

**SCHOOL OF SOCIAL WORK**  
**NEW MEXICO STATE UNIVERSITY**  
Las Cruces      Albuquerque

**MASTER OF SOCIAL WORK (MSW)**  
**STUDENT HANDBOOK**



**2012-2013**

A Council on Social Work Education (CSWE)  
Accredited Program Since 1991  
[www.nmsu.edu/~socwork](http://www.nmsu.edu/~socwork)



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# Welcome!

We are pleased that you have chosen to attend the School of Social Work (SSW) at New Mexico State University. Through active participation in the classes you attend, the field settings you choose, the friendships you develop and the opportunity to work with our outstanding faculty in this exceptional multicultural environment you will create the foundation for your professional social work practice.

Guided by the principles of a strengths perspective, empowerment, and cultural competence, the School of Social Work prepares students for ethical, effective social work practice. The School of Social Work is committed to serving people through teaching, outreach, leadership, research, service and the development of knowledge, values and skills that promote the profession's ability to respond to individuals, families, groups and organizations and communities in a culturally diverse environment among populations of the Southwest. We invite you to be part of our mission by becoming an advanced generalist social work practitioner, committed to pursuing social justice and empowering individuals and families in multicultural communities.

On behalf of NMSU, thank you for choosing our program for your educational needs and future professional development. Please feel free to contact us if you have any questions or if there is anything more we can do to enhance your experience at NMSU.

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Associate Dean and Director of School of Social Work

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Las Cruces Graduate Program Coordinator

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## OVERVIEW

### *School of Social Work at New Mexico State University*

The School of Social Work at New Mexico State University is located within the College of Health and Human Services. The MSW program is offered at both the NMSU main campus in Las Cruces and at the NMSU Center in Albuquerque. The program prepares advanced level social work practitioners with the professional values, knowledge, and skills to engage in Advanced Generalist social work practice. The curriculum is designed according to the requirements of the Council on Social Work Education (CSWE) and uses the foundation competencies developed by CSWE. The educational model upon which the program is built proposes that there are two levels of social work education--foundation and the concentration. A common core of social work values, knowledge and methods unifies practice at both levels. This core is based on a liberal arts education and draws heavily from the social sciences.

### **Mission**

Guided by the principles of the strengths perspective, empowerment, and cultural competence, the School of Social Work prepares students for ethical, effective social work practice. The School of Social Work is committed to serving people through teaching, outreach, leadership, research, service and the development of knowledge, values and skills that promote the profession's ability to respond to individuals, families, groups and organizations and communities in a culturally diverse environment among populations of the Southwest.

### **History**

In 1969, New Mexico State University began offering baccalaureate courses in social welfare. In 1972, with the help of Dr. Corinne Wolfe and a Section 707 grant, the University developed a baccalaureate social work program within the Sociology and Anthropology Department. In 1975, the BSW Program was accredited by the Council on Social Work Education, and in 1980 Social Work became a separate academic department. The move to departmental status was part of an overall university reorganization that created the College of Human and Community Services, now known as the College of Health and Social Services.

Responding to national, regional and state needs, in 1990, the University and the State implemented the Masters of Social Work Program. Some of the needs that prompted this move included the professionalization of public child welfare services created through Federal Court Orders and social work licensure. State agencies were in dire need of practitioners with advanced skills in working with families in multicultural settings. The School of Social Work continues to play a prominent role in meeting unique and emerging social service needs. In 1999, the Department received status as a School of Social Work within the College of Health and Social Services.

In 2008 the School of Social Work changed its second year concentration from Family Centered Practice in Multi-Cultural Settings to Advanced Generalist Social Work Practice. This change has sparked a new curriculum and an emphasis on competency based social work education.

### ***Master of Social Work Program***

The MSW program is composed of a foundation sequence of 30 credit hours and a concentration sequence of an additional 30 credit hours. The program can be completed in either two or three years. Students who are admitted as Advanced Standing complete six credit hours of coursework prior to entry into the concentration sequence, resulting in a total of 36 credit hours. Advanced Standing students may complete their program in either three semesters or six semesters, including summers. Advanced Standing is offered only to graduates of CSWE accredited BSW programs who meet specific admissions criteria.

