

## ***Guidelines for End of CAS Activity Reflections***

- **The Activity Completion Form, which includes the End of Activity Reflection, are due the 15<sup>th</sup> of each month for any activities completed in the previous month.** For example, reflections for activities that ended in September are due October 15. Failure to submit the documentation on time will result in the student not receiving credit for the activity.
- **You have the freedom to choose the type/format of reflection that works best for you.**
- If you are reflecting on this activity using a non-written/alternative format, provide a link and/or instructions on how to access your reflection in the last section of the Activity Completion Form
- Reflections will be evaluated using “Bradley’s Levels of Reflection” as a guide. **Reflections will be evaluated by your CAS Advisor and must be categorized as at least a Level 2 Reflection in order to receive credit for it.**
  - **If an alternative reflection is categorized as Level 1 – it will not be accepted.** You will have to complete the written reflection in to receive credit for the activity.
  - **If a written reflection is categorized as Level 1 – it will not be accepted.** You will have to revise and improve the reflection, according to the feedback given by your CAS Advisor.
- The length of a reflection should match the significance of the activity, and will vary depending upon your chosen reflection format. **For written self-reflections, there is a required word count:**
  - For shorter experience (1-10 hours), your self-reflection should be at least 200 words.
  - For a longer experience (10 or more hours), your self-reflection should be at least 400 words.
- **End of Activity Reflection Formats** - Different kinds of reflection work for different people. Reflection can be:
  - Individual or Collective
  - Private or Public
  - Objective or Subjective

- Writing is by no means the only possible method for reflection. Here are some suggestions on possible reflection formats:

- Create a blog, website or online journal
- Visual representations – sketches by hand or digital creations (such as a Glogster)
- Video – interview, skit, role-play
- Present to a meaningful, relevant audience (must provide audio or video)
- Compose a song
- Choreograph a dance
- Write a poem or story
- Make a scrapbook



- If you are interested in exploring additional formats for reflection, check out the Reflection Toolkit & Concise Guide to Reflection (links on website) for ideas.

- **Regardless of your chosen reflection format, you should examine the following:**

- Successes & setbacks
- Your personal involvement, including roles and tasks
- Skills and knowledge gained
- Feelings about the experience – frustrations, joys, etc.
- The meaning and significance of the activity
- The benefits you are providing to others
- How you handled any difficulties or ethical challenges
- Changed perspectives and new insights resulting from the activity
- The global relevance of your actions
- Provide anecdotes – describe specific moments of your experience

- The **reflection prompts** below are intended to be a springboard for your meaningful and unique personal reflections. You do not have to address all of the prompts in each response. While considering these questions, keep the eight learning outcomes in mind. Be direct when discussing the outcomes (Example - “This activity was a challenge for me because...” or “I realized the global importance of homelessness because...”).

- What did you perceive and notice during the activity?
- How did you feel before, during, and upon completion of the activity?
- What does the activity mean to you?
- What was the value of the activity?
- How did this activity impact you?
- How did this activity impact others?

- What did you learn about yourself and what did you learn about others through this activity?
- How can you apply what you've learned through this activity in other life situations?
- What abilities, attitudes, and values have you developed?
- How did your perceptions of yourself or the world around you change as a result of this activity
- Did anyone help you to think about your learning during this activity? If so, who helped and how did they help?
- Did you feel at any stage that you were failing to achieve what you wanted from this activity?
- What difficulties did you encounter and how did you overcome them?
- What global issues were addressed? Explain
- What ethical implications arose as a result of this activity?
- What would you change if you did this same activity again?
- How will your involvement in this activity inform or influence your next activity choices?

▪ **Levels of Reflection**

- **Level 1 Reflection – Reflection on Action (Needs Improvement):** Recording thoughts and feelings about the activity, typically well after the activity has concluded. Surface level analysis of experience – little insight is provided as to why the student feels the way they do. No conclusions are drawn.
- **Level 2 Reflection – Reflection in Action (Showing Improvement):** Thoughts and feelings about the activity are recorded almost immediately following the conclusion of an activity. Student identifies and examines critical incidents of their experience. Reflection leads to concrete conclusions.
- **Level 3 Reflection – Reflection In Action, Taken Further (Meeting Expectations):** Level 3 reflection is the same as level 2, but in level 3 reflections – conclusions are tested by modifying actions or initiating new actions. This is where the student discovers and learns something new about their personal growth. Changing actions, behaviors or decisions are the result of level 3 reflections.