

# Oxford Preparatory School Graduation Project

## The Reflective Report

The following are required elements of the Reflective Report:

- **3-5 paragraphs**
- **Introduction (1 paragraph)**
- **Body (1 to 3 paragraphs)**
- **Conclusion (1 paragraph)**
- **Type must be 12 point font, 1" margin, and double-spaced**
- **Word processed, spell-checked and properly edited**

### **Introductory Paragraph:**

Provide a general description of your topic, explain why you chose it, and restate your goal/thesis. Explain any new insight you discovered as a learner and a worker, and include any strengths or weaknesses about yourself you discovered.

### **Body Paragraph(s)**

Describe the process you used to achieve your goal in your project and how you overcame any obstacles or problems. Explain how the final product demonstrates how you met your goal. Indicate what you have gained from your research/interaction with your mentor.

### **Concluding Paragraph**

Summarize the learning you will take with you from this experience, including new interests, skills, social interactions, and experiences. Describe any improvements you would make in your project.

\*\*\* You must also provide an annotated bibliography for this report – (Source Summary Sheet) A minimum of three (3) sources is required Sources can include pamphlets/brochures, interviews, websites, books, etc. If you have questions about whether a source is meaningful, please ask your advisor.