## MSW CURRICULUM

Social work education is built on two components: classroom education and field practice experience. The curriculum is organized into content areas: Practice, Human Behavior & Social Environment, Policy, Research and the Field Experience. Courses are taught in each of these areas at both the Foundation (Generalist) and Concentration (Advanced Generalist) levels. Students also complete elective courses in areas that complement

their interests.

## **Social Work Competencies**

In accordance with the Council on Social Work Education, the School of Social Work follows the Educational Competencies as described in the Educational Policy and Accreditation Standards (EPAS 2008).

### ***Foundation Sequence: Generalist Social Work Practice***

The purpose of the first (or generalist) year is to provide the basic foundation that distinguishes social work from other helping professions. This foundation is taught in terms of knowledge-guided frameworks for effectively managing the various phases of the empowerment process with the multiple levels of client systems with whom we work in direct practice. The definition of generalist practice is below:

Generalist social work practitioners work with individuals, families, groups, communities and organizations in a variety of social work and host settings and apply ethical principles and critical thinking to practice. The generalist practitioner identifies with the social work profession and is grounded in the dual perspective of the person and the environment. Utilizing knowledge of the human condition, generalist practitioners view clients and client systems from a strengths and resiliency perspective in order to recognize, support, and build upon the capabilities of all human beings. They use a collaborative process to engage, assess broker services, advocate, counsel, educate, and organize with and on behalf of clients and client systems. In addition, they participate in community and organizational development. Generalist practitioners are consumer informed, are involved in research-informed (evidence based) practice, and evaluate service outcomes in order to continually improve the provision and quality of services most appropriate to client needs. Finally, generalist social work practice is guided by the NASW Code of Ethics, incorporating diversity in their practice and advocating for human rights and social justice. (Adopted by Faculty 11/9/07)

### ***Concentration Sequence: Advanced Generalist Social Work Practice***

The NMSU Master of Social Work program prepares students from an Advanced Generalist perspective. The program is founded on the use of critical thinking skills, values, ethics and differential application of advanced social work knowledge, theories and skills in the assessment of and intervention with micro, mezzo, and macro level systems.

The advanced generalist perspective prepares practitioners to exercise the professional autonomy, leadership, and creativity necessary for multidimensional contextual and ethical practice in rapidly changing social environments with populations of the southwest. As students move to work with more complex clients, issues, problems, theories and interventions, the scope and depth of their professional preparation increases. (Adopted by Faculty 10/3/08)

### ***Field Work***

The field program of the School of Social Work integrates classroom study with agency practice with individuals, families, groups, organizations and communities. Students complete 225 hours of Foundation fieldwork for two semesters, for a total of 450 hours. Students complete 250 hours of Concentration fieldwork for two semesters, for a total of 500 hours.

Students receive multiple levels of supervision while completing their field experience. All students are assigned to a licensed, qualified MSW field instructor for instruction. Students are also assigned to a faculty field liaison that oversees the learning experience and provides instruction to small groups within field seminars. The student, the field instructor, and the field liaison jointly develop an individualized learning contract that identifies the learning opportunities and practice experiences to assist the students in developing the MSW social work competencies.

Complete information regarding the field experience is provided in the MSW Field Education Manual.

## **Technology Expectations and Requirements**

It is expected that all students admitted to the MSW program will have regular access to a computer and high-speed internet. In this advanced degree program, students are expected to demonstrate basic proficiencies in the use of word processing, presentation, and email. All program, scholarship, graduation, and other important announcements are only made via the School's online student listserv. All students must provide a current email address at the time of admission and are responsible for keeping the School notified of any email address changes. All students admitted to the program may obtain an NMSU email address and are encouraged to utilize that address for all school related purposes.

Many of the courses in the program will make use of CANVAS, NMSU's online instruction program. Increasingly, some courses in both Las Cruces and Albuquerque may only be offered via the web on CANVAS. Courses in both the Albuquerque and Las Cruces programs have assignments that will require the use of PowerPoint and/or a word processing program for either receiving or presenting content; students are expected to use the software effectively as well as be functionally self-sufficient in using related computer hardware. In general, students must register online, access library materials, and get their grades online (none are mailed).

