

### Assignment “Reflection” – summer semester 2024

The seminars and workshops offered by the Careers Service examine aspects of professional orientation, starting a career, and everyday working life. In these courses, you have the chance to explore various topics either individually or in groups, gain knowledge and new insights, and develop your own ideas.

We now ask you to reflect on the processes you experienced while participating in these seminars and workshops. Putting your thoughts to paper can often provide a clearer understanding of what you have learned. In the three-page reflection, we ask you to describe how things have changed for you, for example, with regard to your studies or your professional orientation. There are no “right” or “wrong” answers – every experience or insight can be valuable.

Use the following questions for orientation when writing your reflection:

- What motivated you to participate in this course?
- What experiences/exercises made the greatest impression on you **and why**?
- What new knowledge or personal insights did you gain from the course?
- Have you noticed any changes in your perspectives, **and if so, what are they**? How has your personal development evolved since participating in the course? What have you been able to achieve, and why have some things remained unattainable? What kind of activities have you developed?
- If you have not noticed any long-term changes, what do you think could be the reason?
- What ideas have you developed with respect to your **professional orientation**?

You are free to assess your experiences and insights as you wish. The reviewer is more interested in how you describe and reflect on these experiences. Your descriptions and disclosures will naturally be treated with absolute confidentiality.

And finally, remember that a reflection is not a course evaluation. This is not the place to assess and critique the course concept, your trainers, or other members of your group. The focus should be on your learning process and the knowledge you gained.

You can find more tips on writing the reflection in a short **video** that you can watch at <https://www.uni-muenster.de/CareerService/programm/essay.html>.



At the end of your reflection, please indicate whether you used **AI** (e.g. ChatGPT, Google Bard, Deepl, etc.) in writing the reflection and if so, whether you used AI for a) text writing or b) text revision (e.g. spelling).

Please note the formal requirements for your paper on the next page.

## Formal requirements for your paper

- 1. Length**

Three pages (plus cover sheet)  
The reviewer will only read three pages of your paper; any text beyond this length will not be graded! Papers longer or significantly shorter than three pages will result in a deduction of points. For your orientation: A standard DIN A4 page contains approx. 1,800 characters of text (including spaces).
- 2. Cover sheet**

Please provide a cover sheet using only the template of the Careers Service which you can download from the following address:  
[www.uni-muenster.de/CareerService/programm/essay.html](http://www.uni-muenster.de/CareerService/programm/essay.html)
- 3. Format**

<b>Paper:</b>	DIN A4
<b>Font/font size:</b>	Times New Roman 12 or Arial 11
<b>Line spacing:</b>	1.5
<b>Formatting:</b>	Justified
<b>Pagination:</b>	Number all pages except the cover sheet, page 1 being the first page of your text.
<b>Margins:</b>	2.5 cm left, right, top and bottom
<b>Digital version:</b>	PDF format. Please name the file as follows: "Course name_Last Name_First Name.pdf" Example: A_3_1_Doe_John.pdf
- 4. Appendix, material, photos**

Do not add any supplementary documents (e.g. photos). All relevant information should be included in your text.
- 5. Print copy and digital version**

Please hand in a printed version of your text to the Careers Service and upload a digital version to the Learnweb.  
**a) Print copy:** Please hand in a stapled print version of your text (including the cover sheet) to the Careers Service. Do not use transparent folders or portfolios.  
**b) Digital version:** Please upload a digital version of your reflection (including the cover sheet) in PDF format to the Learnweb (tiny-URL: <https://uni.ms/capt3>).
- 6. Careers Service à la carte**

If you wish to submit your reflection using "Careers Service à la carte", please remember to attach your stamp card to your printed text.
- 7. Deadline**

Final deadline (= date of receipt at the Careers Service and in the Learnweb) is **Friday, 30th August 2024, 11:59 pm**. An extension is NOT possible. If you choose to send your printed version by post, the postmark is considered the date of receipt.
- 8. collection**

You will be notified of the correction by email. Please pick up your corrected reflection from the office within four weeks of receiving the email.