

Reflection Format for the Graduate Portfolio

For each course you completed, you were asked to submit a formal portfolio assignment. For your leadership portfolio, you will utilize a word processing software to create your reflections, and then upload them, along with your projects into the TaskStream electronic portfolio system. Throughout your written reflections, it is necessary to illustrate and clarify how these projects best demonstrate your mastery of course and programmatic goals.

- 1) Description (what took place) – This section is **descriptive and informational** in nature (the “what”, who, where, when and why/how) and consists of your clear recall and articulation of both the process you undertook to complete the course and the project itself. It sets the foundation for the remainder of the reflection. In this section you will address such topics as:
 - a. General description of the project; major goals of the project in relation to the course itself
 - b. Your thought process as you developed the project, how you developed your ideas and how they changed over time
 - c. Any other ideas which will help the reader understand the project and the manner in which it was developed
- 2) Analysis (Evaluation of the process and product) This section is analytical, synthetic and evaluative in nature (the “so what”) and consists of your analysis of the strengths and limitations of your project, synthesis with other learnings, and self-evaluation of the product and process. It should clearly focus on and amplify ideas in the Description section. In this section you will address such topics as:
 - a. Effectiveness and limitations of the project; how well it addressed the goals of the course, etc.
 - b. How this project helped you connect ideas from this course and incorporate other ideas from other sources (outside reading, experiences, other classes, etc)
 - c. How the process and/or product could have been improved and what you might have done to improve it
 - d. How the project increased your understanding of programmatic goals
 - e. Any other insights which will help the reader understand the strengths and limitations of the project and/or process and/or its connections and integration, including any formal and informal evaluation you received from others.
- 3) Future Impact (Application/Implications of the process and product) – This section is applicative/prescriptive in nature (the “now what”) and consists of personal implications of what you have learned from the project and specific applications of what you have learned from the course. It should clearly focus on the insights in the analysis section. In this section you will address such topics as:
 - a. How you have grown professionally from this experience
 - b. How the insights you have gained will be applied to your future professional and leadership decisions and practices; *specific* aspects of your attitudes and practices that have changed/will change as result of your insights
 - c. Any other examples, explanation, or elaboration that will help you reader understand how this experience impacts you and will be applied the professional, leadership setting