

## BSW Program ‘Social Work’ Experience Document Sample Template

Please be sure to complete ALL fields – all information is required for **each** experience. Students can complete as many tables as needed to include each experience. **Applications with missing information will not be evaluated for admission.** Applicants may include experiences that are unpaid or paid. When assessing experience, readers consider relevance, number of hours, and diversity. We do not consider hours which are completed after the deadline for application submission.

- Name of agency/organization/community project
- Name and title of supervisor/agency rep/mentor/spiritual leader
- E-mail and phone number for supervisor/agency rep/mentor/leader
- title/position/activity
- Start and end dates
- # of hours
- Brief description of duties/responsibilities
- Minimum # of relevant experience hours for 1<sup>st</sup> degree: 60
- Minimum # of relevant experience hours for 2<sup>nd</sup> degree: 300

### SAMPLE

Name of agency/organization/community project	Helping Hearts Food Bank
Name and title of supervisor/agency rep/mentor/spiritual leader	Bob Smith – Volunteer Supervisor
E-mail and phone number for supervisor/agency rep/mentor/leader	709-XXX-XXXX <a href="mailto:Bob.smith@helpinghearts.com">Bob.smith@helpinghearts.com</a>
My title/position/activity	Volunteer
Start and end dates	September 10, 2023 – December 10, 2023

<p># of hours (please enter a numerical value for the hours you completed – not number of weeks or a date range)</p>	<p>50 hours</p>
<p>Brief description of duties/responsibilities (applicants MUST describe their experience as relevant to social work)</p>	<p>I prepared food hampers for individuals and families who needed them. My work helped alleviate food insecurity in my community. I also worked directly with families accessing the food bank and provided confidential and empathetic service.</p>