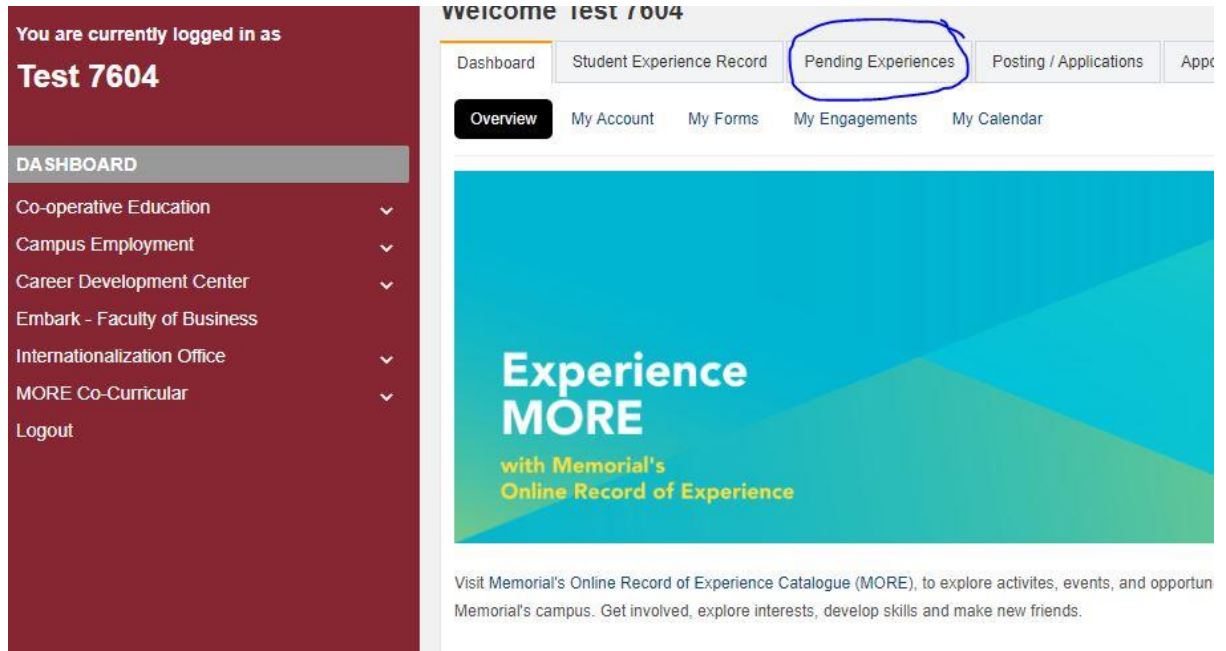


How a Student Adds Reflection to their on-campus employment

1. Log onto to your My MUNLife Portal.
2. ON the main screen, select “Dashboard” on the top of the left-hand menu. Then select the “Pending Experiences” tab.



- Find the MUCEP job (by title) and click anywhere in the required Experience.

The screenshot shows a dashboard with a dark red sidebar on the left and a white main content area on the right. The sidebar contains the following links: DASHBOARD, Campus Employment, Career Development Center, Internationalization Office, MORE Co-Curricular, and Logout. The main content area is titled 'Current Experiences' and displays a card for the '2023/2024 MUCEP (Spring) - MUCEP (Spring)' experience. The card indicates '0 of 2 experiences completed' and shows a progress bar. Below the progress bar, there is a section for 'Current step' with a radio button icon and the text 'First Check In'. A blue circle is drawn around the entire experience card.

DASHBOARD

- Campus Employment
- Career Development Center
- Internationalization Office
- MORE Co-Curricular
- Logout

Current Experiences

2023/2024

MUCEP (Spring) - MUCEP (Spring)

0 of 2 experiences completed

☒ Current step
First Check In

4. Proceed through the required steps of this experience. In this example, you will need to Accept Terms and Conditions first (as your Job Record is already created). The Terms and Conditions will vary based on the requirements of the experience.

MUCEP (Spring) - MUCEP (Spring) (2023/2024)

Course Header Content

Campus Employment

PLACEMENT

Record

View Record

STEPS

This experience has 5 step(s). You've completed 1 of the 5 required step(s).

✓ Job Record

2

First Check In

Accept Terms and Conditions

3

Final Check In

4

Competencies

5

Reflection

MUCEP (Spring) - MUCEP (Spring) (2023/2024)

MUCEP (Spring) - MUCEP (Spring) (2023/2024) > Joshua Meadus

Terms and Conditions

I have met with my supervisor

Accept

5. In this experience, there is a Final Check In where you have to Accept the Terms and Conditions again. As mentioned, these steps will vary based on the specific experience.

MUCEP (Spring) - MUCEP (Spring) (2023/2024)

Course Header Content

Campus Employment

PLACEMENT

Record

[View Record](#)

STEPS

This experience has 5 step(s). You've completed 2 of the 5 required step(s).

