

Engaged Learning Guide for Faculty and Staff

All undergraduate students must earn Engaged Learning points. There are two parts to the requirement:

A. Points Requirement

- All freshmen status students including transfer students need to earn six (6) points.
- Transfer students with 31 or more accepted credits (sophomore, junior or senior status) need only three (3) points.

B. Category Requirement

- All freshmen status students including transfer students with fewer than 31 credits need to earn points in at least two different Engaged Learning categories.
- Transfer students with 31 or more accepted credits (sophomore, junior or senior status) need to earn points in one category, however, they may divide the points they earn across multiple categories if desired.

The six categories of Engaged Learning are:

- Leadership and Mentoring (LM)
- Study Abroad and Cultural Exploration (SACE)
- Guided Research and Scholarship (GRS)
- Civic and Community Engagement (CCE)
- Internship, Co-Op, and Fieldwork (ICF)
- Arts, Media and Creativity (AMC)

For all students, points may be divided among the categories in any arrangement. Students with a six (6) point requirement may divide their earned points between the categories in any configuration, for example:

- 1 point in one category and 5 points in a second category
- 2 points in one category and 4 points in a second category
- 3 points in one category and 3 points in a second category

As long as the student earns a total of 6 points in two or more categories they will meet the requirement.

Transfer students who hold sophomore, junior or senior status are required to earn three (3) Engaged Learning points. The points may be earned in one category, or spread the points out over two or more categories.

- 1 point in one category and 2 points in a second category

- 3 points in one category

In all cases, students have a minimum point requirement to meet but there is no limit on the number of Engaged Learning points they can earn. The more they earn, the more robust, revealing and interesting their EL transcript will be.

How do students earn Engaged Learning Points?

There are four ways students can earn Engaged Learning points:

1. Complete an approved Engaged Learning Course

(<https://www.rider.edu/engaged-learning/program/approved-courses>)

Course credits equate to EL points, with a maximum of three (3) points awarded for any one course. Courses completed at other universities cannot be used to earn points. At the end of each semester once grades are submitted and posted, Engaged Learning points get posted to DegreeWorks and on the Engaged Learning transcript. This may take up to two weeks after the end of the semester to be accomplished.

2. Accrue hours in an approved Engaged Learning Experience.

(<https://www.rider.edu/engaged-learning/program/co-curricular-experiences>)

Experience participation hours may be performed at any time, during any semester, while a student is active at Rider. Experience hours performed while not an active student will not earn points. If needed, hours may be accumulated across semesters or academic years until the hours total 20 or more. 20 is the minimum number of hours needed to earn one EL point.

With 20+ hours accrued, students must complete the correct experience form in BroncNation. The student's submission will be reviewed by a designated approver. The Engaged Learning Coordinator periodically sends the Registrar a report of points earned during each semester. Points for experiences are awarded based upon the hours a student has invested, as follows:

20 – 49 hours = 1 point; 50 – 99 hours = 2 points; 100+ hours = 3 points

While students may earn one point after completing 20 hours in an experience, a second point is not able to be earned for the same experience in the same semester until the student's total hours reach 50; then again when they reach 100.

Division I Athletic Team Membership Earns Engaged Learning Points

Student athletes will automatically receive three (3) points in the category LM: Leadership and Mentoring each semester after the Director of Athletics submits the official NCAA roster to the Registrar. Athletes do not need to do anything else in order to earn these points. However, unless they are a transfer student with sophomore, junior or senior status, student athletes must still earn at least one point in any category other than LM to complete the two-category requirement.

Student athletes should be encouraged to earn one point for the New Student Engagement Experience during their first year. Doing so will provide them with points in the CCE category and the LM category, completing the two-category graduation requirement. See 4. below for details on the New Student Engagement Experience.

3. Participate in Community Service.

Students may spend time volunteering with one or more organizations, logging their service hours in BroncNation as they complete them or as one entry when they reach at least 20 hours of service. No service performed before becoming a Rider student may earn points. Students may volunteer with any organization, either on campus or off campus, as long as they are supervised and the supervisor's contact information is provided in the BroncNation form. Service hours in BroncNation are approved by the Office of Service and Civic Engagement.

Service hours may be accumulated over several semesters or academic years until they total 20 or more. Service hours not submitted or approved in BroncNation cannot be used to earn points. When service hours in BN total 20 or more, students must attend a reflection session hosted by the Office of Service and Civic Engagement before they will earn the point(s).

Currently, reflection sessions are being held using Zoom and students must register in BroncNation for the session they want to attend. Available sessions are listed on the Events page in BroncNation each semester. Attendance at no more than 3 reflections sessions will be required but students are encouraged to continue to perform community service throughout their years at Rider.

