

TRACKS

KNOW. DO. BE.
WWW.GVSU.EDU/SEIDMAN/TRACKS

Student Name: _____

Date: _____

TRACKS Reflective Documentation

You have spent time attending TRACK Professional Development events in an effort to learn more about yourself and how to advance personally and professionally. Please complete this reflective document to receive certification for the TRACK you completed.

Which TRACK did you complete?

_____ Communication and Professional Skills

_____ Strategic Career Development

_____ Leadership, Ethics and Integrity

_____ Global and Diverse Perspectives

Which 3 events did you attend within this TRACK, and date? Check www.gvsu.edu/seidman/tracks for details

1. _____ date: _____

2. _____ date: _____

3. _____ date: _____

To have a complete TRACK package:

1. Each reflective journal submission should be **typed** with name, TRACK topic, submission date and G# in **top right corner** and **stapled**.
2. Attach this completed TRACKS Reflective Journal form with total submission package
3. **TRACKS PACKAGE DUE WITHIN 7 DAYS OF LAST EVENT COMPLETED**

KNOW Reflective Questions: *(align question set with event attended)*

KNOW Events:

1. Provide a brief summary of the event topic; including speaker credentials
2. How much did you know about the subject prior to attending the event?
 - a. If you had prior exposure—explain where and how
3. How does the new information you have learned align with what you already know?
4. How has the new information acquired influenced your current perspective of the topic?
5. In what ways will you share (peers, classroom, etc.) the new knowledge you gained?
6. How will this new information become implemented in your knowledge base moving forward?
7. Will you continue exploring and gaining more knowledge in this arena? Why or why not?

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DO Reflective Questions: *(align question set with event attended)*

DO Activities:

1. Provide a brief summary of the event topic; including speaker credentials
2. How much did you know about the subject prior to attending the event?
 - a. If you had prior exposure—explain where and how
3. How does the new information you have learned, align with what you already know?
4. What did participating in this event reveal about yourself personally and professionally?
5. What are two things you learned in this event that you will implement in your personal and professional development?
6. Will you continue exploring and gaining more hands-on experience in this arena? How and why?

BE Reflective Questions: *(align question set with event attended)*

BE Initiatives:

1. Provide a brief summary of the **BE Initiative** you chose to explore.
2. Explain the ‘why’ you choose this particular activity?
3. What were the expectations you had of this initiative prior to starting?
 - a. How did you develop those expectations?
 - b. Did your expectation(s) prove to be true at the end of the experience?
4. What are three of the most impactful lessons you learned?
 - a. **Personally:** (what did you learn about your character, self-perception, world view and your future endeavors)
 - b. **Professionally:** (what did you learn about yourself professionally; areas to grow, surprising strengths, on the job successes)
5. How will you implement the lessons learned into your current and future development?
6. How did participating in your chosen activity align to your area of study (major)?
7. Identify the benefits of accomplishing the **Be Initiative**.

For more information, visit **TRACKS** website: www.gvsu.edu/seidman/tracks and contact
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