**Reflective Learning Journal (E-portfolio)**

1. ***What?***

It is a piece of writing which helps students

* to record thoughts and insights about their own learning experience and process.
* to review and consolidate learning
* to evaluate performance
* to plan future learning based on past learning experience
1. ***Why?***

By telling yourself what you’ve learned, you can

* to gain a clearer overview of your learning progress
* to gain an insight of your own strengths and weaknesses as a learner
* to realize learning strategies which suit personal needs
* to become more capable in planning for overcoming learning difficulties
* to understand and appreciate the importance self-evaluation in the role of improving yourself
1. ***When?***

At the beginning of every semester, you can select a course that you are interested most or a course that you want to explore more. An at least 12-week reflective journal is required to complete this assignment.

1. ***How?***

A reflective journal is a means to **record**, **reflect** and **analyse** your own learning.

a). Entries in a reflective journal can include:

* ***Describe*** objectively what happened
* Answer the question, ‘What did I do, see, read, hear, etc?’
* ***Interpret*** the events
* Explain what you saw and heard,
* Explain what feelings you had and why you had such feelings,
* Your connections with other learning or life experiences,
* Your hypotheses, your conclusions,
* Answer the questions: what might this mean?
* ***Evaluate*** the effectiveness and efficiency of what was observed
* Make judgments clearly connected to observations made.
* ***Plan*** how this information will be useful to you
* What are your recommendations? (Be concrete)

b). A complete reflective journal should include:

* Cover page: include student name, student ID, course name, instructor name
* Self-introduction page: (1). talk about yourself, including your hobbies, personalities and your past learning and life experiences etc, (2). talk about why you take this course and choose it to keep reflective journals.
* Syllabus page: attach instructor’s syllabus.
* Weekly journal pages: please see the following sample page

Sample

* Cover page:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Cheng-Chi University****General Education Course/Major Course Reflective Journal**

|  |
| --- |
| Photo (optional) |

|  |  |
| --- | --- |
| Course Name |  |
| Instructor Name |  |
| Student Name |  | Student ID |  |
| Department/Year |  | Telephone |  |
| E-mail: |  |

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* Introduction Page:

|  |
| --- |
| Who am I ? |
|  |
| Why did I take this course? And why did I want to choose this course to keep reflective journals? |
|  |

* Syllabus Page:

Please attach the instructor’s syllabus usually given at the first week. A complete syllabus should illustrate details of the course, including course time, course credits, course objectives, textbook used and weekly lesson plan.

* Weekly Journal Page:

**Weekly Reflective Journal**

|  |
| --- |
| Course Name: |
| Name |  | Student ID |  | Department/Year |  |
| Date |  | Hours spent on self-study of this course |  | Venue |  |
| Journal Type | □Reflective Journals/ □Literature Review (or Comments)□Note-taking/ □Report/ □Interview/ □Experiment Records□Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Describe:*** What have you learned from the class? What and how did the instructor do in the class? What and how did I do in the class? | ***Interpret & Evaluate:*** What were your feelings? What were your new insights? Why did you have such feelings and insights? Why did the instructor do some specific activities?  |
|  |  |
| ***Plan:*** What are your recommendations? What aspects of what you have learned can possibly help you in the future? What could be useful to you? |
| Others to note: |