Note: Service Learning trips are not submitted as community service but are submitted as an experience as described in 2. above. Students must complete the experience form named CCE: Service Trip Coordinator or Participant, found in BroncNation.

4. Complete the New Student Engagement Experience.

(<https://www.rider.edu/engaged-learning/program/new-student-engagement-experience>)

Created for freshmen and transfer students holding freshmen status to complete during their first full year at Rider, the NSEE provides an easy way for new students to earn one point while becoming familiar with all that Rider has to offer. No matter which semester is their first (Fall, Spring, Summer) new students have one full year to earn this experience point.

To earn one (1) point in the Civic and Community Engagement category, students must attend six (6) campus events (and/or virtual events offered throughout the pandemic) that fall into the groups listed below, with a maximum of two (2) events

from any one group:

- Sporting Event/Intramurals
- Lecture/Workshop/Teach-In/Shared Read Program Event
- Art Performance
- Health, Wellness & Spirituality Event
- Diversity Event
- Campus Tradition Event

All campus and virtual events may be used to earn this point, however, events attended must take place during the student's first year. Students should submit the six events as one experience in BroncNation using the form CCE: New Student Engagement Experience. The submission will be reviewed by the **Student Navigation Office** (<https://www.rider.edu/academics/academic-support-services/student-success-center/student-navigation-office>) coach assigned to the student. The Engaged Learning Coordinator periodically sends the Registrar a report of points earned throughout each semester.

Advising students

Engaged Learning is a graduation requirement for all students beginning in the Fall 2017 semester and after, and is introduced to students through:

- Orientation sessions
- Student Navigation Office (SNO)
- Academic advisors

Academic advisors are responsible for monitoring a student's progress in completing their Engaged Learning graduation requirement. DegreeWorks records a student's progress towards graduation for all academic requirements and includes a section specifically for their progress in earning Engaged Learning points.

All first-year freshmen/transfer students should be encouraged to complete the New Student Engagement Experience (see 4. above.)

All students should be encouraged to plan early for how they intend to earn points to meet their requirement. Many students will meet the requirement with coursework; others will need to explore experience or service opportunities to earn points.

As students approach their senior year and graduation, it is important to review their DegreeWorks EL section with them and make them aware of their progress towards meeting the requirement. They must meet the requirement by the end of their final

semester, before Commencement. If a student needs additional time to earn points, they should discuss this with their advisor and their Academic Coordinator as soon as possible.

The Engaged Learning Guide for Faculty and Staff is available as a pdf so you can download it for easy reference during your advising sessions. It is also available on myRider on the faculty tab under Advising Tools.

Submitting a new course or experience for review by the Engaged Learning Committee, to be approved to earn points

Faculty and staff may complete a form in BroncNation requesting that a course or experience to be approved to earn points. Log in to BroncNation first, then click this link: **Engaged Learning Opportunities Submission form**
(<https://brncnation.rider.edu/submitter/form/start/133252>).

The Engaged Learning Committee meets monthly during Fall and Spring to review requests. You will be notified through BroncNation when your submission has been reviewed.

Approving co-curricular Engaged Learning experiences in Bronc Nation

You will be notified by the Engaged Learning Coordinator when there is a student experience form in BroncNation that needs your review and approval. You may also look in BroncNation at any time for your students' experiences that you need to review. View instructions on how to log in to BroncNation in this step-by-step guide:

(<https://www.rider.edu/engaged-learning/program/faculty-information/approving-el-experiences-brncnation>) .

When reviewing a submission, pay particular attention to the following:

a.) Students must enter the hours they spent in an experience. As their reviewer, you should be able to verify that they spent the number of hours performing the experience that they enter in the form. If a student entered more hours that you can verify, please deny the experience and advise the student to resubmit the form with the corrected number of hours.

b.) The most important aspect of a student's experience is the outcome they realize after completing it. Each experience form requires a 250+ word written reflection which is the focal point of your review before approval. **The Guide for Reviewing and Approving Student Reflections**

https://www.rider.edu/sites/default/files/docs/1122019_engaged_learning_advising_quick_guide.pdf) provides a rubric for insight and direction on what to look for while reading a student's reflection.

To Learn More

For information about or assistance with BroncNation contact Allie Koury, Coordinator of Student Involvement, at 609-896-5000 Ext. 7106 or kourya@rider.edu.

For information about or assistance with the Engaged Learning Program contact Sandra Ober, Engaged Learning Coordinator, at 609-896-5000 Ext. 7055 or engagedlearning@rider.edu

Always include your Bronc ID in all correspondence.