**BSc Work Integrated Education (WIE) Reflective Journal 2**

**Part A: Personal Particulars**

Student Name:

**Part B: Student’s Reflective Journal**

1. Introduction

A short essay (**not less than 500 words**) which includes your WIE goals, a summary of background of your internship company (e.g. vision, mission, core business, specific feature of its product/service, customers and competitors) and your duties and responsibilities in that company.

1. Reflective Integrative Journal

You are required to choose at least **THREE** themes from the list below, and you should write at least 80 words on each theme to elaborate your experience and reflect on your WIE experience.

* **Personal Growth**
* **Accomplishment**
* **Impact on Future Career / Academic Planning**
* **Work Culture**
* **Culture Difference**
* **People You Admire**
* **Value to Employers**

Guided questions are given under each theme to help you get some insight on how to develop your journal content and make it rich. You need to ANSWER at least ONE question in each chosen theme.

1. Personal Growth

Guided Questions

1. What impact did this experience have on my personal growth?
2. What did I discover about myself? (Strengths, Weakness, Dislikes)
3. How was I able to apply my current skills?
4. Accomplishment

Guided Questions

1. What was my greatest accomplishment?
2. What projects have I completed that I am most proud of? How did I handle challenges on the job?
3. What setbacks have I experienced? What did I learn from those setbacks?
4. Impact on Future Career /Academic Planning

Guided Questions

1. What influence will that experience have on my future academic and career choice?
2. How has my academic background proved helpful to my work as an intern? How will your internship experience modifies your learning process in future courses?
3. Would you want to do this internship again? Why or why not?
4. Work Culture

Guided Questions

1. What are the formal and informal power and social structures in the company/organisation? What kinds of behaviours are rewarded and criticized? What do I like most/least about this culture?
2. What are the unwritten codes of dress and conduct? What do I like most/least about this culture?
3. What did I learn about the good practice in human communications and relationships in workplace that will serve me in the future?
4. Culture Difference

Guided Questions

1. What were the difficulties encountered in placement city? Was there any culture or customs in daily lives that you feel hard to adapt to? Please cite some examples.
2. Anything else you found interesting and unforgettable during internship?
3. How did you identify yourself as a HK people in a foreign living environment? Are you proud to be the ‘ambassador’ to promote HK?
4. People You Admire

Guided Questions

1. What did I learn from people I admire in the organisation?
2. Were there people whose work ethics I would imitate?
3. Value to Employers

Guided Questions

1. What projects have I assigned during the internship?
2. To what extent does it help to the employer?
3. Did I make suggestions for improving the results or process of that particular project?
4. Supplementary Documentation

You are required enclose at least 4 – 6 photos for EACH chosen theme (with you being captured in at least 10 of them). Include a caption for each photo. You are required to submit the original photos (online submission through POSS) which you have enclosed in your learning journal.

*Supplementary Guidelines for Photo Submission*

* All photos should be presentable and feature highlights of your internship
* You should take at least two photos in front of the company logo
* You should take at least two photos at your working environment
* You should take at least two photos with your colleagues
* You should take photos of your outing
* You should take photos of placement city landmark
* You should maintain decent postures in all photos