**WVU School of Social Work**

**HUMAN SERVICE VOLUNTEER ACTIVITY**

**Certificate of Completion and Assessment of Performance**

The undergraduate Professional Social Work program at WVU requires that students complete 50 hours of human service experience prior to entering the Professional Social Work major in their junior year. This experience is designed to give students an opportunity to work face-to-face in a helping capacity with others. Working in a helping capacity prior to entering the major will help the student to determine if social work is a career of interest and will give the student experience that will make the courses in social work more meaningful.

Given the spirit and intent of the requirement to gain some form of social work experience (which can be paid or volunteer), activities that do not involve face-to-face helping interactions are precluded – such as stuffing envelopes, being a lifeguard at a pool and other activities that do not involve working directly with people in a helping capacity. Other more appropriate experiences would include being a camp counselor or playground counselor, working with the elderly in a nursing home, tutoring children, etc.

The 50-hour requirement is not intended to limit students to a single experience in a single setting; multiple experiences in multiple settings are preferred as long as a total of 50 hours is completed. All activities must have been completed after high school graduation.

Student's name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of hours completed: \_\_\_\_\_\_

Name of agency or organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency phone number: \_

Inclusive dates of volunteer activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of volunteer activities:

**Student’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student**. I do not waive my right to see this evaluation.

**Supervisor**. Please complete this form to assess the student’s performance, provide your recommendation and comments, and sign. Thank you.

Assessment of Performance:

• Behavior was consistent with the ethical standards required of someone who helps others.

 Always Usually Seldom Never Cannot assess

• Student complied with agency policies, procedures, and expectations.

 Always Usually Seldom Never Cannot assess

• Student was punctual, responsible, and dependable.

 Always Usually Seldom Never Cannot assess

• Student upheld the principle of client confidentiality.

 Always Usually Seldom Never Cannot assess

• Student was able to effectively engage the recipients of services.

 Always Usually Seldom Never Cannot assess

• Respectful and effective interpersonal skills were demonstrated with clients, agency personnel, and others involved in the helping efforts.

 Always Usually Seldom Never Cannot assess

• Students were able to accept and work productively and nonjudgmentally with others whose background, beliefs, values, etc. may have been different from the student's own.

 Always Usually Seldom Never Cannot assess

• Student made appropriate use of supervision and responded to constructive feedback.

 Always Usually Seldom Never Cannot assess

Please add additional comments that will help us determine the student's capacity for helping others. Feel free to do this on a separate sheet and attach it to the form. A full letter is not necessary.

Agency Contact (email preferred): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's name (print or type): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Students may submit this form as part of the application materials, or it may be mailed directly to the School of Social Work by the student's supervisor.

Email to: rjdunaway@mail.wvu.edu OR bsw@mail.wvu.edu

Mail to: BSW Program Coordinator, Field Hall, P.O. Box 6830

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