

**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 each student an opportunity to engage in face-to-face helping activities that will allow him or her to determine if s/he is 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 since this program is not preparation for seminary, 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. 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.**

Student's name \_\_\_\_\_ Student Phone # \_\_\_\_\_

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

Name of Supervisor with Job Title/Credentials \_\_\_\_\_

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

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

**Planned Number of hours to be completed** \_\_\_\_\_

**Inclusive dates of volunteer activity** \_\_\_\_\_

**Faculty Advisor's Signature** \_\_\_\_\_

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

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

**Supervisor.** Please complete the back of this form to assess student performance.

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**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 on the approved activities listed on page 1. \_\_\_\_\_

Supervisor's name (printed)\_\_\_\_\_

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

**NOTE TO STUDENT:** Please hold onto this form after you have completed your hours and submit it as part of your admission application during the semester you are taking HBSE I and II.