Guidelines for Reflective Journal

One task in the Teaching in Higher Education Certificate Program is a weekly journal entry. In the journal entry you are asked to write about an event that you found meaningful in your teaching experience that week—for example, an event that made you feel satisfied or frustrated, proud or angry, successful or unsuccessful. In the entry, we ask that you reflect on the experience and what it means to you as a teacher. You should also draw upon what you learned at the Teaching in Higher Education Seminar and relate the theory and readings you have studied in the seminar to understand your experience.

- Each journal entry should be a Word document that is 1-2 pages, double spaced, with 12-point Times New Roman font.
- Journal entries should be submitted each week by Sunday midnight.
- If you are teaching during the Spring or Fall Semesters, you must submit at least 10 journal entries by the end of the semester. If you are teaching during the Summer Semester, you must submit at least 6 journal entries.

The primary goal of this task is for you to reflect on your own learning and teaching experiences throughout the Reflective Practicum. Writing a reflective journal provides you the opportunity to take a break from the day-to-day whirlwind and proactively engage in understanding and making informed decisions in your teaching practice. Another important goal of this task is to provide us at the TLC with a sense of your experiences and development as a teacher as well as feedback on the program.

Remember that this is one of the four documents (Reflective Practicum Log, Certificate Application, and Evidence of Teaching Form) necessary to complete the Teaching in Higher Education Certificate Program.