

Self Reflective Report¹

What is a Reflective Report?

Reflections refer to personally experienced, professional or private situations. The aim of a reflection report is a comprehensible description of these experiences and their effect on you as a student. The reflective report allows students to explore and document their own experiences and points of view. These tasks do not expect objectivity. Instead, you should think about your own actions, personal experiences and learning progress. You should link these with theoretical models. While traditional academic writing in German-speaking countries avoids using the first or second person (i.e. "I", "You", "We") a reflection report should be about your experiences. Thus, we encourage you to make use of personal pronouns. Reflection reports are usually used

- For courses with methods of learning experiences
- For practical tasks/work placements
- For project tasks
- For group work and group projects (to reflect the contributions of all participants)

How is a Reflecting Report organised?

Title page followed by indices (table of content, table of figures, appendices and so forth). See FHV format requirements available on [Ilias](#):

The **Introduction** answers the following questions:

In what context did the event take place?

What were the objectives and essential contents (the "common thread" running through the course)?

Describe here, in a short summary, the process of the course/project.

Then narrow down a topic (or more if required) that you want to reflect about more closely.

Ask yourself: Which "key experience", which "milestone" was particularly impressive and instructive for you during the course or the project?

In the **Main Part** of the report, you should detail your experiences (e.g. processes around actions, interaction, emerging themes etc.) in a comprehensible way.

1. **Observe**: Who has done what with whom, when and where?

2. **Describe**: Now you should describe in a comprehensible way what you and your colleagues have made of their selected topic in terms of content? Link theoretical content and models from the class with the exercises or practical work you have done. Discuss how certain actions/processes in the group reflect key theories of the course. In your observations, you can answer the following questions: What was the effect of the exercise/action on me and others? What different views and emotions have occurred? Describe your own opinions, contributions and motivations.

3. **Assess**: What was the result? Evaluate critically whether you (or your group) have achieved the learning objectives or project goals. Avoid blaming others for things that went wrong. First and foremost, reflect on what you contributed to making it happen.

Summarise your "lessons learned": What were your strengths and weaknesses that were uncovered?

What did you learn for your professional development from this course or the joint project? Which areas of competence do you still want to develop? What would you do differently next time? What do you want to look for in similar situations or similar tasks in the future? What is your takeaway?

A **bibliography** completes the reflection report. For general formal requirements, see on [Ilias](#):

¹ Developed by Dr. Marianne Grobner.

Some Considerations concerning the Reflective Report²:

- Be critical.

Although the content of a reflection report is more personalised than other tasks, you should use the same critical analysis as for a term paper or exams

- Be thorough

Make sure that you write comprehensibly about all sequences of the process described in all phases. For the description also use theoretical models.

- Be professional

Reflection reports require a less formal spelling. Spelling, grammar, structure and typescript should nevertheless correspond to an academic thesis.

- Do not be afraid to write down what went wrong!

If you write about "obstacles" and less successful experiences in the course or project, you will demonstrate your competence for true critical analysis, "self-awareness", and your willingness to evolve.

- Describe what went well and what went not so well

Some students find it difficult to confidently write about the successful parts of their work. However, in the reflection report, you can clearly demonstrate how your actions have contributed to a successful outcome.

² Insta Research Ltd (2018): Reflective Reports – how to write 1st class reflective reports. Online im Internet. URL: <http://www.ivoryresearch.com/reflective-reports-how-to-write-1st-class-reflective-reports/> (Zugriff am 26.09.2018). Translated and amended by Dr. Marianne Grobner.