Assignment: Creating Your Personal Action Plan

**Time Estimate**: approx. 30-60 minutes

Taking in the reflections from throughout this module, write a 300-500 word personal action plan outlining

1. your commitments you’d like to make regarding your career development,
2. the necessary next steps for your career growth, and timing for these,
3. and how your recent WIL experience informs these commitments.

You may use the following prompts, in addition to expanding upon your goal setting activity, to support your writing:

* How does this experience influence your future career decisions over all?
* What values were reinforced or challenged in this experience, and what did you learn from them being reinforced or challenged?
* What kind of impact(s) were you able to (or not able to) achieve or contribute to in this project? Would you like to continue this kind of contribution? Or do you have other impacts you’d hope to achieve?
* Did you enjoy the kind of work you did? Why or why not, and how will this inform your future job search?
* What competencies did you develop and looking forward to further using in you career?
* What competencies were underdeveloped and you look forward to developing further, and how so?

## Feedback Guide

Feedback for this type of assignment should aim to support the student’s articulations of their achievements from their recent experience and their future career goals. Moreover, feedback should aim to build confidence in this articulation, to encourage the student to highlight achievements and to have confidence in establishing a plan.

It might be helpful to highlight two strengths and an area of improvement for each component below.

Here are categories of feedback to support that articulation and confidence:

**Clear articulation**: Highlight the strengths of their articulation in communicating clearly their experience, achievements, and the goals they have set for their next steps. Suggest where they can improve that clarity by pointing out areas that might be vague or underdeveloped or expressed awkwardly. Pointing to the provided prompts can support you in highlighting where they can dig more into detail and clear articulation.

**Evidence and Specificity**: Related to above but can be a separate area. Highlight where they might need stronger evidence to back up certain claims. Or, sometimes you may need to encourage stronger specificity, such as the contributions they made within a group or how they will go about to achieve the goal they set.

**Thoroughness of Reflection**: By the end of the activities, students should be engaging in deep and thorough reflection by making some connections between the activities, especially when considering their goals and next steps. What you can highlight is: are you seeing the student making those connections between their recent experience, coursework, and future goals? For instance, how their values informed their project and are something they would like to carry forward in future work; or how challenges they encountered inform future skill development. Highlight these connections and note the strengths of them making those connections. If they don’t make these connections, encourage them by highlighting areas where they could make those connections.

**Optional Rubric**

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|  | Excellent (4) | Good (3) | Adequate (2) | Needs Improvement (1) |
| Articulation | Action plan communicates clearly and with sufficient detail the achievements in experience and future career goals. | Action plan communicates achievements in experience and future career goals, requiring some clearer or more detail. | Action plan highlights some achievements and future career goals, but further detail and specificity is needed. | Action plan is vague and/or not detailed enough in describing achievements and future career goals. |
| Evidence | Action plan includes examples of achievements or contributions with sufficient detail. | Action plan mostly includes examples but could benefit form more examples or examples are slightly vague. | Action plan contains some examples but there is a lot more claims made that would benefit from examples. | Action plan contains little to no examples to back up claims made. |
| Thoroughness of Reflection | Action plan thoroughly demonstrates an engagement with the areas of reflection in the module, including values, skills, impact, engagement, and academics. | Action plan mostly demonstrates engagement with the areas of reflection but may need further engagement with one or two areas of importance. | Action plan somewhat demonstrates an engagement with areas of reflection but is limited. | Action plan demonstrates little to no engagement with areas of reflection. |