Learning Journal Summary Guidelines

The journal given to you when you enrolled in the Certificate for Emerging Leaders is for your reflection; only a summary paper is to be handed in. Please do not hand in your entire journal.

The best place to start your Learning Journal is with some reflective questions.

You may find value in returning to these questions as you progress through your certificate:

- What have I learned about myself, my emotional responses to learning; the highs and lows?
- What have I learned that relates to me, my workplace and my work colleagues?
- What have I learned about myself in terms of being an Emerging Leader?
- What learning tasks were most difficult or easy?
- What was the most significant and/or surprising learning?

You might also want to reflect upon and include responses to the following as part of your Learning Journal:

- A critique of seminar readings and other texts you find related to each seminar topic.
- Your reaction to particular ideas, questions or comments raised in class.
- Your reaction to activities and exercises.
- Any “aha moments” that may have occurred to you.
- Insights about your values, biases, personal preferences and leadership style.
- Connections between seminar topics and workplace issues as well as personal.
- Examples of when you applied learnings from the seminars and the outcome.

How to write a Learning Journal Summary

The Certificate for Emerging Leaders is about professional and personal development as an Emerging Leader in the workplace. The journal is a tool for you to capture your learning throughout the program. The summary paper is the culmination of your most significant learnings.

The expectation is for you to review your Learning Journal entries and then submit a paper that summarizes your learning, the changes you have made in yourself and the changes you have made in your workplace. The paper should be **5 to 7 pages long**, double-spaced, following the APA Style Guide (when referencing) - https://owl.english.purdue.edu/owl/section/2/10/

While we invite you to reference your course notes in a discussion of your progress, we ask that you do not submit your course notes or a direct summary of each course.

2500 University Drive NW, Calgary, AB, Canada T2N 1N4  •  conted.ucalgary.ca
The Learning Journal Summary is to be completed within 3 months of completing the final seminar and is a requirement for attaining your Certificate for Emerging Leaders. Certificates will not be granted until the summary paper is submitted and marked.

Questions

If you have any questions, please contact Luisa Cruz-Milette, Program Manager, Business Seminars & Corporate Training at 403-220-5049, or by e-mail at luisa.cruzmilette@ucalgary.ca