



**DP0155W      Reflective Practice**

<b>Lecturer</b>	Rowan Lewis
<b>Unit value</b>	15 Points
<b>Level</b>	Diploma

**Content**

This unit draws students into an action-reflection process to encourage critically engaged practice. Drawing upon the student's own experience in a supervised setting of mission, ministry, community or marketplace, the unit will introduce contexts, models and frameworks for theological and critical reflection, placement supervision, spiritual direction and personal maturity. Attention will be given to the evaluation of a range of experiences, situational dilemmas, acute incidents and the effectiveness of planned engagements. Skills of reflective practice, integrated learning, considered action, cultural and contextual appreciation as well as self-awareness will be emphasised

**Learning Outcomes**

Upon successful completion of this unit, it is expected that students will be able to:

- 1) Reflect theologically on their cultural and contextual setting;
- 2) Engage in a mission, ministry, community or marketplace setting reflecting the skills and standards of ethical practice required;
- 3) Plan, implement and evaluate one new activity that reflects integration of theoretical and practical learning;
- 4) Engage in supervisory relationships.

## Class Outline

DATE	SEMESTER WEEK	TOPIC	REQUIRED WORK
13-Apr	8	<b>Class 1</b> Orientation and Admin	<b>Due:</b> Placement Proposals
20-Apr	9	[No Class]	<b>Due:</b> Placement Agreements
27-Apr	10	<b>Class 2</b> Action Reflection Learning Getting the most out of your placement	
4-May	11	[No Class]	
11-May	12	<b>Class 3</b> First Report: Our Organisations & Placements	<b>Due:</b> Journal Entry 1 (250 Words) - Initial Observations
18-May	13	[No Class]	
25-May	14	<b>Class 4</b> Observation Reports	<b>Due:</b> Observation Report: Assigned students will present their Observation Reports
1-Jun	R&R		
27-Jul	1	<b>Class 5</b> Observation Reports	<b>Due:</b> - Observation Report: Assigned students will present their Observation Reports - Essay Proposals
3-Aug	2	[No Class]	
10-Aug	3	<b>Class 6</b> Activity Reports	<b>Due:</b> Activity Report: Assigned students will present their Activity Reports Journal Entry 2 (250 Words): Reflections on Supervision Meetings
17-Aug	4	[No Class]	
24-Aug	5	<b>Class 7</b> Activity Reports	<b>Due:</b> Activity Report: Assigned students will present their Activity Reports
31-Aug	6	[No Class]	
7-Sep	7	[No Class]	
14-Sep	8	<b>Class 8</b> Significant Incident Reports	<b>Due:</b> Significant Incident Report: Assigned students will present their Significant Incident Reports
21-Sep	R&R		<b>Due 27<sup>th</sup> Sept:</b> Essay (1000 Words)
28-Sep	R&R		
5-Oct	11	[No Class]	
12-Oct	12	<b>Class 9</b> Significant Incident Reports	<b>Due:</b> Significant Incident Report: Assigned students will present their Significant Incident Reports
19-Oct	13	[No Class]	
26-Oct	14	<b>Class 10</b> Conclusion	<b>Due:</b> Journal Entry 4 (250 Words) – Final reflections + one other nominated Journal entry
2-Nov			<b>Due:</b> - Placement Evaluation Form - Supervisors Report

# REQUIRED TASKS SUMMARY

## PLACEMENT ADMINISTRATION

There a variety of administrative tasks associated with your placement. While these are not formally part of your assessment, they are all designed to support the learning process or placement and ensure you have the best possible experience.

**Please note: these tasks MUST BE COMPLETED in order to achieve a pass for this unit**

**(1) Placement Proposal**

**Due date:** 13<sup>th</sup> April

**(2) Placement Agreement**

**Due date:** 20<sup>th</sup> April

**(3) Field Placement Supervisors Report**

**Due date:** 2<sup>nd</sup> November

**(4) Field Placement Evaluation**

**Due date:** 2<sup>nd</sup> November

## ASSESSMENTS

**(1) Journal: Placement Reflective Journal**

**Due dates:**

May 11<sup>th</sup>: 250 word entry - Initial Observations

August 10<sup>th</sup>: 250 word entry - Reflections on Supervision Meetings

October 26<sup>th</sup>: 2 X 250 word entry – Final observations (written prior to final supervision meeting – See Placement Administration #4 above) + one other entry from throughout the year.

