

Reflection Form

This is the suggested form for the written reflections required for each KQI.

Covey (1990) refers to reflection as, “sharpening the saw”. Unfortunately, so many of us do not take the time (or make the time) to reflect because we are so busy sawing.

Butler (1996) identified the following goals related to reflection or reflective practice:

- 1. To review a process to see if it achieved the desired goals or outcomes;**
- 2. To make learning visible;**
- 3. To complete the learning cycle for each incident or educational experience;**
- 4. To give a more considered response to an event;**
- 5. To achieve a meaning and understanding of actions; and**
- 6. To add value to self and to performance—(past, present and future)**

On a separate sheet of paper, list the following and write a reflective essay discussing items 1 through 3:

Title of Artifact _____
Class/Semester Created _____
KQI/Competency _____

1. Describe the context in which this (these) artifact(s) was (were) developed or collected. (Introduction)
2. How does (do) this (these) artifact(s) reflect your growth as a professional? (Body)
3. 3. What does (do) this (these) artifact(s) demonstrate about your progress toward this KQI/Competency? (Closure)

You may reflect on a single artifact that has been included for each KQI or you may reflect on the body of artifacts you have collected for each KQI. The reflection should be brief (not to exceed a page) and should include the information listed above.

Butler, J. (1996). Professional development: Practice as text, reflection, and self as locus. Australian Journal of Education, 40(3), 265-283.

Covey, S. R. (1990). The 7 habits of highly effective people. New York: Simon and Schuster.