

*Albany State University
College of Professional Studies
Department of Social Work
504 College Drive
Albany, GA 31705*

TO: Volunteer Practicum Supervisor

FROM: Dr.
Department of Social Work

DATE:

RE: **STUDENT VOLUNTEER PRACTICUM**

Thank you for supervising students in the Introduction to Social Work class offered by the Undergraduate Social Work Program at Albany State University. For many of our students, this is their first encounter with the field of social work. With your assistance, they will receive firsthand experience regarding the knowledge, values, and skills employed in human services practice and administration. This information is useful to students as they decide whether social work is the right career choice for them. Students also find it very helpful when deciding on their senior year field instruction placement.

The enclosed form entitled *Social Service Volunteer Practicum Agreement* will give you an idea of the activities we are asking you to allow students to experience. Please review this form with the student and sign it. The student will be responsible for returning the form to me in class. Please call me at 229-500-2381 for any problems or questions that arise during the semester.

One of the many ways of helping students decide on whether social work is the career for them will be the feedback they receive from agency supervisors. This feedback is also useful to me as their Instructor in determining their final grade in SOWK 3442: Social Work Practice II: Groups.

Thank you again for your support of the next generation of competent social workers.

Enclosure

*Albany State University
College of Professional Studies
Department of Social Work*

TO: Volunteer Practicum Supervisor
FROM: Dr.
DATE: August 19, 2019

RE: STUDENT VOLUNTEER PRACTICUM

This correspondence is to introduce _____, a Student at Albany State University, enrolled in SOWK 3442: Social Work Practice II: Groups. An important course requirement entails completion of a minimum of sixty (60) hours of volunteer service in a local community agency, specifically associated with social work practice, during the FALL, 2019 semester.

The objective of the assignment is to provide the Student with exposure to working with individuals, groups and communities as associated with the legal and other systems or cases that will subsequently be involved in the legal and/or social services systems. I am confident that this Student is capable of assisting with a broad range of social services, which will benefit your agency and clientele. The student is currently learning the following generalist-level social work practice competencies:

- The ability to use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies;
- The ability to collect and organize data and apply critical thinking to interpret information from clients and constituencies;
- The ability to develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within client and constituencies;
- The ability to select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies;
- The ability to critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- The ability to use inter-professional collaboration, as appropriate, to achieve beneficial practice outcomes;
- The ability to negotiate, mediate, and advocate with, and on behalf of, diverse clients and constituencies;
- The ability to facilitate effective transitions and endings that advance mutually agreed-on goals;
- The ability to select and use appropriate methods for evaluation of outcomes;
- The ability to critically analyze, monitor, and evaluate intervention and program processes and outcomes;
- The ability to apply evaluation findings to improve practice.

If you are interested in accepting this Student as an agency volunteer, please complete the *Social Service Volunteer Practicum* form and the student will return the form to the Social Work Program. The BSW Program is most appreciative of your support of our students and their efforts to make a significant contribution to the Community. If you have further questions, please feel free to contact me at (229) 500-____. Thank you so much for your assistance in preparing the next generation of competent social work practitioners.

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Albany, GA 31705*

SOCIAL SERVICE VOLUNTEER PRACTICUM AGREEMENT

Date Due:

AGENCY	
ADDRESS	
TELEPHONE NUMBER	

I, the undersigned, as a representative of:

[AGENCY]

in my capacity as a Volunteer Practicum Supervisor, agree to provide the following:

3. *A meaningful and enriching SIXTY (60) hours of experience for*
_____ *through the establishment of the following assignments.*
[VOLUNTEER]

[Please check below all that applies]:

- () *Opportunities for interactions with staff.*
 - () *Opportunities for interaction with consumers/observe court hearing(s).*
 - () *Opportunity to observe the interviewing of a client/witness.*
 - () *Opportunity to observe the preparation of a client/staff for court.*
 - () *Knowledge of agency structure.*
 - () *Knowledge and provision of services offered by agency.*
4. *Ongoing supervision through individual or group conferences, workshops and seminars.*

[Volunteer Supervisor Signature]

[Date]

[Student Volunteer Signature]

[Date]

ALBANY STATE UNIVERSITY
College of Professional Studies
Department of Social Work
VERIFICATION OF SIXTY HOURS OF VOLUNTEER SERVICE

Date Due:

Student Name _____ *Agency* _____

Instructor:

Agency Supervisor:

<i>DATE</i>	<i>TIME IN</i>	<i>TIME OUT</i>	<i>NO. OF HOURS</i>	<i>SUPERVISOR</i>

This will certify that the above named student has completed _____ hours of volunteer work.

Supervisor: _____ *Date:* _____