**Students’ Hand out**

The activities in this handout are intended to be completed by the end of Workshop. You will apply what you learn in this workshop throughout your curriculum. The aim is to build a lifelong habit of critical reflection.

## Objectives

By the end of this workshop, students should be able to:

* Define the concept of critical reflection
* Explain the importance of critical reflection
* Describe the 3-stage model of reflection
* Write a critical reflection on teamwork experiences by following the 3-stage model of reflection as discussed in the workshop

## Summary of Activities and Schedule – for a 3-hour class

**Workshop Introduction (5 min)**

**Introduction to Reflection (15 min)**

**Reflection Module (15 min)**

**Activity 1 (20 min)**

**Break**

**Intro to activity 2 (5 min)**

**Activity 2 (20 min)**

**Introduction to activity 3 (5 min)**

**Activity 3 and getting feedback from TAs (40 min)**

**Class discussion on reflection (15)**

**What to do next? (10 min)**

**Final Q/A and submissions (10 min):**

**Note**: If you need to review the content, go to the online reflection module. Here is the link: <https://ecampusontario.pressbooks.pub/engineeringreflectiontoolkit/>

## Introduction

Through reflection, you will be guided to explore what you **learned** through your experience of working on a team during the Fall Term. To accomplish this task, you will be asked to identify, question, and assess your understanding of what happened. In this way, you make meaning of your experiences through this process of reconciling what you expected would happen with what occurred. Reflection is not a reading assignment, a summary of an activity, or an emotional outlet. Rather, reflection is a way for you to achieve a sense of deeper understanding of what you have learned.

In this workshop you learn how to do this, and you will practice it by reflecting on your teamwork experience; you are being asked to think about interactions within your team, what the results were, and how they might be improved upon.

## Reflection Activities

During this workshop, the focus of the reflection will be on your experiences of working on your project as a member of a team this past semester. This semester, you worked on two teams in complete a specific project. By effectively engaging in teamwork throughout this course, you should now be able to:

* Communicate effectively with team members
* Provide effective feedback on teammate's work
* Provide opportunities for all team members to learn and practice technical aspects of teamwork
* Define goals, responsibilities, etc. (team charter)
* Document all teamwork activities (logbook, online learning portfolio)

**Note**: As you go through the activities during this workshop, please remember to relate your responses to the three Course Learning Outcomes listed above.

Through the activities in this workshop, you will be guided to identify, question, and assess your understanding of your experiences to gain a deeper understanding of what you learned about teamwork. You will follow the What? So What? Now What? Reflection model as discussed in this workshop.

## Stage 1: “What?”

Consider your experience working as a member of a team as a first-year engineering student over the past couple of months. This first step of your reflection asks you to identify and examine one thought-provoking during **one** of the projects you worked on this semester. This can be either a positive experience or a challenging one.

Before writing any answers, be sure to skim through all the questions in this activity to see if the experience you selected is suitable for this activity. If it is, then begin answering the questions. If not, consider another experience that can be better used to answer these questions.

**Caution**: The focus is on **your** own beliefs, assumptions, values, and behaviors. Do not provide judgements of other students’ attitudes, behavior, or values. Note that only part of teaching team will read your response and it **will not** be shared with your team members.

In one to three sentences, describe **the context of one event** during the experience of working on the project as a member of a team that you found particularly thought-provoking by answering the following:

* + What happened during this event?
  + When did this event take place?
  + How did you feel during this event?

Response:

Using up to five sentences, reflect on **your actions and thoughts during this event** by responding to the following questions:

* + What actions did **you** take during the event? Why did **you** take those actions? Were they the right response as you look back?
  + What did you expect would happen during this event based on your prior experience working on a team? What was different from your expectations? What was the same?
  + How did others appear to react during this event?

Response:

## Stage 2: “So What?”

Build upon your responses in Stage 1 to critically reflect on your learning through your actions, impressions, and perceived reactions. This activity is about unpacking why this event is important to you and your learning, and may be related to your values, beliefs, or assumptions and how they were confronted or changed as a result of this event.

In three to five sentences, share the importance of this event as related to your learning and understandings of teamwork you developed or exercised:

* Have you had any prior experiences working on a team that related to this event? How do they relate?
* What skills or knowledge about teamwork did you exercise during this event?
* Do/did you feel equipped for this event? Why or why not?
* What elements of teamwork do you think went well? Not so well?
* Were there any moments where you realized that you better understood how to work effectively in a team? Misunderstood how to work in a team?

Response:

In two to three sentences, explain why these new insights are important to you.

Response:

## Stage 3: “Now What?”

Based on your reflection to this point, discuss how you will integrate this new insight into effective teamwork for the Winter Term.

In three to five sentences, write a plan for how to integrate your new insights into working effectively as a member of a team during the Winter term of this course. Please answer the following questions:

* + What is one strategy you plan to use in the remainder of this course as a result of your learning experience?
  + Is there anything you did previously that you would do differently?
  + How will you know if your strategy worked effectively?

Response:

In two to three sentences, describe the possible benefits and challenges involved in your plan.

Response: