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| Haaga-Helia University of Applied Sciences  School of Vocational Teacher Education  C:\Users\h00493\Desktop\Verkkovirta_logo_pieni.jpg |  |

**Diary Thesis**

**Background**

The objective of the diary thesis is to develop and demonstrate the students´ readiness to apply their knowledge and skills in expert-level work related to professional studies.

A model for the diary thesis has been designed to serve this objective. This model is based on the following preconditions:

* The diary covers 65 work days (13 weeks).
* The total length of the written document is 30 to 40 pages (approximately two to three pages per week)

**Diary thesis process**

**1 Introduction**

Describe the timespan of the diary (start and end date)

The diary thesis is written every day by describing the daily work practices and analysing weekly the work done.

The knowledge basis needed at work: the focal professional concepts, content and work practices that are required to excel in this work position. Introduction of the company and work community.

**2 Current state analysis**

**2.1 Current work analysis:**

Describe your work assignments:

- List your different work assignments.

- Describe and classify what you concretely do in your work assignments.

- Identify what kind of competence is needed in your work.

- What kind of knowledge do you need to understand what you do?

- What kind of skills do you need to cope with your work?

- What kind of competence have you gained in your work?

Assessment

Assess your competence level in regard to the competence requirements of your workplace or work assignment. How well do you manage in your work?

* Beginner: Coping with work assignments requires guidance from a colleague or written instructions; independent and flexible working is lacking.
* Skillful executer: You have in-depth understanding of the work assignment, you operate constantly according to the work requirements.
* Experienced expert: You can develop operational models required in your work assignment, you are able to guide others in their work.

Justify your assessment.

Development

At what stage are you in your professional development?

How can it be seen in your activities?

What areas do you have to pay attention to in the future? What do you have to learn?

Justify your opinion.

**2.2 Stakeholders at the workplace**

Write down all possible stakeholders you have contact with in your work.

Classify the internal and external stakeholders, such as partners, customers, authorities, etc.

Draw a chart of the different stakeholders.

How do the different stakeholders affect your work?

**2.3 Communication skills at the workplace**

What kind of interaction regarding your work do you have with your colleagues?

What kind of interaction in customer service and with stakeholders do you have in your work?

What kind of competence challenges do you have in these interactions? Justify.

**3 Diary reporting**

Daily:

What objectives do you set for today?

Describe your tasks for today before the day starts.

Assess, at the end of the day, how the objectives and tasks for the day were realized.

Minimum 500 characters per day.

Weekly:

Read the texts you wrote during the week.

How do you assess the competence you developed during the week?

What issues did you have to clarify?

What problems came up during the week and how did you solve them?

Based on literature, consider the work done during the week:

- From literature, introduce good practices that can be applied to your work assignments. Discuss what you could have done in some other manner.

- Evaluate different options and justify the model you chose or introduce an alternative model you are going to use in the future.

**4. Discussion**

Compare the initial current-state analysis with the analysis you have written in your daily and weekly diary reporting.

How have you developed?

What kinds of new models or methods for solutions have you found in your work?

What did you learn during the thesis writing process?

What new interesting topics did you find out and how can you benefit from them in the future? Any further development ideas?

How do you benefit from analysing your work?