

Guidelines for Writing Reflective Essay

- In about one page, describe the presentation you attended. Imagine you are explaining the presentation to a friend who was unable to attend. Do this in a descriptive rather than judgmental way (merely record events without editorializing or agreeing or disagreeing).
- In the next half page of your reflection, analyze the presentation and summarize the main points of the presentation. In other words, what were the morals of the story and what did you learn from them? What do you know now that you didn't know or had not thought about before?
- In the last half page of your reflection, discuss the impact the presentation had on:
 1. how you view your relationships with others; and
 2. how you make decisions in your life, particularly your social life.
 As a result of attending this presentation, will you do anything differently?

It is important that you recognize the relationship between what you learn from experience and how you use that experience to influence future decisions.

Your two-page reflective essay will be evaluated according to the following rubric:

| Scoring Rubric for Reflective Essay: | |
|---|-----------|
| Spelling, Grammar, and Punctuation | 10 |
| Clarity of Expression and Sentence Structure | 10 |
| Adherence to Instructions for Content of the Reflective Essay | 10 |
| Adherence to Instructions for Format of the Reflective Essay | 10 |
| Thorough Description of Presentation (at least one page) | 20 |
| Analysis of Presentation—"Moral to the Story" (at least one-half page) | 20 |
| Influence of Presentation on Your Decision Making (at least one-half page) | 20 |
| | |
| TOTAL SCORE (100) | |

**To receive full points for each criterion (e.g. 10 or 20 points), the essay must be above average or exceed standards in providing a thorough, concise response to each of the bulleted items listed above. Half the points will be awarded for each criterion (e.g. 5 or 10 points) if the response is average. About one-third of the points for each criterion (e.g. 3 or 6 points) will be awarded for below average responses to each of the bulleted items.*

Double space your essay and use Times New Roman size 12 font. Your top and bottom margins should not exceed one inch, and your right and left margins should not exceed 1.25 inches. If you have questions about the assignment, please contact me by e-mail or come to my office during my office hours or by appointment.

These guidelines were adapted from those developed and used by Ms. Ellen Newman in the Childhood/Early Childhood Education Department. (2005)