

ePortfolio Reflective Letter Assignment

In this assignment, you will look back on your experiences and work within the course, discussing what you have learned and how. Your Reflective Cover Letter is a source-based writing; consider using hyperlinks to directly link to the artifact/evidence from within your cover letter. Also consider addressing a spectrum of classroom activities as evidence of your learning, such as: in-class writing, blogs, class discussion, emails, essays (including process work, such as drafts, homework, peer reviews, etc.), presentations, and editing.

Content

1. Persuade, both your instructor and the institution, that your work meets the objectives for this course. Discuss your learning experiences in this course, including any details that are unique to your own learning process, especially as represented by the contents of your portfolio. The course objectives are as follows:

- Become familiar with a variety of human service agencies including their purposes, goals, policies, organizational structure, and relationships to other human service agencies. **Standard 12 d; Standard 13a-g.**
- Be able to evaluate one's responsibilities to client systems, agency, community, and profession. **Standards 13a-g; 18a.**
- Become more aware of a variety of professional development and internship opportunities. **Standard 18g.**
- Become more familiar with the employment/career opportunities available in human services. **Standard 18g.**
- Begin to develop a sense of professionalism and practice professional skills in a professional setting. **Standard 13a-g.**
- To understand the structure of organizations and how they service communities. **Standard 12d.**
- Demonstrate adherence to the NOHS Code of Ethics. **Standard 19h.**
- Demonstrate ability to complete simulated human service agencies recording methods correctly, clearly, and effectively. **Standard 16a-c.**
- Further develop helping skills by observation and practice in an agency setting. **Standard 21a-j.**
- Identify social and human problems as seen in agencies and describe the factors that produce or influence such problems. Reflect on issues commonly seen in human service settings. **Standard 12g**
- Demonstrate the appropriate use of self, self-awareness, cultural identity, and separation of personal and professional issues. **Standard 20a-e.**
- Demonstrate knowledge and behavior consistent with sensitivity to diversity. **Standards 12f; 19d; 20c.**
- Demonstrate appropriate verbal and nonverbal communication processes with client and professional systems. **Standards 13a-g; 16a-c; 17a-c.**
- Begin to integrate the human services generalists' knowledge and skills obtained during the course of the program. **Standard 16a-c.**
- Identify areas of practice strengths, and areas that need additional development. **Standard 20e.**
- Increase the understanding of one's own attitudes, values, skills, and knowledge in the practice of helping. **Standard 20a-e.**
- Develop a realistic appraisal of one's own personal/job skills to be utilized for future employment. **Standard 20e.**
- To understand how ethical and legal issues impact the functioning of the agency. **Standard 12h; Standard 18f**

- To obtain ongoing supervision, at the site and with a faculty member, in order to obtain the skills and knowledge necessary to become an effective human service professional. **Standard 12d**

2. Answer the following questions, using links or excerpts (visual, audio, or written) from your ePortfolio to illustrate your answers:

- Where your learning is demonstrated in the course?
- What areas did you feel you were most successful, or improved the most?
- How do you see this course's content intersecting with your field or career?
- Have you been able to apply concepts you have learned in the course to what you do at work or in other courses?
- How, when, where and why you might use this information or skill in the future?