



# Trinity Guided Reflection

Trinity Co-Curricular and Extra-Curricular Personal Development Support

## Part 1: Introduction

This guided reflection tool is aimed at guiding you through a reflection on your learnings gained from activities outside the classroom, for example during a summer job or informal internship, from a volunteering experience, a sporting achievement or activity. In particular it is intended to help you **CAPTURE** how you have developed your skills and to **ARTICULATE** this effectively.

The more you reflect, the more natural it will become. You can use this tool to reflect on each activity you undertake and build up a bank of your personal reflections.

### BENEFITS TO YOU:

- Personal development (Certificate)
- Apply for Trinity Awards
- CV and Interview Preparation

[FIND OUT MORE](#)

**Remember:** Download and **SAVE** BEFORE you begin!!

- 1.1** Give a brief title for the experience you wish to reflect on
  
- 1.2** Give the time frame for the experience  
Date From:  
Date To:
  
- 1.3** Start by briefly describing the experience (suggest approx. 200 words)

[NEXT](#)

## Part 2: The Graduate Attributes

Now you will be guided through a reflection on the experience, in particular if and how the experience helped you to develop each of the Trinity Graduate Attributes laid out below.

The Trinity Graduate Attributes represent the qualities, skills and behaviours that Trinity students will have the opportunity to develop during their programme of study.

### Trinity Graduate Attributes



Depending on the experience, YOU decide which of the Graduate Attributes is appropriate to include in the reflection (one or more).  
DON'T WORRY if you are not familiar with the Graduate Attributes - you will be guided at each stage of the process by descriptors provided for each of them.

REMEMBER that the Graduate Attributes are developed over your entire university experience, not only through the curriculum, but also in non-credit-bearing co- and extra-curricular activities (such as summer work placements, internships, or volunteering).

**NEXT**



Reflect on the experience, in particular consider if it helped you **to think independently** making use of the following example questions as prompts:

- Did it give you the opportunity to do independent research or exploration?
- Did it deepen your personal knowledge and /or call on you to use the knowledge you have?
- Did it give you the opportunity to think creatively and/or critically?
- Did it give you the opportunity to show leadership skills?

**IF YES TO ONE OR MORE**



**NEXT**

**IF NO TO ALL**



**NEXT**



**2.1.1 Describe** how the experience helped you to think independently (using the prompt questions above where helpful)

**2.1.2 Feeling:** How did that aspect of the experience make you feel? (For example Empowered, Anxious, Nervous, Happy, Upset, Confident)

**2.1.3 Evaluation and analysis:**

What aspects of this part of the experience went well? (what was easy / successful?)

What aspects of this part of the experience did not go so well? (what was challenging/ difficult/ not so successful?)

**2.1.4 Action:** Faced with this situation again, what would you do differently? What skills do you need to further develop your ability to think independently and what plan can you put in place to acquire them?

**NEXT**



Reflect on the experience, in particular considering if it helped you to **communicate effectively** making use of the following example questions as prompts::

- Did you have the opportunity to develop your public speaking skills e.g. presentations, debate, video?
- Were you required to listen, persuade and/or communicate effectively in order to collaborate with others or to connect with people?
- Were you required to develop and/or use written communication effectively?
- Did you develop other specific communication tools?
- Did you develop digital skills (e.g. social media)?
- Did you develop skills in other languages?

**IF YES TO ONE OR MORE**



**NEXT**

**IF NO TO ALL**



**NEXT**



**2.2.1 Describe** how the experience helped you to communicate effectively (using the prompt questions above where helpful)

**2.2.2 Feeling:** How did this experience with communication make you feel, during and after? (For example Empowered, Anxious, Nervous, Happy, Upset, Confident)

**2.2.3 Evaluation and analysis:**

What aspects of this part of the experience went well? (what was easy/ successful?)

What aspects of this part of the experience did not go so well? ((what was challenging/ difficult/ not so successful?))

**2.2.4 Action:** Looking back now and understanding your own perspective and feelings how would you adapt your approach in the future? If a different situation arose could you use these skills again? Is there something you would do differently?

A blue, three-dimensional arrow pointing to the right, with the word "NEXT" written in white capital letters in the center.

NEXT

## 2.3 To Develop Continuously



Reflect on the experience, in particular considering if it helped you to **develop continuously** making use of the following example questions as prompts::

- Did the experience help you to develop a new or existing skill?
- Did you build on your knowledge and understanding of an area?
- Did you enhance your career readiness?
- Did you develop financial skills through budgeting, planning fundraising and making presentations?
- Did you have the opportunity to use reflective practice for personal development?
- Did you have to adapt to change?
- Did you have to take measured risks?

