



Tool 8: Guidelines for the learning report

The Learning Report

The learning report is a piece of writing which has a title page and a table of contents. The length should be 2 to 5 pages, but the form is free. Please add to the appendices your learning journal and any outcomes of the project (publications, website etc.) as well as the client's evaluation.

Use the word "Learning Report" as the title and give your name, group code, employers linked to the project, your role and the time spent on the project.

In your report, describe the project organization and analyse your own learning from the following points of view.

THE PROJECT IN GENERAL

- the project
- the size of the project organisation
- the client
- field
- describe the brief and the project from the point of view of the different people involved in it.
- project staff/spaces/responsibilities and competencies

ACTIVITIES

- the strengths and weaknesses of your team
- how did these show and how did you react to them
- the atmosphere

THE CONTENTS (see part 3 in the guidelines for the learning journal)

- descriptions of tasks during the project
- working times
- describe your positions and tasks in the project
- give your own evaluation of your success, give concrete examples
- evaluate the significance of your contribution from the point of view of the project and your own learning
- your thoughts on the development needs of your own degree programme to better meet the requirements of modern work life

THE AGREEMENT

- Evaluate how well the targets set in the agreement were met
- Why/Why not?
- Did you change your goals during the project and how successful was that?

Returning the report

Please submit your report before your final presentation.

