



Engaged Learning Reflection Assessment Guide

Guidelines for Reviewing
Student Reflections for
Assessment and Approval to
Earn Engaged Learning Points

Engaged Learning Reflection and Assessment

The purpose of using Canvas for submission of an Engaged Learning reflection is two-fold:

1. All undergraduate students have an Engaged Learning graduation requirement. Their reflection is the foundation for determining if they will successfully earn points toward their graduation requirement.
2. The University must assess student outcomes for engaged learning. Canvas provides a vehicle to assign reflective questions and score student responses to those questions to determine how well the Engaged Learning Program is meeting our goals and objectives.

General Information about Engaged Learning

- The student must be an enrolled Rider University student at the time the experience was performed.
- The student must spend at least 20 hours in the experience.
- An experience requires that the student actively apply skills and knowledge learned in the classroom in a real-world setting.
- Engaged Learning is not a “spectator” activity but requires active participation by the student.
- The exception is the [New Student Engagement Experience](#), where students attend six campus events to earn 1 point in CCE.

Student Requirements

1. Students must complete the [Engaged Learning Experience Details](#) Google doc information. What they enter in this form is used when reporting earned points to the Registrar's Office.
2. Submit their reflection in Canvas in the Engaged Learning Course.
 - a) A different Reflection form is used for each submission.
 - i. Use Reflection #1 for the first reflection, Reflection #2 for the second, etc.
 - ii. If submitting a rewritten reflection, the student should use the next Reflection # that was not previously used.

Until both of the above steps are completed by the student the reflection will not be assigned to an assessor.

Reflections are Vetted by the EL Coordinator

- The EL Coordinator briefly vets submitted reflections. If the experience isn't engaged learning or the reflection is less than 250 words, they will notify the student.
 - Students will be encouraged to rewrite/resubmit 'short' reflections.
 - Ineligible reflections will not be assessed or scored and will be marked "Excused" in Canvas.
- The EL Coordinator will attempt to validate the experience dates and hours that the student provides in the Google form.
 - If an on-campus experience, the dates and hours will be validated with the campus supervisor.
 - If an off-campus experience, they will attempt validation using the supervisor contact information provided by the student.

Reflections Are Assigned to an Assessor

After vetting and validation, reflections are assigned to members of the EL Committee and other campus assessors.

- An email is sent from engagedlearning@rider.edu providing:
 - the Reflection # assignment where it is submitted.
 - A screenshot of the category, dates, hours, and experience title the student provided in the EL Experience Details form.
 - Assessors must know the category, dates, hours and experience name in order to properly assess the student's reflection.
- Do not assess a reflection unless it has been assigned to you.

Locating the Reflection in Canvas

- First-time users/assessors must “self-enroll” in the Engaged Learning course on Canvas.
 - Instructions are found here: <https://www.rider.edu/academics/engaged-learning/student-forms-instructions>
- In Canvas under Assignments, find the Reflection # provided in the email:
 - Students may submit a reflection in Reflection #1, then Reflection #2, etc.
 - Students may have reflections to assess in more than one Reflection # at the same time, so be sure you are reviewing the correct reflection.
- In the Reflection # assignment under Related Items, click on SpeedGrader. 