**Weight:** 30%

**(2) Placement Reports: Observation, Activity and Significant Incidents**

**Length:** 500 words each + class presentation

**Due date:** Students will be assigned dates for each presentation. Their report is due the Sunday night (11:55) prior to their presentation.

**Weight:** 40%

**(3) Essay:**

**Length:** 1000 words each + class presentation

**Due date:**

27<sup>th</sup> July (in class) – essay proposal

27<sup>th</sup> September (11:55pm) – final essay due

**Weight:** 30%

# PLACEMENT ADMINISTRATION

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## (1) Placement Proposal

**Please note:** this MUST BE COMPLETED in order to achieve a pass for this unit

**Due date:** 13<sup>th</sup> April

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Students are to seek out a placement which provides a suitable context for them to grow in experience, utilise their skills and be adequately supervised and mentored in this task.

Students must first submit a proposal that outlines details relating to their placement and supervisor. Students should come to class in week one with this proposal completed for approval by the Unit Coordinator.

Placement Proposal Forms can be found at <http://next.asn.au/placements/> and the Unit Ark site.

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## (2) Placement Agreement

**Please note:** this MUST BE COMPLETED in order to achieve a pass for this unit

**Due date:** 20<sup>th</sup> April

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Once the Unit Coordinator has approved the placement, students must then clarify and agree on their placement details with their supervisor. These details include:

- Clear description of the tasks / activities being undertaken
- The objectives / desired outcomes / experience the student is seeking by undertaking this placement
- Agreement with the supervisor on the key tasks required and expectations the organisation has of the student.
- Scheduling of dates and times for supervision meetings.
- Agreement by the supervisor that they are aware of their responsibilities.

Please note that this agreement represents a commitment from the student and supervisor to the details outlined in the agreement, as well as the responsibilities outlined in the **Placement Handbook**.

Placement Agreement Forms and Handbooks can be found at <http://next.asn.au/placements/> and the Unit Ark site.

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**(3) Field Placement Supervisors Report**

**Please note:** this MUST BE COMPLETED in order to achieve a pass for this unit

**Due date:** 2<sup>nd</sup> November

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**Supervisors Confidential Evaluation of Placement and Student**

Students are required to organise for their supervisor to send in a Supervisor Confidential Feedback Report. The report can be downloaded from the NEXT Website (<http://next.asn.au/placements/>) or the Unit Ark site.

Supervisors can complete the form by typing directly into the file and emailing it to the unit coordinator, or by printing out the form and manually filling it in (a reply paid envelope is available at Tabor Reception upon request).

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**(4) Field Placement Evaluation**

**Please note:** this MUST BE COMPLETED in order to achieve a pass for this unit

**Due date:** 2<sup>nd</sup> November

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**Student Evaluation of Supervision**

Students shall submit a final reflection upon their experience of supervision. This reflection should include

- an evaluation of the supervision meetings,
- their own preparation and effective use of these times,
- significant lessons learnt of insights gained from the meetings.

**NOTE: this evaluation must be prepared before your final supervision meeting and be discussed with your supervisor. It must be handed in manually with both the Supervisor's and Student's signature on it.**

# ASSESSMENTS

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## (1) Journal: Placement Reflective Journal

### Due dates:

May 11<sup>th</sup>: 250 word entry - Initial Observations

August 10<sup>th</sup>: 250 word entry - Reflections on Supervision Meetings

October 26<sup>th</sup>: 2 X 250 word entry – Final observations (written prior to final supervision meeting – See Placement Administration #4 above) + one other entry from throughout the year.

**Weight:** 30%

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The main goal of this unit is to sponsor the students learning through reflection upon their placement. To encourage this reflection, students are required to keep a WEEKLY journal. Journal entries are required to be handed in progressively throughout the year (see Due Dates above). Your journal should record:

1. Brief description of activity undertaken and hours spent at placement. This can be brief but represents the minimum weekly journal entry.
2. Reflections, musings, explorations, learnings and prayers in relation to their placement.
3. Questions and inquiries taken to supervision meetings
4. Notes and reflections upon these meetings
5. Insights and ideas gained from required and other readings

Your journal will be instrumental in helping you to make the most of your placement supervision meetings by preparing for them and reflecting afterwards.

