

**Introduction**

It is a requirement of this Certificate course that you maintain a reflective journal and submit it at the end of the course. The main purpose for writing a journal or diary is to reflect on one’s practice in order to make improvements to it in the future.

**What is a Reflective Journal?**

A reflective journal is also referred to as a learning log or reflective diary. The main difference between a reflective journal/reflective diary and a learning log is that a learning log simply records the events in chronological order whereas a reflective journal/reflective diary records your thoughts and reflections on the events. A reflective journal incorporates your reading, listening and writing skills, along with your critical thinking and analytical skills. One of the key functions of the reflective journal is to reconfirm your learning and reflect on your practice.

Entries in a reflective journal can include:

* Points that you found specially interesting from the course, and would like to follow up in more detail.
* Questions that came up in your mind, because of points made in material you read on this topic.
* After an online class (immediately after it, if possible) it's a good idea to reinforce your learning by trying to remember the main things you learned. Think "What were the three main points that were new to me, in the material I read today?" Write them down without looking at the course notes - then compare them with those notes, to make sure you remembered the points accurately.
* Notes from other material you read as a result of the course - whether this was publications cited, or relevant material that you happened to read (such as newspaper articles).
* A record of everything you read in this subject area, while you're doing the course, with a sentence or two on the main points an article was making and how useful you found it.
* Your reflections on this course, and how well it is meeting your needs.
* How your learning in this course is related to what you're learning in other ways.
* Thoughts on how you would use the learning from this course in your work or personal life.

**What form should it take?**

A reflective journal can be in hard copy form or in electronic form. For this course you are required to submit the journal electronically. How you write it before submitting is entirely up to you. You may, for instance, prefer to keep hand-written notes on a daily basis and then type them and store them electronically.

To submit the reflective journal, please use the link at the end of the course.

**How much time should I spend on this? How much should I write?**

As a rough guide, we expect a reflective journal to average about one and a half to two pages per week.

**Required format for a reflective journal**

A template for your reflective journal can be accessed using the link at the end of the course. The questions asked in the template are to help you get started. You do not have to answer all or any of the questions, but please use the main headings so that we have some consistency in the journals that are submitted.