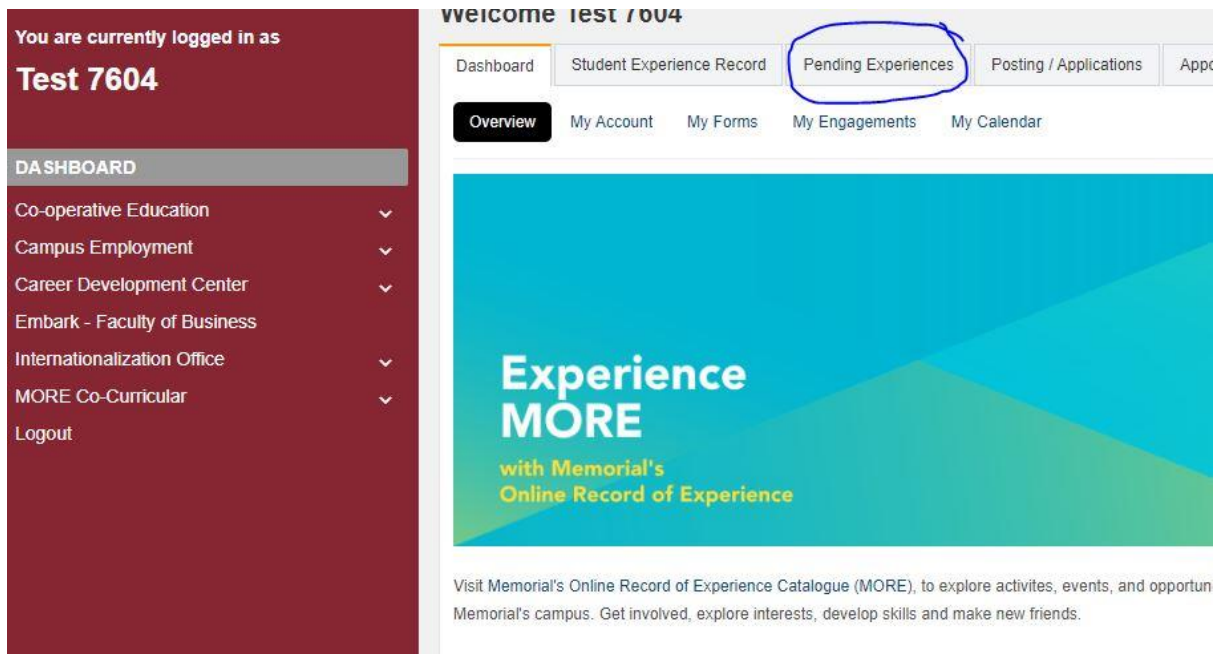


# How a Student Adds Reflection to their on-campus employment

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 (first pic below). **Alternatively, if you do not see anything under Pending Experiences (due to the type of experience), click the “Student Experience Record” tab and you can enter your reflection by clicking the double-quotes on the bottom of the experience (see second pic below).**



+ Add Experience Filter



Memorial University Newfoundland and Labrador  
Assist with the planning and execution of the annual Career & Graduate School Fair, Career Week and Career Month events that connects studen...



View

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

The screenshot displays a dashboard interface. On the left is a dark red sidebar with a 'DASHBOARD' header and several menu items: 'Campus Employment', 'Career Development Center', 'Internationalization Office', 'MORE Co-Curricular', and 'Logout'. Each menu item has a small white downward-pointing chevron icon to its right. The main content area on the right is titled 'Current Experiences'. It features a white card with a light gray border. At the top of the card, the text '2023/2024' is displayed. Below that, the job title 'MUCEP (Spring) - MUCEP (Spring)' is shown in a bold, dark font. Underneath the title, it says '0 of 2 experiences completed'. A horizontal progress bar is visible, with a small gray circle containing a white dot at the beginning, indicating the current step. To the right of this circle, the text 'Current step' and 'First Check In' is displayed. A blue hand-drawn circle highlights the job title and the progress bar area.

