

## Reflection Video

Due date: 14 October 2016, 11:45 PM, submitted online at *myRMIT*.

Individual assessment task.

Submission must be a single video file. Try to limit the video file size to 30 MB and make sure the file is in one of the following formats: MP4 / AVI / WMV / MPEG / 3GP / FLV / MOV.

Multiple submission attempts allowed, but only last submission graded.

Ensure you review your file after submission and avoid leaving submission until the last minute.

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You are required to submit a video recording of yourself reflecting on your skill development in this course. You are to select one of the specified reflection questions, and choose some activity conducted as part of AERO2255 project work this semester.

More and more companies are including online job interviews in their recruitment process. It is important to prepare for this so that you'll make a positive first impression on any employer. It is also critical to develop skills in connecting your study experience, particularly those involving project-based learning, with skills an employer will be looking for.

### **Task requirements**

Record a video response to one of the reflection questions:

1. State the question and the topic at the start of your response  
e.g. "Question 1: Conflict." or "Question 3: Essential Skill."
2. Responses should be between 1 and 2 minutes in length.
3. Use the SAR/SAO method to structure your responses (see below)
4. Your examples (situation) should be from AERO2255 project work.

<b>SAR (SAO)</b>
Situation
Action (what you did)
Result (or Outcome)

### **Advice**

- Review the instructions and be familiar with the assessment rubric
- Work out what equipment you will need to film (e.g. smart device, iPhone, tablet etc.) and the suitable locations available to you.
- Be aware of your surroundings and the lighting
- Dress appropriately
- Practice
- Look at the camera, not down at the desk or table
- Treat it like a "real" interview

## Reflection questions

1. **Conflict:** Can you give an example of any conflict you noticed within the team while working on an AERO2255 project and how you responded to it?
2. **Challenge:** Can you tell me about a challenge that you encountered on an AERO2255 project and how you dealt with it?
3. **Essential Skill:** Please explain an essential skill that you developed on an AERO2255 project that will help you to become a good engineer. Can you please give an example of how you have demonstrated this skill?
4. **Communication:** Please give an example of how your communication skills were critical to the success of an AERO2255 project?

A grading rubric outlined below.

Criteria	Excellent (2)	Satisfactory (1)	Unacceptable (0)	Mark	Weight
<b>PREPARATION</b>					
Audio & visual	Audio & visual background appropriate: No distractions or background noise Suitable location Suitable surroundings / background incl. appropriate lighting	Minor problems with <i>one</i> of the following: <ul style="list-style-type: none"> <li>Distractions/background noise</li> <li>Location</li> <li>Surroundings/background incl. appropriate lighting</li> </ul>	Problems with <i>more than one</i> of the following: <ul style="list-style-type: none"> <li>Distractions/background noise</li> <li>Location</li> <li>Surroundings/background incl. appropriate lighting</li> </ul>	/2	10%
<b>PRESENTATION</b>					
Dressed in appropriate attire relevant to the role and professional area	Dressed professionally and appropriate for the role and industry	Generally dressed professionally and appropriate for the role and industry with some minor exceptions (e.g. loud jewellery, loud coloured clothing).	Dressed unprofessionally or not appropriately for the role and/or industry	/2	10%
<b>PERFORMANCE</b>					
Timely response to question (1-2 minutes)	Answered question succinctly (approx. 1-2 mins).	Response was slightly too long (in excess of 2 minutes) or slightly too short (less than 1 min)	Response was too long (well in excess of 2 minutes) or too short (a lot less than 1 min)	/2	10%
Respond appropriately to behavioural interview question/s	Answer/s included examples directly relevant to the question/s and used the SAR/SAO method to structure responses. Examples used were directly from the student's own experience and clearly demonstrated the criterion (skill, aptitude).	Answers included examples relevant to the questions but the response was not presented in a logical way or was too long or too detailed. Examples used were directly from the student's own experience	Answers did not include examples relevant to the questions or did not respond to the question.	/2	30%
Focused and confident <i>non-verbal</i> communication	Did not fidget Upright posture Friendly demeanour/smile Conveyed self-confidence Showed a high level of engagement by maintaining direct eye contact throughout	Minor problems with <i>one</i> of the following: <ul style="list-style-type: none"> <li>Did not fidget</li> <li>Upright posture</li> <li>Friendly demeanour/smile</li> <li>Conveyed self-confidence</li> <li>Maintaining direct eye contact</li> </ul>	Problems with <i>two or more</i> of the following: <ul style="list-style-type: none"> <li>Did not fidget</li> <li>Upright posture</li> <li>Friendly demeanour/smile</li> <li>Conveyed self-confidence</li> <li>Maintaining direct eye contact</li> </ul>	/2	20%
Demonstrated professional <i>verbal</i> communication skills	Spoke clearly (could be easily heard, correct grammar and pronunciation) Used little or no filler words "umm" or "like" Tone of voice enthusiastic, positive & natural	Spoke clearly Minor problems with <i>one</i> of the following: <ul style="list-style-type: none"> <li>Used little or no filler words "umm" or "like"</li> <li>Tone of voice enthusiastic, positive &amp; natural</li> </ul>	Did not speak clearly or Problems with <i>more than one</i> of the following: <ul style="list-style-type: none"> <li>Used little or no filler words "umm" or "like"</li> <li>Tone of voice enthusiastic, positive &amp; natural</li> </ul>	/2	20%