There are help resources provided by the university to students by NMSU Information and Communication Technologies (ICT) through their website at: <http://ict.nmsu.edu/> and by telephone: Help Desk 646-1840.

NMSU is best equipped to provide technical assistance to those individuals using Windows-based systems; some limited assistance is available to Mac OS users. NMSU is also a Microsoft Licensed campus and makes available, at a profound discount, Microsoft programs to students. Students may also find good educational discounts on software at the NMSU bookstore. The student-teacher package of Microsoft Office, priced much lower than the full business package, is widely available at local retailers with the appropriate proof of student status.

## ***Schedules for Completing the MSW Program***

### **Course Load**

Graduate students should take into consideration any outside workload and commitments in planning their course load. The maximum credits that a graduate student may take in any semester are 15. During a six-week summer session, the maximum is 6 credits. Students in the two year program will have four academic courses each semester and a practicum. This will entail 12 hours per week in the classroom and 15 to 18 hours per week in the practicum in addition to time to study. Three year students take two academic courses and in their last two years will also spend 15 to 18 hours per week in the practicum. Thus, given the demands of 24 hours per week doing direct school work and time needed for studying, in both two and three year programs students will find it difficult to work in a full-time position (40 hour per week).

### **Course and Program Withdrawal**

Students may withdraw from the School of Social Work program or social work courses during the time period in which withdrawals are permitted. However, continuation in the program will be evaluated on an individual basis with the Coordinator of the MSW Program. Because the course of studies is designed to build knowledge and skills progressively, students may need to wait until the next required courses are offered, typically one year. In other words, if a student withdraws from a course(s) during fall semester, they will probably not be allowed to enroll in spring courses as the fall ones were prerequisites to those in the following semester.

### **Credit for Life or Work Experience**

The MSW Program at New Mexico State University does not grant academic credit for life or work experience in lieu of social work course or field content.



## MSW Two-Year Foundation Plus Concentration Plan

Students selecting this plan begin their program during the fall semester and complete four semesters, graduating in spring of their second year. They complete 15 credit hours each semester for a total of 60 credit hours. Field experiences include 225 hours for two semesters for the Foundation sequence and 250 hours for two semesters for the Concentration sequence.

<b>Two-year Foundation Plus Concentration Plan</b>	
<b>Generalist Foundation</b>	
<b>Year One Fall Semester</b>	<b>Credits</b>
MSW 505 Foundations of Professional Social Work	3
MSW 509 Socio-cultural Concepts and Populations of the Southwest	3
MSW 510 Human Behavior and Social Environment I	3
MSW 520 Social Work Practice I	3
MSW 551 Generalist Field Practicum I	<u>3</u>
	<b>15</b>
<b>Year One Spring Semester</b>	
MSW 500 Social Problems and Social Welfare Policy	3
MSW 511 Human Behavior and Social Environment II	3
MSW 521 Social Work Practice II	3
MSW 552 Generalist Field Practicum II	3
MSW 560 Social Work Research	<u>3</u>
	<b>15</b>
<b>Advanced Generalist Concentration</b>	
<b>Year Two Fall Semester</b>	
MSW 524 Practice III: Advanced Practice with Individuals	3
MSW 526 Practice V: Advanced Practice with Families	3
MSW 554 Advanced Generalist Field Experience I	3
MSW 561 Advanced Generalist Research or MSW 599 Graduate Thesis	3
MSW or outside Elective	<u>3</u>
	<b>15</b>
<b>Year Two Spring Semester</b>	
MSW 503 Policy Analysis and Change	3
MSW 525 Practice IV: Advanced Practice with Groups	3
MSW 527 Practice VI: Advanced Practice with Organizations and Communities	3
MSW 555 Advanced Generalist Field Experience II	3
MSW or outside Elective	<u>3</u>
	<b>15</b>
	<b>60 credit hours</b>

## MSW Three-Year Foundation Plus Concentration Plan

Students selecting this plan enroll during the fall semester and complete a total of eight semesters of coursework, including summers. Graduation is in spring of the third year, and requires 60 credit hours. Field experiences include 225 hours for two semesters for the Foundation sequence and 250 hours for two semesters for the Concentration sequence.

