MSU Social Work Program

Human Service Hours:
45 total hours required before internship:
  • 25 hours required upon admission to the program (required in SWK 250);
  • 20 hours required in SWK 427

Field Experience Hours:
A total of 465 hours are required for SWK 490: Field Education (12 credits).
ONLY use page 1 of this document for SWK 490 Field Education. (Revised 11/4/14)

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Agency</th>
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<tbody>
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<td></td>
<td>Agency Address</td>
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<td></td>
<td>Agency Phone</td>
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<thead>
<tr>
<th>Type of experience (check one)</th>
<th>Agency</th>
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<tbody>
<tr>
<td>__First (SWK 250)</td>
<td>Agency Contact Person</td>
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<tr>
<td>__Second (SWK 427)</td>
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<tr>
<td>__Field Experience</td>
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Dates covered by this time sheet:

<table>
<thead>
<tr>
<th>Beginning Month/Day</th>
<th>Ending Month/Day</th>
<th>Previous Total Hours</th>
<th>This week’s hours</th>
<th>Total accumulated hours</th>
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<tr>
<th>Agency signature</th>
<th>Student signature</th>
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AGENCY SUPERVISOR EVALUATION
The following should be completed by the agency supervisor once student has concluded her/his Human Service Hours (This does not apply to Field Education). Students must return this form to their advisor and/or course instructor.

What were the activities and responsibilities assigned to this student while at your agency?

______________________________________________________

______________________________________________________

______________________________________________________

How did the student carry out her/his responsibilities while at your agency?

______________________________________________________

______________________________________________________

______________________________________________________

How would you evaluate this student’s relationship skills with both clients and co-workers?

______________________________________________________

______________________________________________________

______________________________________________________

Please describe areas for growth if this student is to become a professional social worker?

______________________________________________________

______________________________________________________

______________________________________________________

How would you see this student as a future professional social worker?

______________________________________________________

______________________________________________________

______________________________________________________

______________________________________________________

______________________________________________________

______________________________________________________

Supervisor’s signature           Date

STUDENT SELF EVALUATION
The following should be completed by the student once she/he has concluded her/his Human Service Hours (This does not apply to Field Education). Students must return this form to their advisor and/or course instructor.

Briefly describe your activities and responsibilities in this experience, focusing particularly on the client systems(s) with which you had contact.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What did you learn about yourself and your potential for professional social work practice through this experience?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What kinds of problems, if any, did you experience?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I understand this information will be used in the admissions process.

________________________________________  _________________________
Student’s Signature                          Date

Revised 11/4/2014