

**Westfield State University**  
**Bachelor of Social Work Program**

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

The undergraduate social work program at WSU requires students to complete 60 hours of human service experience by the time they apply for admission to the social work program – November 15<sup>th</sup> of Junior Year. This experience is designed to give students an opportunity to engage in face-to-face helping activities that will allow the student to determine if s/he is well suited for a career in social work.

Given the spirit and intent of this **post high school, paid or volunteer** requirement, **activities do not count if they do not involve face-to-face helping interactions with someone in need.** Partial credit will be granted by the BSW Program Director for observation of face-to-face helping interactions carried out by social workers (called "shadowing"), if this is approved in advance by the BSW Program Director. Examples of activities that would not count include agency training activities, life guarding, manual labor, running agency errands, teaching Sunday school, babysitting, or doing secretarial work for an agency. Examples of appropriate experiences that would count include being a camp counselor or playground counselor with a population that has special needs, working with the elderly in a nursing home, "shadowing" a social worker, being a Big Brother or Big Sister, and so on. We want students to enter the social welfare arena and to engage in helping activities that are outside of the normal spheres of student campus-related and church-related experiences. To ensure that activities to fulfill the human service activity are appropriate, a list of pre-approved agencies that WSU has worked with is provided to you on our webpage. **IF OUTSIDE OF THESE AGENCIES YOU MUST GET THE ACTIVITY APPROVED IN ADVANCE BY THE BSW PROGRAM DIRECTOR.**

The 60-hour requirement is not intended to limit students to a single experience in a single setting; multiple experiences in more than one setting are preferred, as long as a total of 60 hours is completed.

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

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

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

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

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

Pre-Approval needed by BSW Program Director if outside of the SOCW related  
volunteer sites in Western Massachusetts \_\_\_\_\_

Brief description of volunteer activities:

Student. I do do not waive my right to see this evaluation. (circle response)  
Supervisor. Please complete the back of this form 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

Student was 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.

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

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

NOTE: Students may submit this form as part of the admission application materials, or it may be mailed directly to the Department by the student's supervisor. Mail to: Dr. Nora Padykula, WSU, Social Work Department, 577 Western Avenue Westfield, MA 01085