A reflection paper is an informal expository paper where it is considered acceptable to use the “I” voice. The reason for this is that you are communicating your own thoughts and opinions and you reveal the process which led you to these thoughts and opinions.

In a general reflection paper, the writer:

- clearly identifies the focus of the paper
- reveals the thought process
- indicates the areas that caused problems or dilemmas – if any
- indicates any conclusions or revelations reached.

**Tips for Writing Self-Reflections**

When writing a reflection paper as an evaluation of your overall learning process in the course/internship, consider the following:

- How was I as a learner before I entered the internship?
- Have I changed? If so, how?
- How has my participation in this internship changed my learning process or my view of myself as a learner?
- What have I gained (or not) by participating in this internship?
- Have I learned anything new about the internship or myself?
- How would I evaluate my own contributions to this internship?

**Reflection Paper Checklist**

1. Does your paper meet the Department of Teacher Education internship guidelines? Proofread for grammar and spelling. You will be presenting papers and other work to teachers and administrators – your grammar and spelling are important.
2. Did you grapple with the issues? Have you critically examined the objectives?
3. Does your writing support the objective with research or experiential evidence? What are some of the sources?
4. Did you define or explain your vocabulary? (Sample: If you mention Gardner’s Theory of Multiple Intelligences, did you explain what it means?)

**ASU Guidance**

Please make clear the topic and standard that is being addressed in your paper. The activity log is the place for journaling comments and they should not be repeated verbatim in the reflection paper. The reflection may result from the observation and journal entry but should be supported by evidence or research. If a question is posed, a dilemma occurs, or an issue arises that needs exploration, write the conclusion you reached and explain why and how it would be supported in a leadership role.