

Hums 120 Essay Specifications

- Students will spend 40 hours, as verified by the signed time sheet, during the semester doing volunteer work at a social service agency or in the social service department of a larger agency.
- How does the agency or department accomplish its mission? In order to complete the requirements of the Hums 120 class, students are expected to observe, participate in, or find out about the following social work elements at their site.

Intake	Outreach
Assessment	Referral
Care Planning	Evaluation
Intervention	Volunteers

- In the Volunteer Essay writing assignment, the student will write a 4-5 page paper detailing the social work functions from the list above, as carried out at the agency. In your essay, please refer to the text and other academic sources. Consider the following in collecting your information.

Intake: How does the agency get their clients into service? Are there criteria? Are clients voluntary or involuntary? Why? Is it at the office, in home, or on the phone? How is confidentiality maintained?

Assessment: How does the agency determine the client's needs? What is the data gathering process? Are there forms, checklists, tests, screenings?

Care Planning: What is the process for determining objectives and goals? Are goals short range, long range or both? How are clients empowered?

Intervention: Does agency provide interventions or refer out? What is the intervention process? What kinds of interventions are available to the agency's population? Individual or group? Does the agency provide advocacy or case management?

Outreach: How does the agency 'advertise' its services? How does it make the community aware of its services? Does it provide education services?

Referral: What is the process for referral? Is referral an integral part of the services? Does the agency maintain a resource list?

Evaluation: How does the agency measure the effectiveness of what it does? Do funding sources require outcome reports? What kinds of measures?

Volunteers: How does the agency use volunteers? How are they trained?

The log does not have to include all 7 of these areas (be sure to include at least two or three). The fewer areas you describe, the more detailed the paper should be in the areas you do choose.

Citations for supporting material and a bibliography are recommended for maximum points. You may use class textbook for reference. If using internet references, always cite source material, not just the web address.