- 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, as well as other steps will vary based on the requirements of the experience. At any rate, you will need to proceed through the steps of the experience to complete.**

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**

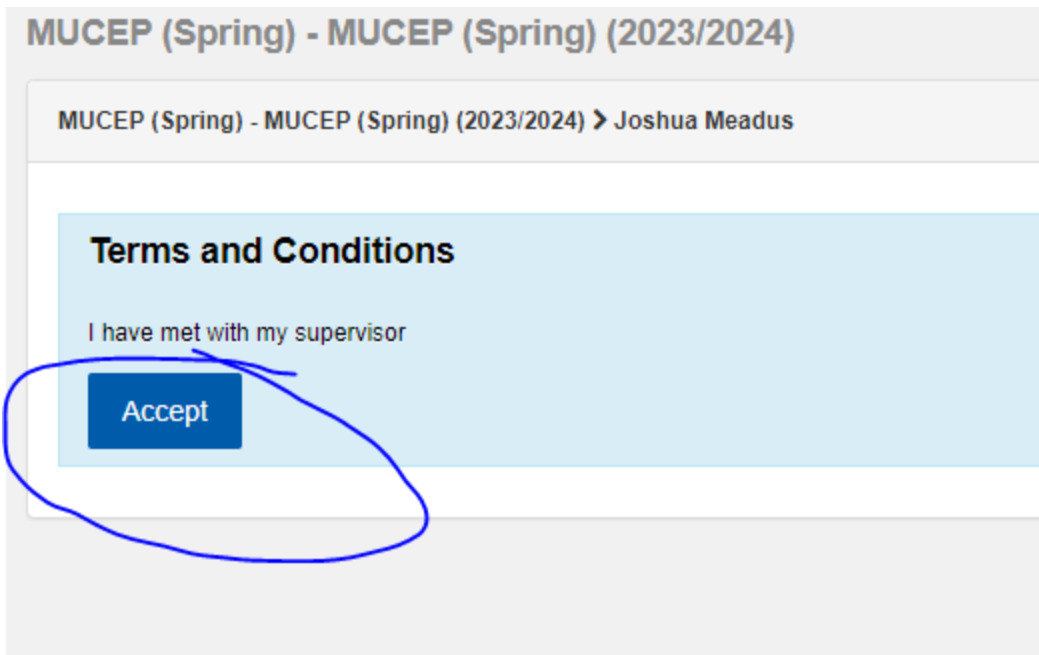
Record

[View Record](#)

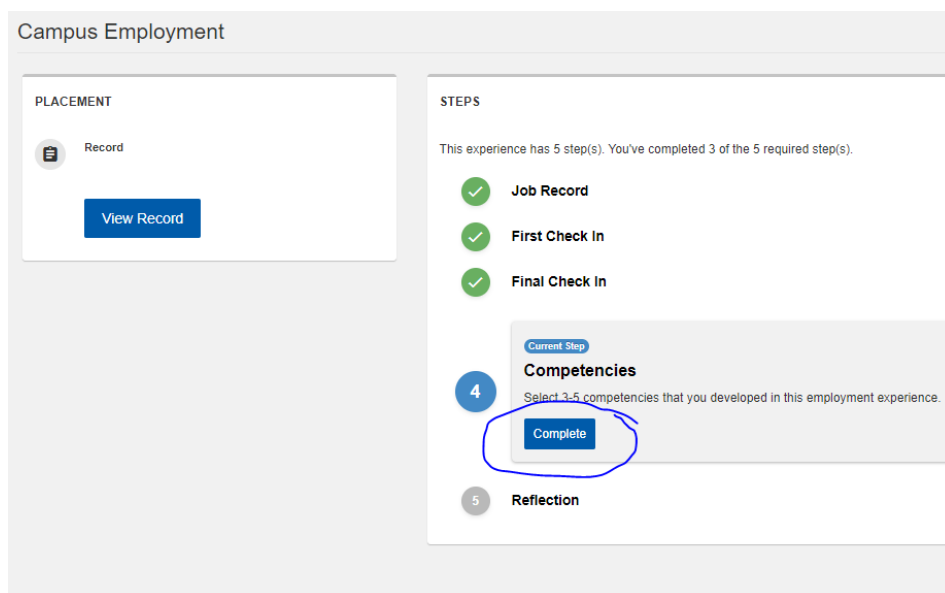
**STEPS**

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**



- 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.



