

Prior to beginning your practicum, review the Practicum Guidelines and watch the Practicum Video located on the Tri-College University web site. Following is the template of the form to use when creating your Reflective Log and guidelines for writing your Reflective Essay.

TRI-COLLEGE UNIVERSITY
PRACTICUM GUIDE
PART VIII-DAILY REFLECTIVE LOG FORM (SAMPLE)

Name of Student:

Date and Time	Project Activity	Competencies and Indicators	Reflection	Hours
			Total Hours:	0

To reset total, right click (control click on a Mac) on total hours number and select “Update Field” option

Examples of Daily Reflective Log Entries

- a. As part of my Community and Media Relations goal, I asked my cooperating administrator if I could prepare a letter about our mission and vision statements. The letter would be published in our newsletter and our county paper. I feel like I wrote a solid letter that clearly identifies not only what a mission or vision statement is, but also a great explanation of what ours is. It is important to inform the community of the happenings at the school. I received many positive comments about the article from the community. The article fostered positive relationships between the school and the community. It also helped build my credibility in the community. If I was to do this again, I would maybe pick a better time to publish it though. The week before this was published, it was released to the public that our school did not meet AYP. The community may have overlooked the purpose of the writing of the article. I do not think this was the case though.
- b. I recorded a radio show on my computer and emailed it to the local radio station. I had to convert the recording to a MP3 file before sending it. The report informs the community of the happenings at our school for the week. I also give scores from activities that happened the night before. I really enjoy doing it, and only positive things have come from it. I believe this helps me greatly as a future administrator as I won't be nervous or scared to address the community on the happenings of the school.

TRI-COLLEGE UNIVERSITY
PRACTICUM GUIDE
PART IX-REFLECTIVE ESSAY-GUIDELINES FOR WRITING

The purpose of reflective writing is to give you an opportunity to examine your learning experience, integrate it, and make it relevant for your own purposes. Occasionally you may have a specific topic to write on or begin with an open-ended starter phrase. These will help you focus your attention on particular aspects of the material or experience. However, once you have addressed these topics, you will want to go beyond them and/or to address different topics as well. Other times, you will need to decide what is interesting and important to you and go in that direction.

When you write, consider that...

___ *your audience is your advisor, instructor, and/or fellow graduate students.*

___ *reflection is NOT the same thing as summarizing.*

Only summarize the content of the material or experience when it is necessary for the reader to understand what you are saying and the comments you make.

___ *you should expect to go into depth.*

The length of a reflection is dependent not only on the topic and the amount of material or length of the experience, but also on the depth of your integration of the ideas and connections you make to other material and experiences.

Frequently, students ask what the instructor or advisor “want” in reflections. Although the content of the reflection is to be based on what you think and how you integrate ideas, there should also be depth, connections, evidence of understanding, and broad integration of ideas. There are lots of ways to address those criteria, but for those of you who would like further guidance, a possible pattern to pursue in your writing--one that seems comfortable for most people is to...

___ summarize your understanding CONCISELY and in your own words,

___ support your perspective with examples from your own experience,

- ___ agree, disagree--and support your position,
- ___ doubt or question any elements, conclusions,
- ___ draw your own tentative conclusions and / or applications,
- ___ identify and ask remaining questions.

Not all of the above need be addressed in every reflection; however, your reflection illustrates the depth of your learning and needs to be thorough enough for you and your reader to draw an accurate picture.