

**WVU School of Social Work**  
**HUMAN SERVICE VOLUNTEER ACTIVITY**  
**Certificate of Completion and Assessment of Performance**

The undergraduate Professional Social Work program at WVU requires that students complete 100 hours of human service experience prior to entering the Professional Social Work major their junior year. This experience is designed to give students an opportunity to work face-to-face in a helping capacity with others. Working in a helping capacity prior to entering the major will help the student to determine if social work is a career of interest and will give the student experience that will make the courses in social work more meaningful.

Given the spirit and intent of the requirement to gain some form of social work experience (which can be paid or volunteer), activities that do not involve face-to-face helping interactions are precluded – 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 would include being a camp counselor or playground counselor, working with the elderly in a nursing home, tutoring children, etc.

The 100-hour requirement is not intended to limit students to a single experience in a single setting; multiple experiences in multiple settings are preferred, as long as a total of 100 hours is completed. All activities must have been completed after high school graduation.

*\*Due to the ongoing COVID-19 pandemic, the number of required hours has been reduced to 50. Face-to-face activities are preferred, but virtual activities will be considered.*

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

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

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

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

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

Brief description of volunteer activities:

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

**Supervisor.** Please complete the back of this form to assess student's performance, provide your recommendation, comments, and sign. Thank you.

**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 nonjudgmental 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 your recommendation for this student to the social work program and add additional comments that will help us to determine the student's capacity for helping others. Feel free to do this on a separate sheet and attach to form.**

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

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

Note: Student may submit this form as part of the application materials, or it may be mailed directly to the School of Social Work by the student's supervisor. Mail to: BSW Program Coordinator, School of Social Work, P.O. Box 6830, West Virginia University, Morgantown, WV 26506-6830. If you prefer, you can Fax directly to the BSW Coordinator at 304 293-5936.