- ✓ **Job Record**
- ✓ **First Check In**
- 3** **Final Check In**
This step should be completed towards the end of your work experience.
[Accept Terms and Conditions](#)
- 4 **Competencies**
- 5 **Reflection**

MUCEP (Spring) - MUCEP (Spring) (2023/2024)

MUCEP (Spring) - MUCEP (Spring) (2023/2024) > Joshua Meadus

Terms and Conditions

I have met with my supervisor

[Accept](#)

6. Step 4 of this experience requires you to select the competencies that you feel you have developed in this employment experience. As the instructions indicate, you need to select 3 to 5 competencies from the list.

Campus Employment

PLACEMENT

Record

View Record

STEPS

This experience has 5 step(s). You've completed 3 of the 5 required step(s).

- ✓ Job Record
- ✓ First Check In
- ✓ Final Check In

Current Step

4 Competencies

Select 3-5 competencies that you developed in this employment experience.

Complete

- 5 Reflection

You can select between 3 to 5 competencies

Unselected Competencies

Academic Knowledge	Achieved
Adaptability / Resilience	-- Select --
Communication	Achieved
Creative Thinking / Problem Solving	Achieved

MUCEP (Spring) - MUCEP (Spring) (2023/2024)

Student

Academic Knowledge	Communication	Creative Thinking / Problem Solving
Achieved	Achieved	Achieved
September 20, 2023	September 20, 2023	September 20, 2023

7. The final step of this experience requires you to do the reflection. This step is always required to successfully add your experience to your Memorial Online Record of Experience (MORE).

MUCEP (Spring) - MUCEP (Spring) (2023/2024)

Course Header Content

Campus Employment

PLACEMENT

Record

[View Record](#)

STEPS

This experience has 5 step(s). You've completed 4 of the 5 required step(s).

- ✓ **Job Record**
- ✓ **First Check In**
- ✓ **Final Check In**
- ✓ **Competencies**

5

Reflection

Please reflect on your experience; this is required to successfully add your experience to MORE.

[Reflect](#)

After you have clicked “Reflect”, click “Add Reflection” in the top right of the next screen


Not Approved

[Add Reflection](#)

8. Once you have filled in the three questions of the reflection form, click “Save” at the bottom of the form.

What skills/competencies did you gain from this experience that will help you in school and/or future career goals?

*



Save Cancel

9. Once complete, the system will show your reflection answer to you, and you will see “Approved” in the top right corner. Also note that you can edit or discard your reflection questions if need be. If satisfied with your reflection, click “Back” at the top left of your screen.

Questionnaire - September 20, 2023



During this experience, choose a specific activity and the key insight or learning that it provided.

Test Response

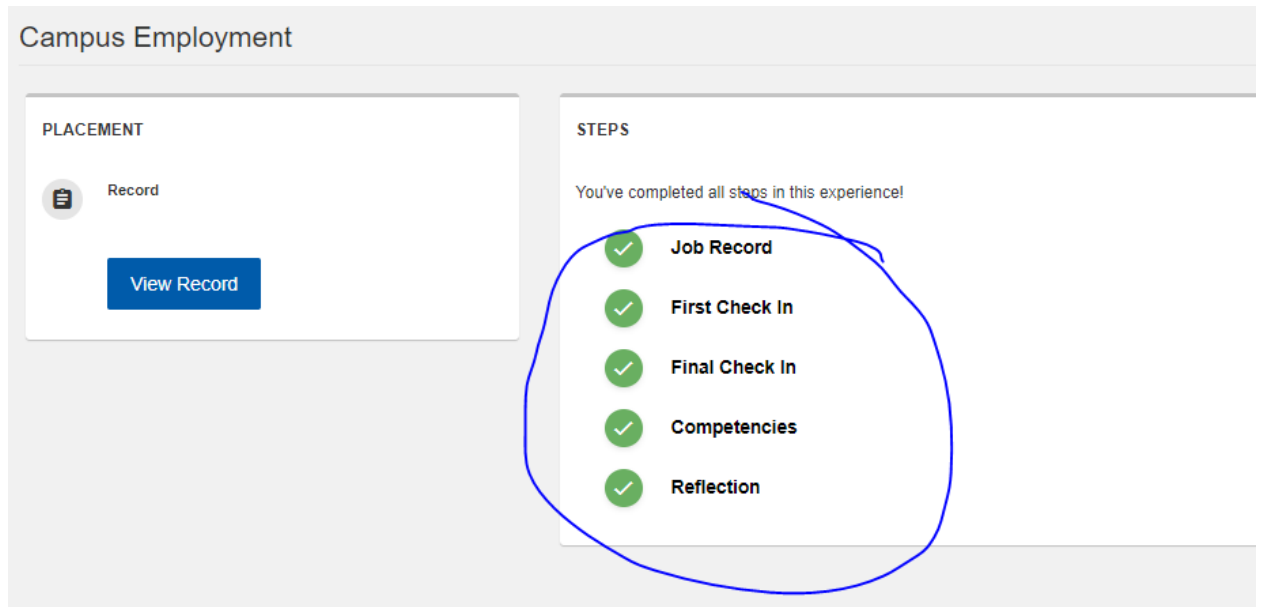
What did you enjoy most and the least about this experience?

Test Response

What skills/competencies did you gain from this experience that will help you in school and/or future career goals?

Test Response

10. Now you will notice that all steps have been completed for this experience.



11. Also, this experience has now been added to your Student Experience Record.

