

QUICK GUIDE TO REVIEWING ENGAGED LEARNING PROGRAM WRITTEN REFLECTIONS

An important aspect of the Engaged Learning Program is to ensure that students who have completed an experience have adequately reflected upon and learned from what they have done. To provide uniformity in the reflection review process for all Engaged Learning experiences, please review the following information before approving reflections.

The points to consider when reviewing reflections for approval are:

- 1) The reflection must contain *at least* 250 words.
- 2) The reflection must respond sufficiently to *all three* key reflection points below:
 - a) Using examples from their experience, does the student illustrate what they've learned about themselves, others, and/or the organization?
 - b) Does the student write about the challenges and/or successes they had?
 - c) Does the student provide ideas on how they will apply what they experienced in their personal, academic, and/or professional life?

If the student adequately touches upon all of these key points you may approve the experience.

If a student has not discussed all of these points, you are asked to deny approval of the experience in BroncNation. In the denial form you should provide the student with guidance on what to include/improve upon. Encourage them to make the noted improvements and resubmit their experience for another review.

THINGS TO KNOW:

- **THE REFLECTION IS BASED OFF OF THE “WHAT? SO WHAT? NOW WHAT?” REFLECTION MODEL.** We are asking students to describe what they learned, what it means to their development, and how they will apply what they learned to other areas of their lives and in the future.
- **QUALITY IS MORE IMPORTANT THAN QUANTITY.** While we do ask for at least 250 words, ultimately, the reflection should show evidence of critical thinking and the attainment of new knowledge and insights about oneself and/or others. If a reflection simply recounts what a student did, it does not meet the key points above and it should be denied with your suggestions on

how to improve it. After improvement is made, students should be encouraged to resubmit.

- **IF DENYING AN EXPERIENCE IN BRONCNATION, KNOW THAT THE COMMENT BOX DOES HAVE A LIMIT OF AROUND 300 CHARACTERS.** If your guidance to the student exceeds this limit, it is suggested that you provide a basic idea of the rationale for denying their reflection in the BroncNation form and instruct them to check their Rider e-mail for a more detailed follow up. You can then e-mail them a more descriptive explanation of how to improve upon their reflection.

A reflection guide with example reflections is provided on the Engaged Learning website: <https://www.rider.edu/engaged-learning/program/reflection>