

## Reflection report guideline for elective 1 „Intercultural Involvement“ Module S

### Form:

- + **Submission:** Please email your reflection report, including the cover sheet, to [ciic@h-ka.de](mailto:ciic@h-ka.de). A printout of the report is not required.
- + **Appendix:** Feel free to add photos of your stay(s) abroad at the end of the report if this helps with understanding the report better. Please make sure that the total data size of the email does not exceed 5 MB.
- + **Length:** approx. 1,200 words (this usually corresponds to a continuous text of 3 DIN A4 pages)
- + **Font type:** Calibri
- + **Font size:** 11
- + **Line spacing:** 1,5
- + **Margins:**
  - Top: 2,5 cm
  - Bottom: 2 cm
  - Left: 2,5 cm
  - Right: 2,5 cm

### Format:

The purpose of the reflection report for elective 1 "Intercultural Involvement" is to answer the guiding questions below by writing down and reflecting on the experiences and impressions you have gained during your involvement. Please answer the questions in a continuous text. This is not an academic paper as you know it from your studies, but a reflective report focusing on your personal experience as a volunteer.

Please note: Your *unpaid* involvement in elective 1 should have an intercultural focus. If you have been involved in more than one project as a student, you can of course refer to the different activities and experiences in your report and compare them if necessary.

- + First, please introduce the project/association/institution in which you have been involved or are still volunteering. Please also describe the duration and scope of your involvement as well as your tasks.
- + What were your expectations before you started to volunteer?
- + Is there any advice you wish you had received before your involvement that would have helped you to be ready? If so, what was it?
- + What highlights or special experiences did you have while volunteering?
- + What skills do you think are necessary in order to be "successful" in volunteering or to have a positive volunteering experience?
- + What challenges did you face during your involvement? How did you overcome these challenges?
- + Did you further develop your social and communication skills during your involvement?  
Please specify.
- + What do you see as the potential of cultural diversity?
- + Were you able to apply the knowledge gained in the other CIIC electives in your involvement?  
Please specify.
- + Did you build networks during your involvement? If so, which ones?
- + How can you apply the knowledge you gained during your involvement to your daily work? How can the experience and networks you gained during your volunteering to benefit your studies and career?
- + Where do you see the added value of social commitment?
- + What advices can you give other students about volunteering?
- + Looking back, have your expectations of the involvement been fulfilled? Please explain why (why not).
- + What is your personal conclusion?

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