You can select between 3 to 5 competencies

Unselected Competencies

|   |              |
|---|--------------|
| Academic Knowledge <a href="#">🔗</a>                  | Achieved     |
| Adaptability / Resilience <a href="#">🔗</a>           | -- Select -- |
| Communication <a href="#">🔗</a>                       | Achieved     |
| Creative Thinking / Problem Solving <a href="#">🔗</a> | Achieved     |

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

Student

|   |  |  |
|---|--|--|
| Academic Knowledge<br><b>Achieved</b><br>September 20, 2023 | Communication<br><b>Achieved</b><br>September 20, 2023 | Creative Thinking / Problem Solving<br><b>Achieved</b><br>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).

The screenshot shows the interface for 'MUCEP (Spring) - MUCEP (Spring) (2023/2024)'. It features a 'Course Header Content' section at the top. Below that is the 'Campus Employment' section, which is divided into two main areas: 'PLACEMENT' and 'STEPS'. The 'PLACEMENT' area contains a 'Record' icon and a 'View Record' button. The 'STEPS' area indicates that the experience has 5 steps, with 4 completed. The completed steps are 'Job Record', 'First Check In', 'Final Check In', and 'Competencies'. The current step is '5 Reflection', which includes the instruction 'Please reflect on your experience; this is required to successfully add your experience to MORE.' and a 'Reflect' button. The 'Reflect' button is circled in blue.

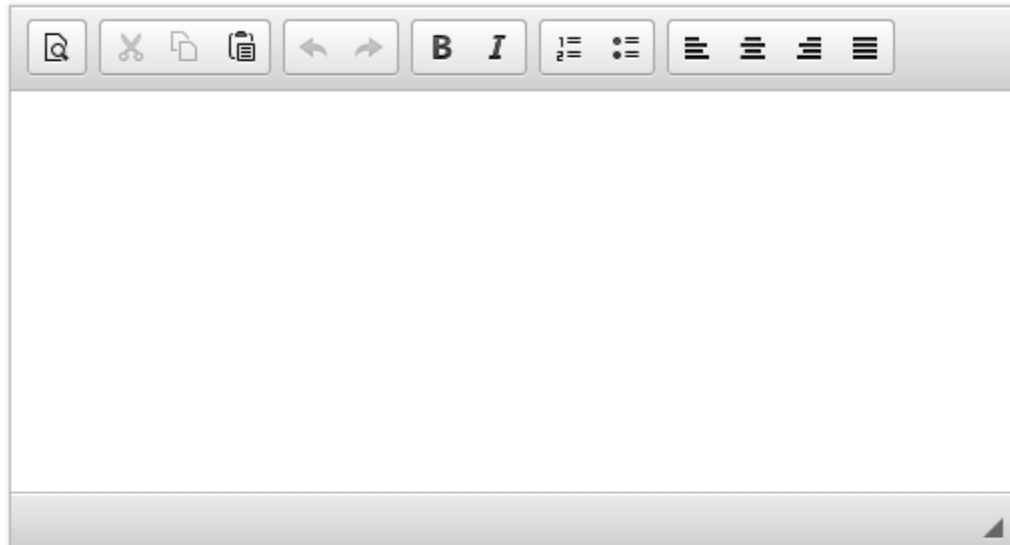
After you have clicked "Reflect", click "Add Reflection" in the top right of the next screen

The screenshot shows a dark grey header area with two buttons: 'Not Approved' and 'Add Reflection'. The 'Add Reflection' button, which includes a pencil icon, is circled in blue. Below the header is a large white rectangular area, likely a form for adding a reflection.