<b>Three-year Foundation Plus Concentration Plan</b>	
<b>Generalist Foundation</b>	
<b>Year One Fall Semester</b>	<b>Credits</b>
MSW 505 Foundations of Professional Social Work	3
MSW 510 Human Behavior and Social Environment I	<u>3</u>
	<b>6</b>
<b>Year One Spring Semester</b>	
MSW 511 Human Behavior and Social Environment II	3
MSW 560 Social Work Research	<u>3</u>
	<b>6</b>
<b>Year One Summer Semester</b>	
MSW 500 Social Problems and Social Welfare Policy	3
MSW 509 Socio-cultural Concepts and Populations of the Southwest	<u>3</u>
	<b>6</b>
<b>Year Two Fall Semester</b>	
MSW 520 Social Work Practice I	3
MSW 551 Generalist Field Practicum I	3
MSW 503 Policy Analysis and Change	<u>3</u>
	<b>9</b>
<b>Year Two Spring Semester</b>	
MSW 561 Advanced Generalist Research or MSW 599 Graduate Thesis	3
MSW 521 Social Work Practice II	3
MSW 552 Generalist Field Practicum II	<u>3</u>
	<b>9</b>
<b>Advanced Generalist Concentration</b>	
<b>Year Two Summer Semester</b>	
MSW or outside Elective	3
MSW or outside Elective	<u>3</u>
	<b>6</b>
<b>Year Three Fall Semester</b>	
MSW 524 Practice III: Advanced Practice with Individuals	3
MSW 526 Practice V: Advanced Practice with Families	3
MSW 554 Advanced Generalist Field Experience I	<u>3</u>
	<b>9</b>
<b>Year Three Spring Semester</b>	
MSW 525 Practice IV: Advanced Practice with Groups	3
MSW 527 Practice VI: Advanced Practice with Organizations and Communities	3
MSW 555 Advanced Generalist Field Experience II	<u>3</u>
	<b>9</b>
	<b>60 credit hours</b>

### Advanced Standing One-Year Plan

Students admitted as Advanced Standing may select the one-year plan to complete their 36 credit hour degree. These students begin in the summer and complete three semesters, including 250 hours of Concentration sequence field experience during each of two semesters. They graduate in the spring of their first year.

<b>One-year Advanced Standing Plan</b>	
<b>Advanced Generalist Concentration</b>	
<b>Year One Summer Session II</b>	<b>Credits</b>
MSW 559 Practice and Research	3
MSW 509 Socio-cultural Concepts and Populations of the Southwest	3
	<b>9</b>
<b>Year Two Fall Semester</b>	
MSW 524 Practice III: Advanced Practice with Individuals	3
MSW 526 Practice V: Advanced Practice with Families	3
MSW 554 Advanced Generalist Field Experience I	3
MSW 561 Advanced Generalist Research or MSW 599 Graduate Thesis	3
MSW or outside Elective	<u>3</u>
	<b>15</b>
<b>Year Two Spring Semester</b>	
MSW 503 Policy Analysis and Change	3
MSW 525 Practice IV: Advanced Practice with Groups	3
MSW 527 Practice VI: Advanced Practice with Organizations and Communities	3
MSW 555 Advanced Generalist Field Experience II	3
MSW or outside Elective	<u>3</u>
	<b>15</b>
	<b>36 credit hours</b>

### Advanced Standing Two-Year Plan

Students admitted as Advanced Standing may select the two-year plan to complete their 36 credit hour degree. These students begin in the summer and complete six semesters, including summers. They complete 250 hours of Concentration sequence field experience during each of their last two semesters. They graduate in the spring of their second year.

