time more effectively. (Kenneth, 2011).

Managing time increases productivity, brings fulfilment and satisfaction in our daily life. With the knowledge of Eisenhower matrix, in time management, I can now organise and plan my time more efficiently by prioritising my tasks, doing the tasks that are urgent and important first, decide on the tasks that are important, but not urgent, delegate the tasks that are urgent, but not important and finally eliminate the tasks that are not important and not urgent.

Augustine Okoroba (2009076)

REFLECTION

Imagine you looking into the mirror. What do you see? You will see a reflection of yourself. It is a way of assessing yourself, the way you learn, and work, based on current or past experiences. (Moon, 2004).

The models of reflection that I will be talking about in this report, will be Gibb's reflective cycle (1988), Driscoll reflective cycle (1994) and Kolb reflective cycle (1984). However, my chosen model will be Gibb's reflective cycle because it is clear and easy to understand and reflect on my learning experience.

Prior to this academic term, I could reflect on one of my past experiences in my place of work, where a colleague was seen forcefully dragging a service user from bed to have a shower. I felt it was wrong for the colleague to act in such a manner.

Having learnt about the Gibb's reflective cycle (1988), I was made to understand that no judgement should be made yet on what happened. You can only give description of what happened, express your feelings, evaluate the good and bad about the experience, analyse the situation, conclude in general sense from the experience and analysis you have undertaken. Finally, draw a personal action plan, what you would have done differently in this situation next time.

Reflection is useful in my academic journey and employability because reflecting on my experience will help to develop my academic skills. It is also useful to develop my critical thinking skills and improve on my performance by analysing on what I have learnt. Moreover, reflecting on experience will help me to identify things that I find stressful and deal with them. This in turn build my strength in resilience, a key to effective and long-term employability. It will also help to identify those experiences and abilities I already have and those I likely need to become more employable.

Driscoll reflective cycle (1984), is a reflection made for the benefit of the learner to reflect on the past event, using the three questions, what? So what? And what now?

In the first stage, the learner will reflect on what happened and may want to find out why he acted the way he did, what went wrong or right to avoid repeat or improve the situation. It is a descriptive stage of what happened, what did he observe, and what action did the learner take. It is about gathering information to be used in the next stage for analysis. (Driscoll, 2007)

The second stage is So what? The learner analyses their feelings about the event that took place and see how their feelings affect their action. In this stage, the learner may ask themselves, what do they feel during the event, how do they feel about it now and what were their negative impact of the

experience. The knowledge of what happened at this stage will lead to the last stage, Now what? Question. This is the learner action plan on how they will react the next time they are in analogous situation. This is the stage where the learner may ask themselves, what impact did the event have on them, what action they would have taken in indistinguishable situation and what information needed to know in the same situation next time. (Driscoll, 2007)

Driscoll reflective model is widely used where the abilities of a learner may be affected by their performance or in completing their task where there is no lay down standardisation of processes. (Moon, 2004)

Kolb reflective cycle (1994) occurs when a person undergoes the four stages of a concrete experience, reflective observation, abstract conceptualization and active experimentation. (Kolb, 2014)

Concrete experience is when the learner starts having new experience on a new task or being introduced to a new way of doing things. The learner then begins to show signs of achieving goals in reflective observation stage after reviewing and reflecting on the experience seen in stage one.

Abstract conceptualization stage is when the learner starts to develop ideas and how it can be applied in their way of life. Finally, in active experimentation stage, the learner begins planning and trying out on the new ideas they have learnt from previous stages. (Kolb, 1994)

CONCLUSION.

I can now conclude that the three topics have broaden my way of thinking in my academic and employability skills. My online learning experience has given me the opportunity to learn new skills and improved on the existing ones. Moreover, reflecting on my experience has helped me to identify things that I find

stressful and deal with them. Furthermore, with the knowledge of Eisenhower matrix in time management, I can now organise and plan my time efficiently by prioritising my tasks which may increase productivity, brings fulfilment and satisfaction in our daily life.

REFERENCES

Crutsinger, C. (2015) Time management: allsubjectjournal.com

Dewey, J. (1938) Journal writing as a reflective activity, p78

Driscoll, (2007) Driscoll model of reflection, source: writingserviceuk.co.uk

Kenneth, A. (2011) International journal of scientific & engineering research. Volume 3 issue 12

Kolb, D. A. (2014) Experimental learning: Experience as the source of learning and development: F.T press, source: cetl.uconn.edu/kolb/theory-of-reflection. [Accessed: 02.11.20]: ed.ac.uk-reflector toolkit.

Moon, J. (2004) Which fields use the Driscoll reflective model. Source: mmiweb.org.uk/reflection-models

Ratcliff, B. (2001) [Online] course assessment: southeastern.edu.

Tamm, S. (2015) Disadvantages of e-learning: e-student.org: academic21.com [Accessed: 22.11.20]

