

**Mississippi State University
Social Work Program
SW2313—Introduction to Social Work**

Community Engagement Verification

Student First Name: _____ **Student Last Name:** _____

Semester: _____ **Year:** _____ **Professor Name:** _____

Each student is expected to complete **30 volunteer hours** in an agency/organization that provides services to their clients. Students should become familiar with the services provided, to whom the services are provided, and apply social work principles to the experience.

Students are eligible for **up to 15 hours** towards the 30-volunteer hour requirement with proper documentation and justification for use of the alternative source of credit. Prior credit could include previous (within the year) work experience in an agency/organization, volunteer experience, or another service experience. Only one agency/organization permitted.

Students are **strongly encouraged** to seek out experiences that are new to them, either in the agency/organization itself or the role they have within that agency/organization. The intention is to go into this experiential learning with your emerging social work lens to analyze areas such as onboarding/orientation, communication, funding, policy, etc. If you would like consideration of your hours somewhere you are currently involved, you are required to meet with me during office hours to discuss for approval.

Check **one of the following boxes** and include signatures/documentation to indicate your plans for the 30 hours. Options two and three will require additional documentation/explanation and the completion of two parts.

☐ **Option One:**

I plan to get all 30 volunteer hours from the same agency/organization this semester.

My signature below verifies that the student has met with me to discuss their community engagement requirements for SW2313. They have permission to complete community engagement with this agency/organization. We agreed upon specific times and days when they can come into the agency/organization to complete their community engagement. I agree to verify the hours periodically by submitting a completed time sheet with my signature. I agree to supervise this student during their community engagement.

Agency/Organization Name: _____

Supervisor Name: _____

Supervisor Signature: _____

Supervisor Email: _____ **Supervisor Phone:** _____

Date Signed: _____

☐ **Option Two [2 Parts]:**

Part 1

I would like consideration of _____ hours (no more than 15) of credit towards the 30 volunteer hours based on previous (within the year) work experience in an agency/organization, volunteer experience, or another service experience.

The student should provide a brief description (200-300 words) of the previous (within the year) work experience in an agency/organization, volunteer experience, or another service experience in the area below, along with the name/signature and contact information of the representative to verify this experience. The description should provide a clear justification for the use of this experience as an alternative source of credit. Only one agency/organization permitted.

Agency/Organization Name: _____

Date Range of Experience: _____

Representative Name: _____

Representative Signature: _____

Representative Email: _____ **Representative Phone:** _____

Date Signed: _____

Justification of Alternative Source of Credit (200-300 words):

Part 2

I plan to get the balance of my volunteer hours from the agency/organization detailed below.

My signature below verifies that the student has met with me to discuss their community engagement requirements for SW2313. They have permission to complete community engagement with this agency/organization. We agreed upon specific times and days when they can come into the agency/organization to complete their community engagement. I agree to verify the hours periodically by submitting a completed time sheet with my signature. I agree to supervise this student during their community engagement.

Agency/Organization Name:_____

Supervisor Name:_____

Supervisor Signature:_____

Supervisor Email:_____ **Supervisor Phone:**_____

Date Signed:_____

☐ **Option Three [2 Parts]:**

This option is offered to allow credit from hours earned in a previous semester of SW2313 along with newly accrued hours. Students may not combine previous community engagement hours and previous work experience in an agency/organization, volunteer experience, or another service experience. Newly accrued hours are required. If students are still involved with the approved organization from the previous semester of SW2313, they are permitted to get their newly accrued hours to meet the 30-hour requirement at the same location.

Part 1

I am retaking SW2313 and would like consideration of _____ hours (no more than 15) of credit towards the 30 volunteer hours based on my community engagement learning.

The student should provide 1) uploaded signed verification document with supervisor's signature from the previous semester, 2) uploaded signed time sheet from the previous semester, and 3) information below.

Agency/Organization Name:_____

Semester of Experience (Term and Year):_____

Professor Name:_____

Part 2

I plan to get the balance of my volunteer hours from the agency/organization detailed below during this semester.

My signature below verifies that the student has met with me to discuss their community engagement requirements for SW2313. They have permission to complete community engagement with this agency/organization. We agreed upon specific times and days when they can come into

the agency/organization to complete their community engagement. I agree to verify the hours periodically by submitting a completed time sheet with my signature. I agree to supervise this student during their community engagement.

Agency/Organization Name:_____

Supervisor Name:_____

Supervisor Signature:_____

Supervisor Email:_____ **Supervisor Phone:**_____

Date Signed:_____