

VOLUNTEER ACTIVITY AGREEMENT

To be filled out for students enrolled in **SWO 320 Social Work Methods I** before the student begins the actual volunteer hours. To assure that the placement agency will offer opportunities for the assignments to be completed, the course instructor must approve the placement agency and the supervisor before the student begins accumulating volunteer hours.

**Delta State University
Department Of Social Work
SWO 320 Social Work Methods I
Agency Volunteer Agreement**

Name of Student _____

I agree to supervise the above named student for 21 hours of social work volunteer experience in the agency where I work, as partial fulfillment of the requirements for the Delta State University course SWO 320 Social Work Methods I. I understand that the student is to submit 7 weekly assignments based on their experience in this agency, and I am willing to provide opportunities for the student to complete those assignments or to arrange for another staff member to work with them for particular assignments. A copy of those assignments is attached to this agreement. I agree to complete an evaluation form for the student at the end of their 21 hours of volunteer work in this agency. The assigned work is to be done between

_____ and _____
(Date) (Date)

(Printed or typed name and title of Student's Supervisor)

(Signature of Student's Supervisor) (Date)

(Agency Name)

(Street or Post Office Address)

(Town, State, and Zip)

(Telephone and E-mail)

Student's Agreement

I have been taught by the faculty of Delta State University Department of Social Work about the *National Association of Social Workers Code of Ethics* and I agree to follow that code, as well as any other rules of confidentiality required by the agency where I am volunteering.

(Signature of Student) (Date)

(Signature of Course Instructor) (Date)

S W O 3 2 0
Student's Weekly Volunteer Assignment

Each week a typed 2-page report in APA format regarding weekly volunteer activity is to be turned in on the Thursday following the completion of the work. At least 3 hours of volunteer experience is to be completed each week for 7 weeks for a total of 21 hours. The student should include a summary of the activities completed that week. In addition, the following information/activity is to be included in the weekly report during the week listed. Student should include their response (include feeling words) and critical thinking of experiences each week. The agency should have a social worker and be willing to let student complete lab assignments. Students are to learn to develop professional relationships characterized by mutuality, collaboration, and respect for clients.

- Week 1: Discuss the role of the social worker and the students' role in the agency. Discuss the services offered by the agency and the characteristics of service population. Who are you serving?
- Week 2: What are the eligibility requirements to receive services from the agency? What type of clients are served and what are the obstacles to receiving services at the agency? Discuss the resources used by the agency.
- Week 3: The student should observe an interview between the agency social worker and a client. Assess social work skills used and observation of use of social work values utilized by the agency social worker.
- Week 4: Sit quietly in the intake or waiting room and observe the atmosphere, conversations, and behaviors of persons entering the service delivery system as well as of those who serve them. Give your assessment of the clients and agency personnel.
- Week 5: The student should interview an agency client (with supervision of the social worker). Use this client to begin biopsychosocial assessment of client.
- Week 6: The student should go on a home visit (with the social worker or another approved agency person), preferably to a rural home.
- Week 7: Complete the biopsychosocial assessment of client.

Ideas for the above taken from:

Wilson, Suanna J. (1981). *Field instruction techniques for supervisors*. New York: The Free Press

EVALUATION OF VOLUNTEER EXPERIENCE (SWO 320/421)

This form is to be completed by the agency field supervisor after the student has completed the 21 hours of volunteer experience of SWO 320 Social Work Methods I or SWO 421 Social Work Methods II.

Delta State University
Department of Social Work
Evaluation of Volunteer Experience
SWO 320 _____ SWO 421 _____

Student _____

Agency _____

I. Number of hours student volunteered in this agency: _____

II. Activities: Briefly describe the types of experiences the student had during the time spent in your agency.

III. Evaluation of Student: Comment on the student's performance, work habits, attitude towards clients, staff and instructor, and ability to successfully accomplish assigned tasks.

IV. Student Potential: Do you think this student has potential for a professional career in social work?

V. Level of Involvement: Overall, the student's performance was:

_____Appropriate

_____ Inappropriate

Supervisor's Signature _____ Date _____

Supervisor's Name and Title Printed _____

Student's Signature _____ Date _____