

**East Tennessee State University
Department of Social Work | BSW Program**

**SOCIAL WORK HUMAN SERVICE ACTIVITY
Certificate of Completion and Assessment of Performance**

Working in a helping capacity is considered very beneficial to students who want to pursue a social work degree, and therefore, the undergraduate social work program at ETSU requires students to complete 60 hours of human service activities as part of admission to the social work major. This experience is designed to give students an opportunity to engage in face-to-face helping activities that will allow them to determine if they are well suited for a career in social work.

Given the spirit and intent of the requirement (which can be paid or volunteer), activities are generally precluded that do not involve either face-to-face helping interactions or observation of helping interactions carried out by social workers—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 might include being a camp counselor or playground counselor, working with the elderly in a nursing home, tutoring children, being a Big Brother or Big Sister, and so on. Although teaching Bible school, for example, would not count, church activities that include going into communities and doing face-to-face helping are acceptable. Up to 15 hours will be granted for “shadowing” a social worker and up to 30 for working a crisis hotline. Otherwise, activities must be face-to-face helping.

The 60-hour requirement is not intended to limit students to a single experience in a single setting; multiple experiences in multiple settings are accepted, as long as a total of 60 hours is completed. One form should be completed per agency setting. All activities need to have been completed after high school graduation.

When you decide on your activity, fill out this form below and have it approved by your Faculty Advisor to ensure that your activity is acceptable (unless you are using a pre-approved agency).

Student's name _____ Student Phone # _____

Name of agency or organization _____

Name of Supervisor with Job Title/Credentials _____

Agency address _____

Agency phone number _____

Number of hours completed _____ **Dates of volunteer activity** _____

Faculty Advisor's Signature _____

A brief description of my face-to-face activities that meet the program's requirements are (to be completed by the student - attach additional page, if more room is needed):

Student: Once above hours are completed, have your supervisor complete the second page of this form and upload the completed form when submitting your application to the BSW program.

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Supervisor. Please complete the form below to assess student performance.

Assessment of Performance

Behavior was consistent with 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 to 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 to determine the student's capacity for a career in social work.

Please indicate the total number of hours completed by this student _____.

Supervisor's name (printed) _____ Supervisor's signature _____