REFLECTION PAPER GUIDELINES

A reflection paper is a personal expression of your thoughts and reactions. Your personal reflection may be a response to a situation, to written material, to music, to a movie/DVD, to a discussion, etc.

The purpose of a reflection paper is to demonstrate that you understand whatever issue is at hand, and that you can express your understanding in writing by considering your own observations, previous experience or recent learning.

It is essential that you express what you have learned from whatever situation led to you being required to write this reflection.

It is expected that your reflection paper will adhere to the following requirements:

• It will be 3-5 pages in length and written on standard letter-sized paper;
• It will be typed with a 12-point font and double-spaced;
• It will be grammatically correct, spell checked and written in essay style;
• It will address the question(s) and/or resources indicated;
• It will be completed by your assigned date (as specified in your letter);
• It will demonstrate critical thought at a university level;
• The paper submitted will be done with integrity – personal and academic. In other words, what is submitted will be your own work, and it will show that you interacted with the material in a meaningful way and strove to submit a quality reflection paper. NOTE: It is imperative that you cite all your sources, and include a Works Cited page. Plagiarized material will result in a formal complaint being submitted in accordance with policy C.8 (Plagiarism and Cheating). If you are found responsible for plagiarism or cheating, you may face additional disciplinary action, including a notation on your Kwantlen student record indicating an academic offence;
• You will ensure that your paper is submitted to the Office of Student Judicial Affairs by 4:30 pm on its due date. Direction on how to submit your paper is specified in your letter.
• If requested to do so, you will meet with the Student Judicial Affairs Officer to discuss your reflection paper within two to three weeks of its submission.

Failure to meet the above requirements will be a failure to comply with your given sanction which will result in a Judicial Hold being placed on your account until such time that you complete the assignment. Additionally, failure to comply may result in further consequences.

If you have questions, concerns, or need assistance, please contact the Office of Student Judicial Affairs at 604.599.2950.

Updated May 2013
REFLECTION PAPER DIRECTIONS

Your reflection paper is to be a response to the incident that and must answer the following questions (can be any number of questions, below is a general guideline of what will be asked):

1. Question 'a' (related to the particulars of the incident).

2. State your understanding of how the other person(s) was/were harmed – be specific (name the harm, who was impacted, and how were they impacted) and acknowledge what you should have done differently.

3. What have you learned from this experience?

It is imperative that you answer all the questions, and incorporate your understanding of any supplementary material provided (if applicable). If you have questions, concerns, or need assistance, please contact the Office of Student Judicial Affairs at 604.599.2950.