In order to pass this assessment task, this journal must have

1. Basic Placement Description: at least 1 entry per week that at minimum documents your placement activities and hours (this can be brief)
2. Reflections: Significant entries that reflect upon specific dimensions of their youth work skills, including:
  - a. Analysis: of own youth work skills in terms of effectiveness
  - b. Integration: how the student develops their learning to inform future youth work practice
  - c. Teamwork: how issues of teamwork and working with others affects their youth work practice
3. Supervision Meetings: Students will prepare for their supervision meetings by considering specific questions or issues to be discussed at the meeting AND informing their supervisor of these in advance. Your journal should also contain a reflection and summary of 4 of these meetings
4. Conclusion: A final conclusion that reviews their placement in relation to the objectives listed in their Placement Agreement and identifies their learning during this unit. This conclusion will be the basis for each student making an oral presentation of their learning during the final week of class. This section of your journal must be typed.

Please note that this journal is intended to sponsor and encourage your reflection. In terms of assessment, the marker will need to see that the work has been satisfactorily completed, but does not need to read every word. It is more important that you be able to reflect freely without editing your responses because they may be read later. When it is time to hand in your journal, you will be able to specify which parts of your journal are private and which parts can be assessed.

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## **(2) Placement Reports: Observation, Activity and Significant Incidents**

**Length:** 500 words each + class presentation

**Due date:** Students will be assigned dates for each presentation. Their report is due the Sunday night (11:55) prior to their presentation.

**Weight:** 40%

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The majority of our time together in class will be made up of students discussing and reflecting upon various experiences they have had during their placement. Each class will have 3 or more students presenting their reports and following each report will be a time of discussion and reflection. Specifically, students will be assigned three dates to report on three kinds of experiences: 1) Observation of a placement activity; 2) their reflections upon running an activity; 3) a significant incident. Students are required to upload their report to ARK on the Sunday night (11:55pm) prior to the date their report is due. If students wish to revise their report in the light of the class discussion, they have one week following the class to do so.

Each report should contain the following content and should increasingly draw upon the following skills:

**Description:** of the situation, activity or undertaking; its preparation and objectives.

**Analysis:** how was the situation, activity or undertaking received; how did those present experience it, what was strong/weak?

**Relevant Theory:** what theory and practice was implicit in the situation, what did you learn for your own future practice of this kind.

**Theological Reflection:** how did you discern God's presence in this situation, how did the situation cooperate with the Kingdom?

**Evaluation:** how well were the objectives accomplished, what learning do you take away from the situation, what steps would you take for next time?

### **Report #1 Observation Report:**

Students are required to describe and reflect upon **an observed situation, activity or undertaking that is NOT of their initiation, planning or execution**. The goal of this report is to apply the action/reflection process and also to draw upon theological reflections and observations in their placement setting.

### **Report #2 Youth Work Activity Report:**

Describe and reflect upon **a particular situation, activity or undertaking that you were responsible for**. The activity does not necessarily have to be particularly outstanding, but your reflection will be assisted if it was planned for and deliberately engaged with.

### **Report #3 Significant Incident Report:**

Describe and reflect upon **a particularly significant placement experience**. Significant in this instance means that it stands out from the rest and is particularly memorable because of its impact upon you and your formation. This may be both positive and/or negative experience.

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**(3) Essay:**

**Length:** 1000 words each + class presentation

**Due date:**

27<sup>th</sup> July (in class) – essay proposal

27<sup>th</sup> September (11:55pm) – final essay due

**Weight:** 30%

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Students are to research and respond to emerging issue that has arisen as a result of their engagement in the placement setting. Such an issue may be:

- theological in nature – inquiring into the theological implications of their involvement,
- theoretical in nature – seeking greater insight into a practice framework (such as youth work, community development etc) that underpins their placement's activity.
- skill-based or practical in nature – seeking to identify and evaluate actions, behaviours and skills that are relevant to their practice setting

Examples might include:

- investigating the prophetic call of the bible to minister at the margins
- exploring positive youth development as an approach for working with young people
- identifying key tasks or behaviours that assist with outreach work in urban settings
- developing a theology of youth ministry

**Students must submit (in class) a proposal that:**

- outlines the issue they wish to investigate
- provides some background as to why they want to investigate
- identifies a specific question they wish to answer