



Module Name: Academic Skills in the Digital Era

Module Code: BMSW4013

Assessment 2: Reflective essay

Student Name: Gideon Ancio Carvalho

Student Number:2528484

Lecturer: Chris Wilkin

Deadline: 27th March 23:59

AI Acknowledgement

Examples of statements If you have not used AI

I confirm that I have not presented any AI generated materials as my own work.

I confirm that I have copies of my drafts, notes, and other resources I used, which I may be asked to provide in evidence.

1. Description – What happened?

I am writing this essay based on my experience so far with this university specifically about the academic skills in the digital era module .During week 1 we introduced ourselves to each other in the class and we learnt and understood what was expected from us by the university we also identified key academic skills and learnt how we can use time more efficiently during week 2,3 and 4 we learnt about how to find credible sources of information , how to use Harvard referencing and also learnt how to write academic writing all of this was introduced to us during the sessions by Chris Wilkin . I used all the information given to us in our sessions to submit my 1st assignment. Chris Wilkin also taught us how we can use a CRAAP test to make information more credible

Every time I needed information I accessed all digital tools provided to us by the university also I used the Moodle to study and learn about various things specially if I missed the class as all the slides were available in Moodle I also used the time management technique taught to us in my day to day life which helped me a lot I also used new tools that were taught to me these tools helped me change my existing habits and be more efficient

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2. Feelings – What were you thinking and feeling?

In the beginning of my lectures I was not so confident and lacked knowledge and I felt I would not be able to cope up with so much new information provided during lectures but as time passed by I began to adapt to all the skills and knowledge that was provided to me at lectures which changed my life and made me more smart and efficient for

example when we talked and learnt about Harvard referencing I felt it was impossible for me to reference something in such A professional and academic manner but as time passed away and it was time to do my 1 assignment I used Harvard referencing in there and it was difficult but as I kept referencing again and again and I felt much more confident and comfortable as time passed by . after I submitted my assignment, I felt more confident and was very happy with the progress I made so far and also realised that I need to practice more and more to achieve a very strong academic writing. all of this was only possible because we were supported really well by Chris Wilkin, he guided us throughout the whole journey with his amazing and interactive lectures he always went the extra mile to provide us with the most important information which made this a very academic and exiting course.

3. Evaluation – What was good and bad about the experiences?

There were a lot of things good about the experience with the course like for example there were times due to unexpected circumstances I could not attend the course, but I could still access all the lessons that I missed through Moodle. also, I was able to learn how to use the CRAAP test for my writing and make my piece of work more academic and outstanding I also learnt how to avoid plagiarism and use citations correctly (Jamieson, S 2016) also one day Chris Wilkin divided the class into 2 groups and we had a debate which made the lecture very interactive and fun

However, the challenge I faced during the course was trying to manage my time and be more efficient because it was difficult for me to keep a track of time to do my studies and research when I was home even though Chris Wilkin taught us a very important way of time management called the pomodoro technique I was still inconsistent. through research and studies it is proven that usually new students always struggle with time management (Adams, R.V and Blair, E. 2019) which I could relate in my experience so far and is very true

4. Analysis – Why did it happen that way?

As I studied and learnt much more new skills I begin to face a very critical challenge to adapt to the new way of seeing and doing things but also it created a lot of self confidence within myself , it is proven trough a lot of studies and research that education does not only give you knowledge but also teaches you how to manage how you study (Zimmerman,2002)even though I was attentive and gaining knowledge trough lectures I still found it challenging to use these concepts to prepare a very academic assignment which was expected by my university.

In the beginning I was very unsure how to apply Harvard referencing correctly to make my assignment more academic and appealing. I found this hard because u just could not reference it the way you wished u need to follow the exact rules and guidance provided to us in the academic handbook of the course and keeping in mind that we had to use the correct citations so that we could avoid plagiarism. this caused me a lot of stress and discomfort because I did not want to do any mistakes that would reduce the ability of achieving the greatest number of marks I could in an assignment. trough recent studies it is proven that students find it really challenging to use citations correctly in their academic work (Diane Pecorari 2008) but I challenged myself to adapt to the new changes and made myself more academic all of this could only be done with the help of Moodle , library and also trough the assignment examples provided to us by the university

5. Conclusion – What else could you have done?

After all this time with this university I can state that it is very important to be very academic in today's digital era because there is lot of competition and also I can say that time management is very important for the success and growth of every individual also trough this course I managed to learn from various new digital sources of

information I learnt and studied how to use all of this and apply this in my academic studies.

Also, I could say that u just don't just gain knowledge from attending lectures, but u also need to do your own research and studies to have a very academic and prosperous year. you also need to be interactive during the lectures and ask question if you are unsure so that u can gain the most amount of knowledge

Overall I am so happy and pleased with this course because it has taught me a lot so far which when applied in my carrier life makes me outstanding from the rest of the employees and also this course helped me to adapt to various changes in my workplace , this made me realise that knowledge and studies is very important therefor I have decided that I will carry on to study and learn more trough the university

6. Action Plan – What will you do next time? Approx 250 words

AS I move and progress forward in this journey with the university I intend to use most of the tools and skills I have learnt through these courses in my personal and professional life also is I move on I will create ab excel sheet to track my finances and to be more productive I will also use outlook to write professional emails I will also create my schedule a week in advance so that I can have sufficient time for my self and also to study and learn new valuable academic skills I will do this by using the pomodoro technique which is working with high focus for about 25 minutes and then followed by a 5 minute break because this will help me to do my tasks with concentration and to prevent getting tired or burn out (Francesco Cirillo ,1980)

Also in the future I will try to use Harvard referencing in various literature and academic assignments this will help me get better with referencing and citations also before submitting my assignment I will show this to my lecturer so that they can correct and guide me I will also make better use of the tools provided by the university specially writing guides, library supports etc

Coming to a conclusion I will also say that I will study harder and I will do this my accessing Moodle while I am home to review and understand what was taught during

lectures and I will try not to be absent during lectures and attend all the lectures and pay very close attention to the lecture so that I don't miss out on any useful thing taught to us

SMART Action Plan

Goal	Specific	Measurable	Achievable	Relevant	Time-bound
Improve Time management through routine	I will use the Pomodoro Technique and create a daily routine for to make time for my tasks for academics and work.	Follow and complete my study sessions through timetable so I can meet all deadlines	Yes	This will help me to maintain balance between work and study effectively.	Throughout my academic year.
Improve self-Learning	Review methods suggested my lecturer to work on skills that I need to achieve	Use LinkedIn to learn new skills	Yes	Test these skills through Assignments and projects for the courses.	For my academic and profession projects
Conduct better research	I have learnt to use different sources of resources to conduct research	Able to use University library and online sources	Yes	This will help me to conduct and present my research for academic projects	For all assignments
Improve referencing	Use Howard style citation for my assignments	Able to make my research more impactful	Yes	It improves the confidence and integrity of the research done	For all assignments

Engage more in classroom activities	Participate activity in the classroom activities and note details to pay attention	Make a to do list for courses every day and complete tasks before next lesson for the week	Yes	This will help in staying productive while increasing confidence in the course and among team.	Every class day
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