<b>Two-Year Advanced Standing Plan</b>	
<b>Advanced Generalist Concentration</b>	
<b>Year One Summer Semester</b>	
MSW 559 Practice and Research	<u>3</u>
	<b>3</b>
<b>Year One Fall Semester</b>	
MSW 526 Practice V: Advanced Practice with Families	3
MSW 509 Socio-cultural Concepts and Populations of the Southwest	<u>3</u>
	<b>6</b>
<b>Year One Spring Semester</b>	
MSW 561 Advanced Generalist Research or MSW 599 Graduate Thesis	3
MSW or Required Elective	<u>3</u>
	<b>6</b>
<b>Year Two Summer Semester</b>	
MSW or Required Elective	<u>3</u>
	<b>3</b>
<b>Year Two Fall Semester</b>	
MSW 524 Practice III: Advanced Practice with Individuals	3
MSW 554 Advanced Generalist Field Experience I	3
MSW 503 Policy Analysis and Change	<u>3</u>
	<b>9</b>

<b>Year Two Spring Semester</b>	
MSW 525 Practice IV: Advanced Practice with Groups	3
MSW 527 Practice VI: Advanced Practice with Organizations and Communities	3
MSW 555 Advanced Generalist Field Experience II	<u>3</u>
	<b>9</b>
	<b>36 credit hours</b>

MSW students must complete two graduate level electives, one of which must from following list of Social Work courses:

MSW 501 Social Work Leadership and Administration	MSW 565 Practice with the Elderly
MSW 542 Violence in the Family	MSW 541 Alcohol and Other Drugs
MSW 543 Family and Child Welfare Practice	MSW 590 Family and Child Welfare Policy
MSW 547 Social Work Mental Health Practice	MSW 597 Special Topics
MSW 563 Social Work with Hispanic Populations	MSW 564 Social Work with Native American Populations

*Suggested outside Disciplines for Elective Courses at the Graduate Level*

Sociology, Anthropology, Psychology, Health Science, Family & Consumer Science, Counseling and Educational Psychology, Economics, Management, Government, Statistics, Women's Studies, Criminal Justice.

### **Changing Program Completion Plan**

Students who wish to change their schedule for program completion must first discuss this with their academic advisor and then write the MSW Program Coordinator requesting approval for the change. The MSW Program Coordinator will review the request and respond to the student at which time the decision is official.

### ***Special Social Work Programs***

#### **Child Welfare Scholars Program - Title IV-E**

The Child Welfare Scholars is offered in partnership with the New Mexico Children, Youth & Families Department (CYFD). A student who is selected as a Scholar receives financial support and agrees to work for CYFD as a child welfare protective services social worker following graduation with full pay and benefits. Various special topic classes in child welfare practice and policy are offered and are part of the required curriculum for a student who is a Child Welfare Scholar. The School of Social Work encourages all students interested in family and child welfare as a career choice to consider applying to be a Child Welfare Scholar. For information, please contact Madeline Gillette, LISW, Child Welfare Scholar Coordinator, 646-4665 or by email [madeline@nmsu.edu](mailto:madeline@nmsu.edu).

NOTE: Being a Child Welfare Scholar may affect your financial aid.

#### **Hispanic Child Welfare Program for Bilingual Students**

The School of Social Work seeks to prepare students for practice with a chronically underserved, Spanish-speaking population. Although many social work students are bilingual, preparation for providing competent services to this population requires specific professional and technical Spanish language instruction. This training prepares them to read, write and communicate effectively as social work professionals with their clients in Spanish about complicated medical, legal, psychiatric and other systemic issues. To meet this need, the School's Hispanic Child Welfare Training Project supports six traineeships a year for BSW or MSW students with a focus on Spanish language. Please request information from Maria Ortiz, (575) 646-7599 or [mariao@nmsu.edu](mailto:mariao@nmsu.edu), or Madeline Gillette, 575-646-4665 or [madeline@nmsu.edu](mailto:madeline@nmsu.edu).

NOTE: Being a Hispanic Child Welfare Scholar may affect your financial aid.

#### **Dual MSW/MPH Degree Program**

The School of Social Work and the Department of Health Science offer a dual MSW/MPH degree program. The two degrees are the Master of Social Work (MSW) and Master of Public Health (MPH) in Community Health

Education. The programs complement each other. Public Health focuses on populations of people and is highly analytical and Social Work focuses on individual, groups, and communities within the social environment. Both programs heavily emphasize cross-cultural content in classes and have an emphasis on social justice.

