

MANUAL 'MIRROR TOOL'

What is the 'mirror tool'?

The goal of the 'mirror tool' is to stimulate reflexivity. Essentially, it is holding a mirror up to your own activities, commitments and assumptions, keeping in mind your limits of knowledge and framing of the issue. Therefore, the 'mirror tool' provides you questions to think critically about your own activities and assumptions. This will result in more thoughtful choices leading to a more ethical and social desirable situation.

When do you apply the 'mirror tool'?

This 'mirror tool' can be applied when you are starting with a project or when you are struggling with a current project. The projects described in the 'mirror form' could be as large as your entire PhD project or as small as a single experiment.

How do you fill in the 'mirror form'?

The 'mirror form' can be filled in on your own for an individual project or in a group with colleagues for a group project to verbalize your thoughts.

You can use the help of the example forms to fill in your own 'mirror form'. When finished filling in the 'mirror form', it can be placed back in the folder. In this way you can look back at this form at a later stage in the project.

Guidelines 'mirror form'

Step 1: Fill in the project name and date.

Step 2: Describe the problem / situation / project / experiment by asking yourself: What are you doing? What are you struggling with? Where are you working on? (Not why, see next step)

Step 3: Analyze the situation using considerations, asking yourself: Why are you doing it? Why is it done in this way? What is at stake? Why is it important?

Step 4: Analyze the situation using ethical, economical, societal, human, social and material considerations, asking yourself: Why are you doing it? Why is it done in this way? What is at stake? Why is it important?

Step 5: Respond to the opportunity by thinking of alternatives, asking yourself: How else could you do it? How could you approach it differently? Are there any other possibilities to do this?

Step 6: Make a decision as a response to the opportunity, asking yourself: Where will these alternatives lead to? What are the outcomes of these alternatives? What are the long-term effects?

Step 7: What could be the next steps? Is there any action you could take using these new insights?