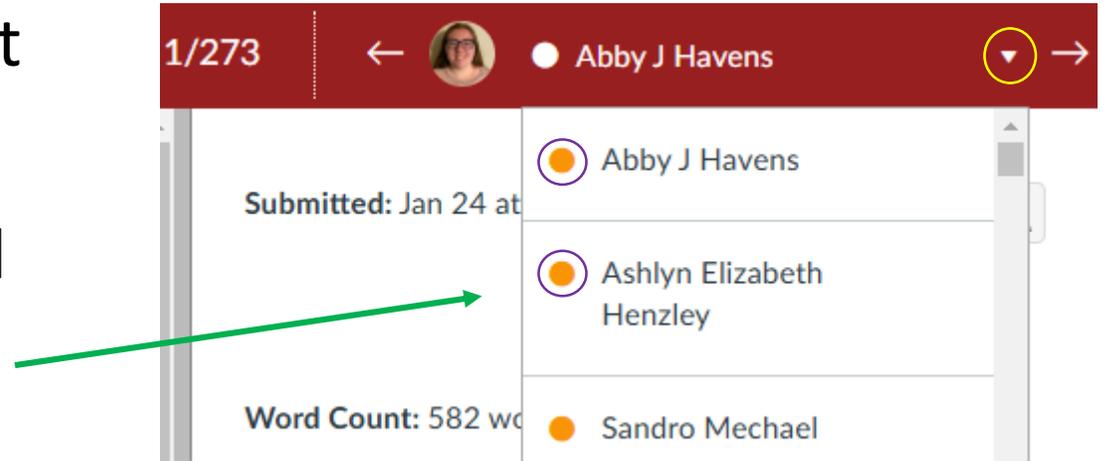
Related Items

 SpeedGrader

Finding a Student's Reflection

The SpeedGrader provides access to all reflections submitted in that assignment #. Click the  to open the list of names. 

- Names listed first with an orange dot are reflections that have not been assessed. The student you need will be in this part of the list.
- When you find the student, click on their name to open their reflection and scoring rubric tools.



Assessing a Reflection

The student must respond adequately to the five reflective questions provided in Canvas and on the [EL Program](#) website.

- Students should include the questions in their Canvas reflection with their response below to facilitate your assessment. If the questions are not provided, you may Message the student to rewrite the reflection to include the questions and resubmit it using a new Reflection #.
- Each attempt submitted by the student MUST be scored. Even if it is inadequate, score it so each successive attempt submitted will have assessment value.
- Each attempt must be submitted in a new Reflection # so it can be scored independently of the others.

Scoring the Rubric

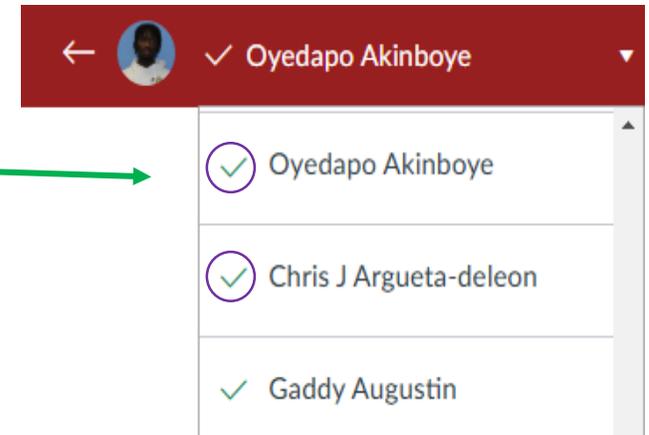
- Click  to open the Criteria, Ratings and Points scoring tools.
- Read the reflection. Using the Criteria, score each responsive area:
 - Score 1 if the student has adequately responded to the criteria;
 - Score 0 if the student has not adequately responded to the criteria.
- When you have scored all five questions, under the Rubric click  .

High Scores of 4-5 Points

- A score of 4-5 points meets expectations:
 - the student adequately demonstrated an understanding of the goals and objectives of the Engaged Learning Program;
 - the student will earn engaged learning points for the experience.
- No further action is required by the assessor.
- DO NOT enter a total score in the “Grade out of 0”. Leaving that box blank allows the EL Coordinator to more easily distinguish between assessed reflections and those that are not assessed.

EL Coordinator Steps

- The EL Coordinator will Message the student that they earned “X” number of engaged learning points and the approved category.
- The EL Coordinator will enter the “Grade” in the box, which will then change the student’s name in the list from an orange dot to a green check mark.
- Completed reflections are then listed at the bottom of the List of Student Names.



Low Scores of 3 or Under = Rewrite/Resubmit

- If the score is 3 or below the student did not adequately reflect upon the experience and will not earn points for it at this time.
 - For the criteria areas that you assigned a 0, in Canvas below the Rubric use the Message box to explain why their reflection is deficient and ask them to rewrite and resubmit it for another review.
 - **Always ask them to submit the rewrite in a new Reflection # assignment.**
 - Every attempt will be made to assign the rewritten reflection to the original assessor.
- DO NOT enter a total score in the “Grade out of 0” box. The EL Coordinator will do that.

Questions?

- For questions regarding assessment criteria contact Kim Barberich at kbarberich@rider.edu
- For questions about accessing and using Canvas contact OIT by submitting a HelpDesk ticket to helpdesk@rider.edu.
- For questions about Engaged Learning requirements, using the Rubric and Scoring Tools or the Message box contact Sandy Ober at engagedlearning@rider.edu

Thank you for being a
member of the
Engaged Learning Assessment
Committee.