



Dear community partner,

Greetings and thank you in advance for considering one of our social work students to volunteer 50 hours of service to your human service setting. The purposes of the Pre-field Service are to:

1. Expose the student to the role and identity of social work professionals within an agency or organizational structure
2. Expose students to human conditions, social issues and forms and mechanisms of oppression and discrimination
3. Allow students to demonstrate beginning professional behaviors

Please discuss the following considerations together in making a decision to accept the student:

1. There must be a professional social worker (BSW or MSW from an accredited school of social work) on site and available for engagement during the service experience. Note: This is not formal supervision. We are requesting that the social worker spend some time some time (2-3 meetings) talking with the student about the social worker role in the agency. We understand that many agencies have volunteer coordinators or someone other than the social worker that will primarily coordinate and monitor volunteer activities.
2. The agency can provide meaningful activity (at any level: individual, family, group, organization or community) that will expose the student to human conditions.
3. There is a willingness on part of the agency volunteer supervisor to provide a brief written feedback on attached form.

Please feel free to contact me if you have any questions.

Best,

Carmel Murphy Norris, MSW

Director of Field Instruction

Department of Social Work

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Pre-Field Service (50 hours) Report Form

This form is to be completed and signed by the student, supervisor, and the person with a social work degree within the agency.

Student Name: _____ Field Practicum Semester: _____

Address: _____

Phone: _____ Email: _____

Agency information

Agency Name/Human Service Setting: _____

Supervisor Name: _____

Supervisor Title: _____

Name and degree of social worker on staff (if different from above): _____

Agency Address: _____

Agency Phone: _____ Supervisor Email: _____

Total number of hours spent at agency: _____

Date(s) and hours worked: (time sheet may be attached)

Evaluation for 50 hours Pre-field Community Service

Social work students are expected to cultivate the following habits and characteristics. Please give us your feedback at the end of the student's service time. This evaluation should be filled out by the staff person who had the most contact with the student.

	Does not meet expectations	Meets expectations	Exceeds expectations
Attendance/punctuality			
Follow-through/dependability			
Assumption of responsibility for actions			
Effective use of feedback			
Treats clients and colleagues with dignity and respect			

Comments:

The Department of Social Work is always open to feedback on our program or students. Please feel free to contact Carmel Murphy Norris, Director of Field Instruction, at norriscd@jmu.edu with any feedback.

Name and position of person filling out evaluation _____

Signature _____ Date: _____

Name and degree of Social Worker (If different from above): _____

Signature _____ Date: _____

() I have met with the student and they have a beginning understanding of the role of social work in this practice setting.