

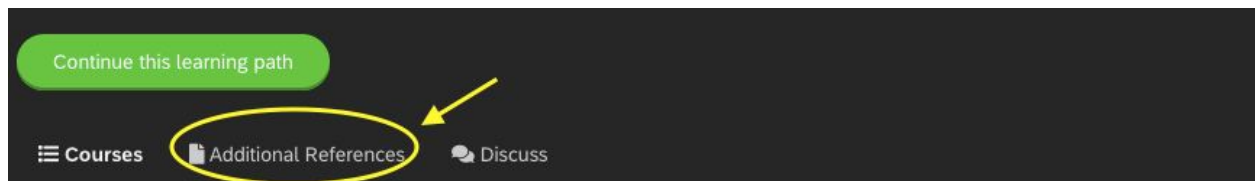
## Reflection Journal Submission Guidelines

Reflection journals require learners to reflect on what they've learned within the unit. Reflection Journals are due at the end of each core unit and are marked Monday to Friday between 9 am and 5pm EST. Learners must receive a passing grade (100%) in order to continue with their learning within the unit.

Please see the guidelines below for information on how to access, complete and submit your reflection journals.

### To download the Reflection Journal Questions

1. Download the Reflection Journal questions when prompted throughout the lessons as a Microsoft Word document or through the Additional References tab.
  - a. When downloading these questions through the Additional References tab, they will first download as a zip file which you will then be required to open in order to view the folder of questions.



### [How do I access the Additional References section?](#)

2. Save the journal questions onto your own device or removable drive. Keep note of where you have saved them so you can easily access them later.

### Reflection Questions versus Reflection Journals

Throughout the lessons, you'll be asked reflection questions. These may be similar to your Reflection Journal questions, but they are not the same. [Your answers to these questions in the lessons are not graded and are not saved.](#) These are simply short answer self-assessment questions. If you'd like to save your answers, be sure to copy and paste them into a document on your computer or device.

### Working on your responses

We recommend waiting until you have completed and exited your lesson before working on your Reflection Journals. Once you are ready to begin, open the Word document with the Reflection Journal question and answer the question in a new word processing document or directly within the existing Journal document. Repeat this for each question.

The number of Reflection Journal questions will vary in each unit. Be sure you have completed all of them before attempting to submit your responses.

### Submitting your responses

When you have completed the last lesson of the unit, you will be able to submit your reflection journals. Once here, copy and paste all reflection journal responses into the correct submission fields and click Submit.

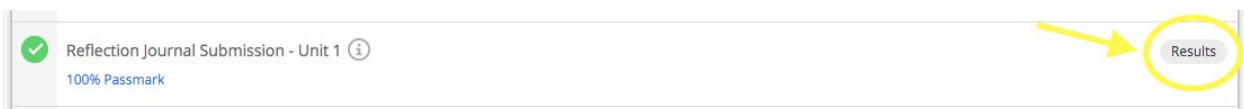
Once you have begun a journal submission, do not click **Back** as it may move you into the previous lesson and lock you out of your journal submission. If this happens, please [contact TEFL Support](#) for assistance.

### Journal Grading

Once you submit your responses, simply await marking. Do not reopen your journals as this will prevent us from being notified or being able to mark them.

**If you have inadvertently reopened your journals, please [contact TEFL Support](#) for assistance.**

Once your journal has been marked, you may review your results by navigating to the unit and clicking on “Results” on the far right-side of the journal section.



If you have received any grade less than 100%, you will be required to edit your responses and resubmit your journals. Please edit your responses in your existing Word documents, save your new responses, and copy and paste your edited answers once again into the submission space. *Be sure to submit a response for every question, including those you scored correctly on.*

**The grade you receive does not represent your performance.** It simply represents the number of questions on which you received 100% (or a level 3 and above) out of the total questions. For

instance, a grade of 60% may mean you received a level 4 on 3 journal questions and a level 2 on the remaining 2 questions.

## Frequently Asked Questions

- [Can I see a sample reflection journal?](#)
- [When will my written assignment/reflection journal be marked?](#)
- [I didn't pass my reflection journal, what now?](#)
- [Do I have to complete the course in order? Can I work on other parts of my course while I'm waiting for my work to be graded?](#)

## Reflection Journal Rubric & Requirements

Along with the rubric below, please keep the following in mind when writing your journals:

- Though each reflection journal question is different and there is no word limit, you should aim for a response that is a minimum of 250-500 words.
- Journals should be well thought out, use full sentences (unless otherwise specified), and be free of grammatical and spelling errors.
- Be sure to read and answer all prompts and/or questions in each journal. All questions and/or prompts must be completed in order to pass.
- [Academic integrity](#) is important to us. Plagiarized journals, inappropriate comments or other acts that do not align with these principles will result in an automatic fail.

Components	Pass		Fail	
	Level 4 Excellent	Level 3 Good	Level 2 Satisfactory	Level 1 Needs Improvement
Demonstrates understanding and knowledge of the content and pedagogy	Responses demonstrate a comprehensive integration of new learning.	Responses demonstrate a considerable integration of new learning.	Responses demonstrate some integration of new learning.	Responses demonstrate a limited integration of new learning.
Uses critical thinking skills and	Thinking and questioning reflect	Thinking and questioning reflect	Thinking and questioning reflect	Thinking and questioning reflect



<p><b>inquiry skills to think about learner learning</b></p>	<p>an extensive amount of critical analysis on their own strengths, needs, and interests</p>	<p>a substantial amount of critical analysis on their own strengths, needs, and interests</p>	<p>an adequate amount of critical analysis on their own strengths, needs, and interests</p>	<p>a minimal amount of critical analysis on their own strengths, needs, and interests</p>
<p><b>Expresses and organizes ideas for self-directed learning</b></p>	<p>Learner identified, gathered, evaluated, and used an extensive amount of information and resources to reflect on their own learning.</p>	<p>Learner identified, gathered, evaluated, and used a considerable amount of information and resources to reflect on their own learning.</p>	<p>Learner identified, gathered, evaluated, and used some amount of information and resources to reflect on their own learning.</p>	<p>Learner identified, gathered, evaluated, and used a limited amount of information and resources to reflect on their own learning.</p>
<p><b>Applies new knowledge and learning to the classroom</b></p>	<p>Learner is effectively able to apply their new knowledge of teaching pedagogy and strategy in the classroom to meet the needs of all of their learners.</p>	<p>Learner is able to apply their new knowledge of teaching pedagogy and strategy in the classroom to meet the needs of all of their learners with considerable effectiveness.</p>	<p>Learner is able to apply their new knowledge of teaching pedagogy and strategy in the classroom to meet the needs of all of their learners with slight accuracy.</p>	<p>Learner inaccurately applies their new knowledge of teaching pedagogy and strategy in the classroom to meet the needs of all of their learners.</p>
<p><b>Demonstrates clarity in language use</b></p>	<p>Learner expresses ideas with little to no spelling or grammatical errors and expresses abstract concepts accurately.</p>	<p>Learner expresses ideas with minimal spelling or grammatical errors and expresses abstract concepts fairly accurately.</p>	<p>Learner makes spelling or grammatical errors that slightly hinder comprehension and expresses</p>	<p>Learner makes spelling or grammatical errors that hinder comprehension and expresses abstract concepts inaccurately.</p>



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