

**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 human service experience. This experience gives you a chance to work directly with people in a helping role, helping you decide if social work is the right career for you. It also makes what you'll learn in class more meaningful.

To meet this requirement, your experience must involve face-to-face helping activities—things like being a camp counselor, tutoring kids, working with elderly people in a nursing home, or having a paid job like a group home attendant, case manager, CNA, or behavioral health technician. Activities like stuffing envelopes or picking up trash don't count because they don't involve directly helping people.

You don't have to complete all 50 hours in one place. You can gain experience at different sites as long as the total adds up to 50 hours. However, it's better to spend at least 20 hours at one site to build a strong relationship with the organization, which will help with evaluations of your performance. The rest of your hours can come from smaller commitments here and there.

All hours must be completed after high school graduation. Whether you volunteer or work, the key is to get real, hands-on experience helping people.

**To be completed by Student:**

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

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

Agency address: \_\_\_\_\_

Agency phone number: \_\_\_\_\_

Inclusive dates of service activity: \_\_\_\_\_

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

**To be completed by Supervisor:**

**Instructions:** Please complete this form to assess the student's performance, provide your recommendation and comments, and sign (either electronic or written is okay). 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 provide additional comments that will help us determine the student's capacity for helping others. Feel free to do this below or 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 \_\_\_\_\_ 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).