**WVU School of Social Work**

**HUMAN SERVICE ACTIVITY**

**Certificate of Completion and Assessment of Performance**

Before starting the professional-level BSW Online program at WVU’s School of Social Work, you need to complete 50 hours of paid or unpaid human service experience. This experience gives you a chance to work directly with people in a helping role, assisting you in deciding if social work is the right career for you.

To meet this requirement, your experience must involve face-to-face helping activities, including but not limited to being a camp counselor, tutoring kids, working with elderly people in a nursing home, or being employed as a peer support specialist, case manager, CNA, or behavioral health technician. Activities picking up trash or walking dogs don’t count because they don’t involve directly helping or interacting with people.

While most students complete all 50 hours at one place, you are welcome to gain experience at different sites as long as the total adds up to 50 hours. However, it is recommended to spend at least 20 hours at one site to build a strong relationship with the organization. Any remaining hours can come from smaller commitments here and there. The first page of this form will need to be submitted for each site. The site where you complete the majority or all of your hours will need to fill out the second page.

Please note: All hours must be completed after high school graduation. The supervising staff completing this form should not be a family member or personal friend, regardless if they work for the site.

# **To be completed by Student:**

Student's name: Click or tap here to enter text. Number of hours completed:Click or tap here to enter text.

Name of agency or organization: Click or tap here to enter text.

Agency address: Click or tap here to enter text.

Agency phone number: Click or tap here to enter text.

Inclusive dates of service activity: Click or tap here to enter text.

Provide a brief description of the service activities, including what you did and how you directly worked with people in a helping capacity:

Click or tap here to enter text.

# **To be completed by supervising staff:**

## **Recommendation Rating**

Based on the student’s performance, how would you recommend them for future professional or educational opportunities? If you select Recommend with Reservations or Do Not Recommend, please use the space below the ratings to elaborate.

Please check one:

**Highly Recommend** – Consistently exceeded expectations; demonstrated exceptional skills and professionalism.

**Recommend** – Met expectations; demonstrated solid skills and professionalism.

**Recommend with Reservations** – Showed some strengths but also areas needing improvement that may impact future performance.

**Do Not Recommend** – Did not meet expectations or demonstrated significant concerns.

### **Optional explanation for your selection:**

Click or tap here to enter text.

## **Supervising Staff Information**

Supervising staff’s name: Click or tap here to enter text.

Agency contact info (email preferred): Click or tap here to enter text.

Supervising staff’s signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Note: Students may submit this form as part of the application materials, or it may be emailed directly to the School of Social Work by the student's supervisor at [bsw@mail.wvu.edu](mailto:bsw@mail.wvu.edu).