

E portfolio: Introductory session

You have been told already about the poster presentation, the assignment which comprises 30% of the mark for this module. On Wednesday the module team will tell you about the reflective account, a written assignment in which you explore **your own** learning about team work and communicating in teams while developing your poster. This is an individual piece of work and accounts for 70% of your total mark.

We hope that you will use the e portfolio facility to keep a private log of your experiences while working in your groups. This is a short introductory session on e portfolio and there is a link to e portfolio from the web CT site for IPE 1. Please make sure you can access this site in the first week of classes. If you have any problems in accessing or using this site please contact your group tutor or eportfolio@qmu.ac.uk

The aim of this session is to:

Demonstrate how to access e portfolio

Demonstrate how to create a blog on e portfolio

WHY?

Have you ever kept a journal or diary? If you have, you may have re read an entry weeks or even months later and come across events, thoughts or feelings that you had completely forgotten about. You may also have a completely different perspective on these events now that they are over (I don't know why I was so worried about that....). Many authors such as Gibbs, or Johns who write about reflection suggest that you write down your experiences as soon after the event as possible as your thoughts are still fresh. After an event we can sometimes miss out important details, or 'rationalise' events (it wasn't really my fault!), that can be illuminating in the future.

If you keep a diary every time you have a group meeting, or when you feel strongly about something happening in your group you will compile a detailed record of your experiences over the semesters. You will be able to re read your reflective diary in March and April, when you are preparing to write your reflective account, and you may come across thoughts and feelings from the early group sessions that you had forgotten about, you may also notice themes, such as effective or ineffective communication within the group, periods of activity or periods when motivation was

low etc. You may also notice development of the group through different phases, or changes in your attitude or own feelings in your poster group, e.g. from feeling quite apprehensive in the initial stages to feeling more comfortable, or able to speak out in the group.

It is the identification and exploration of these themes that the markers are looking for in your reflective accounts:

Things to note are:

- Which aspects of working on the group poster did you most enjoy?
- Which aspects did you find most difficult?
- How did you feel during the group meetings?
- What did you feel that you were able to contribute to your group?
- Were there members of the group you got on particularly well with? Why?
- Were there members of the group you found it difficult to work with? Why?
- Do you feel that you, personally, were able to do anything to help solve problems or improve team working within your group?
- Are there things that you wish you had said and done but didn't? Why not?
- Do you feel that your group were supportive of one another?
- Do you feel that your group had a clear leader?
- If so, was that helpful or not?
- Do you feel that your group supported one another?
- What would you do differently if you had another chance?

Your entries do not need to be long or involved, can make short notes after the session as reminders of what went on and how you felt.

Although you can keep a paper diary the e portfolio is a useful tool (and much less likely to be left on the bus!) which we hope you will develop during your programme. In the future you may use the CV facility, or web folio to keep a note of your ongoing professional development. Like any new skill, the more you use e portfolio, the easier it will seem.

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