**IF YES TO ONE OR MORE**

**NEXT**

**IF NO TO ALL**

**NEXT**



**2.3.1 Describe** how the experience helped you to develop continuously (using the prompt questions above where helpful)

**2.3.2 Feeling:** How did that aspect of the experience make you feel? (For example Empowered, Anxious, Nervous, Happy, Upset, Confident)

**2.3.3 Evaluation and analysis:**

What aspects of this part of the experience went well? (what was easy/ successful?)

What aspects of this part of the experience did not go so well? (what was challenging/ difficult/ not so successful?)

**2.3.4 Action:** Faced with this situation again, what would you do differently? What step(s) can you take now to further develop this area?



NEXT



Reflect on the experience, in particular considering if it helped you **to act responsibly** making use of the following example questions as prompts::

- Did you have to take initiative and act on the basis of the knowledge and understanding you have?
- Did you need to take responsibility and/or initiative?
- Did you take a role in a team/group?
- Did you have to make a decision where you needed to think and act ethically?

**IF YES TO ONE OR MORE**

**NEXT**

**IF NO TO ALL**

**NEXT**



**2.4.1 Describe** how the experience helped you to act responsibly (using the prompt questions above where helpful)

**2.4.2 Feeling:** How did that aspect of the experience make you feel? (For example Empowered, Anxious, Nervous, Happy, Upset, Confident)

**2.4.3 Evaluation and analysis:**

What aspects of this part of the experience went well? (what was easy/ successful?)

What aspects of this part of the experience did not go so well? (what was challenging/ difficult/ not so successful?)

**2.4.4 Conclusion and Action:** If a different situation arose could you use these skills again? Is there something you would do differently?

A blue arrow-shaped button pointing to the right, containing the word "NEXT" in white capital letters.

**NEXT**

## Part 3: Concluding Reflection

- 3.1** Now that you have completed the reflection on how the experience helped develop the graduate attributes, write about the experience with a focus on what emerged from the reflection.  
(suggest approx. 400 words)
- 3.2** Compare the description you wrote in 1.3 to the reflection in 3.1. What have you learned about the experience through the reflective exercise? Are you more aware of and/or can you articulate better the learnings, skills and developments gained through the experience?

Date Completed:

This reflection is now complete but note that the more you practice reflection the deeper you can engage with the questions; for example you may find that you become more comfortable answering the later questions under each attribute as you become more experienced (i.e. Evaluation and Analysis, Conclusion and Action).

**SAVE THIS REFLECTION TO YOUR PERSONAL FILES**

## What next? How to use your recorded reflection.

This is just the start of your personal reflective journey. The more you engage, the more you'll learn and the more your personal, and professional development will benefit.

Here are a few ways that you can use your pdf records of reflection:

**1. Receive a Certificate of Completion as a record of your reflective practice.**

Compile your completed reflections, submit them to [scamero@tcd.ie](mailto:scamero@tcd.ie) and you will be issued with the Certificate. There are 3 levels available – Novice (5 reflections), Intermediate (10 reflections) and Advanced (15+ reflections). Certificates, signed by the Dean of Students, are a record of your reflection on attaining the Graduate Attributes through co- and extra-curricular activities. See <https://www.tcd.ie/students/reflection/completion/> for further details.

**2. To Apply for Trinity Awards and Scholarships.** You can use the resulting pdf record of this reflection in part fulfillment of the criteria for the awards listed below, or to prepare for and improve your submission for awards in the Career Service.

See <https://www.tcd.ie/students/reflection/awards/> for information on Co- and Extra-Curricular awards, including:

- **Dean of Students Awards**
- **Sports Awards and Scholarships**
- **Trinity Employability Award and Scholarships**

**3. CV and Interview Preparation.** Save a bank of reflection pdfs and use to prepare for interview questions or to build your CV. You can learn from any experience and use this to build towards e.g. getting a better summer job next year, applying for a summer internship, etc.

**4. Measure your own development** from 1<sup>st</sup> year to 4<sup>th</sup> year and beyond by comparing your initial reflections with later reflections. The more you engage the easier it will become and the more you will learn.

## Would you like feedback?

Clinics to provide Feedback on your reflections are held twice a semester facilitated by the Civic Engagement Officer – see <https://www.tcd.ie/students/reflection/feedback/> for further information.

**BACK TO START**