Many students find this combined degree appealing, particularly if they are interested in community development and outreach. Students from other countries and students who have served in the Peace Corps find that this degree furthers their interest and careers in international service.

Separately the MSW and MPH degrees require a total of 109 credit hours (49 for the MPH + 60 for the MSW). However, the dual MSW/MPH degree program can be completed with a total of only 88 credit hours.

Students interested in pursuing the dual degree program must:

- Prepare and submit separate admissions applications to both programs;
- Notify each program in writing of the intent to complete the dual degree program;
- Be officially admitted to both degree programs;
- Notify the NMSU Graduate School of the intent to complete the dual degree program;
- Complete all course requirements for both degree programs;
- And complete a combined comprehensive final examination for both degree programs.

If you are interested in pursuing this option please speak to Monica Montoya, MSW Academic Advisor, [monicamo@nmsu.edu](mailto:monicamo@nmsu.edu), or Dr. Iván de la Rosa, MSW Graduate Program Coordinator, [lilo@nmsu.edu](mailto:lilo@nmsu.edu). It is anticipated that students in this program will take three full academic years to complete their programs of study.

### **Master's International Program**

Prospective students apply to the Graduate School and the Peace Corps at the same time. They will be accepted into the Graduate School and the Peace Corps independently. Students complete one year of graduate study, leave and complete their two years of Peace Corps services, and then return to finish their last year of graduate study.

This program is available to MSW students and dual degree MSW/MPH students. Please contact the MSW Academic Advisor for further information or if you have questions about the program.

### ***Interdisciplinary Graduate Minors***

#### **Minor in Alcohol and Drug Counseling**

New Mexico State University offers an interdisciplinary minor in Alcohol and Drug Counseling. Graduate students in social work are eligible for this minor, which requires 15 credit hours.

Students develop knowledge and skills to work with substance-affected individuals, families, and groups. They also learn to design plans for organizational and community intervention. Completion of this minor provides students with the academic preparation for taking the exam for state licensure as a drug and alcohol counselor in the State of New Mexico.

If you are interested in the minor please speak to Monica Montoya, MSW Academic Advisor, [monicamo@nmsu.edu](mailto:monicamo@nmsu.edu), or Dr. Iván de la Rosa, MSW Graduate Program Coordinator, [lilo@nmsu.edu](mailto:lilo@nmsu.edu). Upon request, an information sheet will be provided which provides an outline the program requirements and specify the application process.

#### **Minor in Gerontology**

The Department of Health Science offers an on-line Graduate Minor in Gerontology. Twelve credits are needed for a graduate minor. Health and human service professionals, current students, and others who are interested in acquiring basic knowledge in a cross-cultural context about gerontology and geriatrics are encouraged to consider this program. Some required MSW courses may be substituted for courses required by this minor. If you are interested in the minor please request an information sheet from the MSW Academic Advisor that will outline the program requirements and provide contact information. You can obtain information about the

Graduate Minor in Gerontology online under Graduate Minors in Health Science Department.

## UNIVERSITY AND GRADUATE SCHOOL POLICIES

Several policies apply to all graduate programs. Please review information found on-line for the Graduate School (<http://gradschool.nmsu.edu/>) for policies regarding

- residency requirements,
- time limits for degree completion,
- withdrawal from the university
- delaying admission,
- leaves of absence and readmission to the program, and
- adding or dropping courses.

Detailed information regarding grade scales, incomplete grades, and GPA requirements are also provided by the graduate school. MSW students should refer to the Graduate Catalog <http://catalog.nmsu.edu/grad-2012-2013/2012-2013-nmsu-grad-catalog.pdf> and to on-line information found at <http://catalog.nmsu.edu/grad-2009-2010/10-regulations/index.html>.

### Graduate School Provisional Status

A student admitted to the MSW program that has either a cumulative GPA of less than 3.0 and/or has not completed a prerequisite is admitted on provisional status. No provisional students will be allowed to enroll in the full-time program. Students admitted on provisional standing must maintain a 3.0 GPA in the first semester in order to continue in the program or will be subject to dismissal.

