



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System
Department of Social Work Education

Dear Agency Official/Staff:

The student(s) with this letter is/are enrolled in the class “*Social Work Practice II (SOWK 4133)*” at Prairie View A&M University. A requirement of the course is for the student to continue exposure to experiential learning in social service settings. While in the social service setting, the student is expected to interview the director or designee who is knowledgeable about the services that your agency/setting provides to its clients/customers. The author of the textbook used in the course prepared the interview questions. *We are asking that you allow the student(s) to complete a total of 36 volunteer hours in your agency. Also sign the attached time log documenting the dates and amount of time the student spent at the agency/setting.*

Accredited since 1980, the mission of the Social Work Education at Prairie View A&M University is to prepare students as professional generalist social work practitioners and provide students with requisite knowledge for advanced study. Your assistance in helping our students in their professional development process is an important contribution.

Please feel free to contact me at (936)261-1670 if you have any questions about this assignment or the Social Work Program at Prairie View A&M University.

Thank you for your time and cooperation. Your contribution is highly appreciated.

Best Wishes,

Felix O. Chima, PhD, MSW, MBA

*Professor of Social Work Education
Director of Social Work Program*

Prairie View A&M University

Division of Social Work Behavioral and Political Sciences

Bachelor of Arts in Social Work Education

Experiential Service Learning Assignment Time Sheet

Agency Name _____
 Phone _____

Address _____
 City _____ State _____ Zip _____

SOWK 4133: Social Work Practice II

	Date		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Total Hours	Total Hours
	From	To	Time IN	Time OUT	Time IN	Time OUT	Time IN	Time OUT	Time IN	Time OUT	Time IN	Time OUT	Time IN	Time OUT	Time IN	Time OUT	(Week)	To Date
Example	1/3/2016	1/9/2016	8:00 a.m.	5:00 p.m.	8:00 a.m.	5:00 p.m.	8:00 a.m.	5:00 p.m.	8:00 a.m.	5:00 p.m.	8:00 a.m.	5:00 p.m.	-----	-----	-----	-----	16	16
Example	1/10/2016	1/16/2016	8:00 a.m.	5:00 p.m.	8:00 a.m.	5:00 p.m.	8:00 a.m.	5:00 p.m.	8:00 a.m.	5:00 p.m.	8:00 a.m.	5:00 p.m.	-----	-----	-----	-----	30	46
Week 1																		
Week 2																		
Week 3																		
Week 4																		
Week 5																		
Week 6																		
Week 7																		
Week 8																		
Week 9																		
Week 10																		
Week 11																		
Week 12																		

Total Hours

Agency Official's Name (Print) _____

Agency Official's Signature _____

Student's Name (Print) _____

Student's Signature _____