

# R.E.A.L. Tool Manual



## How To:

1. Understand the program or terminology
2. Create my R.E.A.L. portfolio
3. Get started

## Understand the Program or terminology:

The R.E.A.L. Experience stands for Relevant, Experiential, Applied, Learning. R.E.A.L. offers organizational tools and invites students, through reflection, to understand and articulate the connections between what they're learning in classrooms and what they're learning through opportunities beyond the classroom.

### Tools/Terminology:

*R.E.A.L. Portfolio:* Your R.E.A.L. Portfolio is a folder housed in your Google Drive. The folder contains an additional folder where you can collect artifacts, your Skills Chart, and an introductory document that gives you helpful links designed to offer understanding as to what R.E.A.L. is and how it is used.

*Artifacts:* Artifacts are examples of your work that you've done at Bethel that prove your development in any of the R.E.A.L. Skills. Artifacts are kept in a folder in your R.E.A.L. Portfolio called "My Artifacts." This folder will grow throughout your time at Bethel and will be a place to store any variety of digital files that help you tell the story of your skill development, whether it be, for example, an assignment for a class, photos from studying abroad, or an article you wrote for the Clarion. Artifacts can overlap skills and skills can overlap artifacts, meaning, you may have multiple artifacts to show off your understanding of a skill, or you might also have just one artifact to show off understanding of multiple skills.

*Skills Chart:* Your Skills Chart is found inside your R.E.A.L. Portfolio and is a way for you to organize thoughts and memories about your own development in each of the classes or other leadership experiences you've had on or off campus. Each semester is represented by a tab at the bottom so you can start with a fresh sheet each semester. Your Skills Chart as a whole is meant to be a "big picture" example, showing off ways that you've grown.

*Skills:* There are 12 Skills that have been identified as skills that each Bethel student will be able to show development in or mastery of by the time they're ready to graduate.

Each of the skills are listed across the top of your Skills Chart as column titles, and each of these column titles is also a link that will take you to an explanation as well as examples and indicators of that particular skill.

*Reflection Guide:* The Reflection Guide is another document that lives in your R.E.A.L. Portfolio and guides you through self-reflection exercises in which you examine how each experience you encounter is, in fact, a learning experience. As you get in the habit of reflecting on your experiences, you might not need the prompts of the Reflection Guide any longer, but they are helpful as you start your reflection process for the R.E.A.L. Experience.

Self-reflection is also helpful as you plan ahead and pursue experiences that are of interest to you and will connect with your overarching story at Bethel.

### **How to Create Your R.E.A.L. Portfolio**

For Incoming students starting in the Spring of 2018 and beyond, you don't have to create your R.E.A.L. Portfolio. Your portfolio is already ready and waiting for you in your Google Drive.

For students who enrolled prior to Spring of 2018, you can have a portfolio sent to you by emailing [real-experience@bethel.edu](mailto:real-experience@bethel.edu) and requesting one.

### **Getting Started**

After you have a R.E.A.L. Portfolio, your first time actually using your R.E.A.L. Portfolio or Skills Chart might not be until your first meeting with your Academic Advisor or when you take Intro to Wellbeing. Follow the guidance of your professors in these settings, and ask them any questions you may have as you go along.