**PJSL Manuscript Review Form – Reflective Essay**

**Review Guidelines:** Please consider the criteria below as a guide for writing your review. Please provide suggestions for revision and specific feedback to the writer in the comments sections below, along with your final recommendation.

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| **MANUSCRIPT#** |  |
| **DATE OF REVIEW** |  |

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| **SECTIONS** | **CRITERIA** | **COMMENTS** |
| Introduction | * Provides an introduction and background describing the community need/problem that your project or service addresses. Statistics are appropriate here. [E.g., Twenty million people in the US suffer from diabetes (reference)].
* If describing a course, give course name and number, content description, and how it relates to experience
* Describe any other coursework or past experiences that paved the way for this experience.
* Describes relevant literature and its outcomes pertinent to your project/service.
* Describes your motivation for participation (e.g. required course, study abroad opportunity, community volunteerism opportunity, internship).
* Identifies the primary objective of your project.
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| Description | * Describes the community partner, including their location, background information and mission/purpose.
* Provides a demographic description of the clients served.
* Describes the various community partner’s and/or clients’ needs at this site.
* Describes how/by whom specific project or service opportunities are generated (community partner, faculty mentor, and/or student).
* Describes project or service opportunities for students at this site.
* Describes your specific project or service in sufficient detail such that others could reproduce your efforts.
* Describes the setting where you completed the experience (if not completed at the organization already described).
* Explains whether this opportunity is available to students on a regular basis (or if it was a unique experience).
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| Community Impact | * Describes how you measured project/service success and include your tangible and intangible outcomes.
* Describes any results (e.g., quantitative and/or qualitative) from your project/service, if applicable.
* Presents any graphics (e.g., charts, images, tables) to enhance understanding, if applicable.
* Explains whether the organization and/or clients were adequately prepared to work with students, and how this could be improved.
* Describes challenges/barriers encountered with the organization.
* Describes challenges/barriers encountered with the clients.
* Describes if/how the project or activities will be sustained (if students leave).
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| Student/Author Impact | * Reflects on how the experience relates to your academic training.
* Explains whether you were adequately prepared for the experience, or how preparation could be improved.
* Describes new knowledge learned from the experience.
* Describes other personal/professional successes/gains from the experience.
* Describes challenges/barriers encountered with the organization and/or clients, and how they were addressed.
* Describes any other challenges/barriers encountered during your experience, and how they were addressed.
* Explains what you might do differently to improve the experience.
* Explains any plans to continue working with the community partner.
* Explains if/how this experience might impact future career plans or community service.
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| Conclusion | * Explains continued needs and opportunities for further student involvement. Gives any advice to students about this experience.
* Describes how reciprocity could be enhanced (mutual benefits to the community partner and the student).
* Explains why you wrote this article. How does your experience/ knowledge inform your readers?
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| Additional Comments |  |

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| **FINAL RECOMMENDATION** (Please highlight one of the decisions) | Accept with minor changes |
| Major revisions recommended |
| Reject |