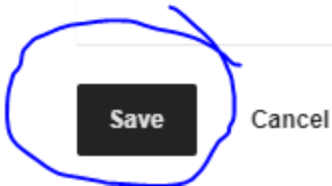
8. One you have filled in the three questions of the reflection form, click “Save” at the bottom of the form.

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

\*



A rich text editor toolbar with icons for search, cut, copy, paste, undo, redo, bold (B), italic (I), bulleted list, numbered list, left-align, center-align, right-align, and justify. Below the toolbar is a large, empty text area for input.



Two buttons are located at the bottom of the form: a black button with the word "Save" in white text, and a white button with the word "Cancel" in black text. The "Save" button is circled in blue.



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

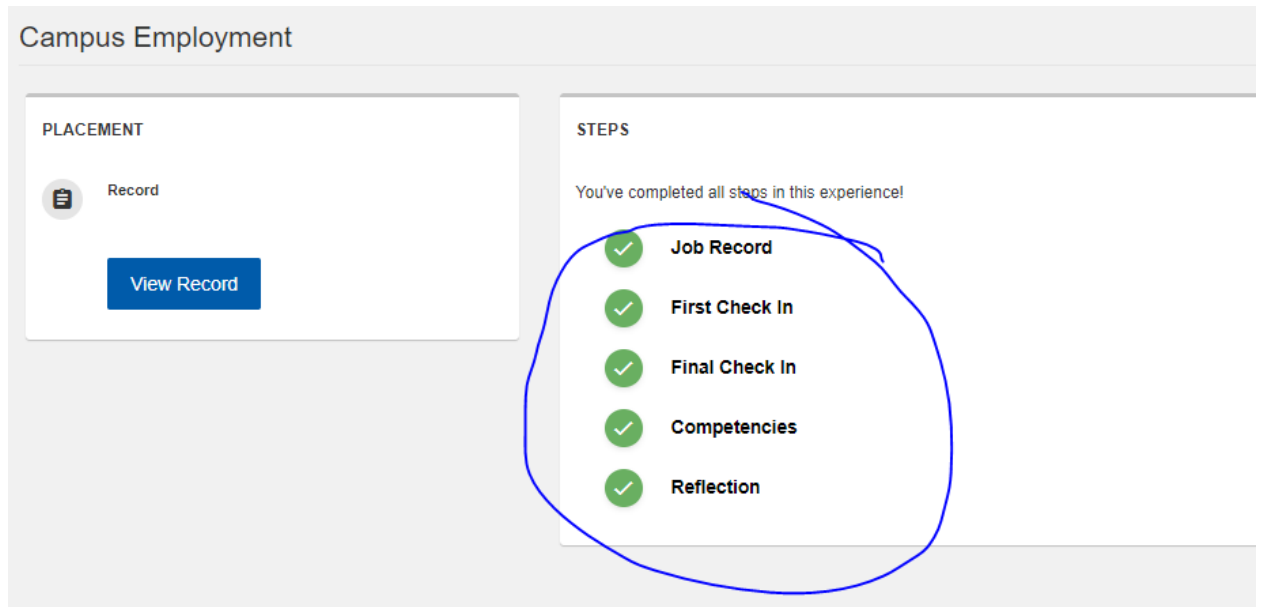
**What did you enjoy most and the least about this experience?**

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.



The screenshot shows a user interface for 'Campus Employment'. It is divided into two main sections: 'PLACEMENT' and 'STEPS'. The 'PLACEMENT' section on the left contains a 'Record' icon and a blue 'View Record' button. The 'STEPS' section on the right displays a message: 'You've completed all steps in this experience!'. Below this message is a list of five steps, each with a green checkmark icon: 'Job Record', 'First Check In', 'Final Check In', 'Competencies', and 'Reflection'. A blue hand-drawn circle highlights the entire 'STEPS' section.

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



**Memorial University Newfoundland and Labrador**

This project looks at the modern urban culture in Guatemala City during the late 19th and early 20th centuries. Successful candidates will b...



**View**