



The Science Education
Partnership & Assessment Lab
San Francisco State University

Bio 644 *LEADerS Service Learning Course: Learners
Engaged in Advocating for Diversity in Science*

Guidelines for Scientist Reflective Journals

The primary purpose of the Reflective Journal is to provide an opportunity for each of you to reflect regularly on your professional and teaching experiences and what you are learning in class. These journals are confidential and are intended to be a forum for frank and honest reflection.

What should I write about in my journal?

Although you will submit your journal for your instructor to read, please try to use it primarily as a tool for yourself. It is a place to celebrate successes, revisit frustrations, grapple with confusions, and reflect on things you are learning from your experiences in the classroom. Some weeks we will also ask you to reflect on a particular topic, perhaps about a reading or about activities from class, while other weeks will be more open-ended writing. Please see the instructions for each week's journal on iLearn.

How much time should I spend writing?

In our busy lives, time for reflection can be elusive, yet it is essential in processing new experiences and ideas. We ask that you spend **at least 30 minutes** on your reflective journal entry each week. If you find this writing time particularly useful, please feel free to spend more time. In general, the length of your **reflective journal entries should be more than 300 words** (which is about half the words on this page).

How do I submit my journal entries?

Please compose your work in a word processing file on your computer and then paste your work into the online text space waiting for you each week on iLearn. We suggest saving it on another file first, as a back-up, then submitting on iLearn!

What happens to them when I turn them in?

We read them! We really do! We, the instructors, will be the primary reader of your reflections, and we very much appreciate your candor and willingness to share your frank thoughts with us. In some instances, we may share pieces of writing with the class, anonymously. If for any reason you would prefer that we not share pieces of your reflective journal entry during a given week, just note that at the beginning of your entry. In addition, we will be looking for common themes among the group to chart our course through the semester.

When are they due?

Please submit reflections **no later than 11:59pm on TUESDAYS** so that we are able to read your reflection before class on Wednesday.

How will they be graded?

Each weekly reflection will be worth 10 points. Half of the points will be given for turning the assignment in on time, and half of the points will be given based on completeness of the assignment and the depth of reflection. **No late work will be accepted.** You will NOT be graded on the content of what you write.