### Transfer of Credits

At the master's level, the student must take at least 50 percent of the work required for the degree at New Mexico State University. A request for transfer of credit must be indicated on the Application for Admission to the Graduate School. Transfer credit requests and required departmental/college forms must be completed prior to the beginning of the first semester of work taken at NMSU. Transfer credit requests and forms must be submitted to the MSW Academic Advisor and MSW Program Coordinator for approval. The School of Social Work has the right to accept or reject any number of requested transferred credits based on such elements as whether the work fits into the logical program for a degree. Please refer to the current NMSU Graduate Catalog at <http://catalog.nmsu.edu> for more information.

**Transcript Analysis** --- In order to ensure that admitted students do not repeat content in the foundation curriculum, the student's academic advisor, in consultation with the MSW Program Coordinator carefully reviews transcripts, syllabi and assignments to determine comparability to course content. If the results of the analysis indicate redundancy, student will be advised to replace redundant courses with other selected courses.

If you have taken a graduate level course either at NMSU or another University, you may request transferring the credits. The Transfer Credit Request Form should be completed and signed by you and your academic advisor before submitting it to the MSW Program Coordinator. Along with the form, attach a course description/syllabus and an official transcript showing the grade earned at the institution where you took the course.

In addition to sending the transcript to the Graduate School, as required, send the transcript (in a sealed/signed envelope) to the School of Social Work with the form and syllabus.

- The School has the right to accept transferred credits based on whether the work meets Graduate School standards, and fits into the MSW program of study.
- The School may require the work be validated by examination.
- Credit granted for work completed at another institution is tentative until proven by satisfactory work in residence.
- Transfer credits must meet the same time limit requirements as those set for course work taken at New

## **Appeal of Grades**

Students have the right to appeal grades. A grade appeal or other appeal related to the classroom begins with the instructor. If this does not result in a satisfactory resolution, the student takes their appeal in writing to the Graduate Program Coordinator. Upon receiving the request, the Graduate Program Coordinator will convene, within two (2) weeks, an ad hoc Academic Standards Committee comprised of two graduate faculty from the School of Social Work. This committee will review available evidence and submit a recommendation, within one week after convening, to the Department Head. If the appeal is not satisfactorily resolved at this level, the next step is the Associate Dean for Academics of the College of Health and Social Services. Additional appeal steps include the Graduate School. See the Graduate Catalog for detailed information about time limitations, next steps and your right to appeal. The procedure is described in the “Disciplinary Issues for Graduate Students” section of the graduate catalog (<http://catalog.nmsu.edu>).

## **NMSU Student Accessibility Services (SAS)**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues related to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact Trudy Luken, Director Student Accessibility Services (SAS), Corbett Center, Rm. 244, Phone: (575) 646-6840, E-mail: [sas@nmsu.edu](mailto:sas@nmsu.edu), Website: [www.nmsu.edu/~ssd](http://www.nmsu.edu/~ssd).

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment, and retaliation. For more information on discrimination issues, Title IX or NMSU’s compliant process contact: Gerard Nevarez, Executive Director or Agustin Diaz, Associate Director Office of Institutional Equity (OIE) O’Loughlin House, Phone: (575) 646-3635, E-mail: [equity@nmsu.edu](mailto:equity@nmsu.edu), Website: [www.nmsu.edu/~eeo/](http://www.nmsu.edu/~eeo/).

SSW Administration, faculty and staff encourage any MSW student who believes she or he may need to obtain accommodation to be successful in this academic program to contact the SAS office early in the semester, and then discuss such needs with her/his instructors.

## ***Student Conduct: Code of Conduct and Academic Misconduct***

### **Code of Conduct**

Students at NMSU are expected to observe and maintain not only the highest academic standards of conduct, but also high ethical and professional standards. Students should review the university’s information regarding the rules of conduct and definitions of misconduct. Details on the administration of discipline in the case of non-academic conduct violations by the University can be found in the New Mexico State University Student Handbook (<http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/>).

### **Academic Misconduct**

According to NMSU Student Code of Conduct, allegations regarding academic misconduct of graduate students shall be brought immediately to the attention of the Graduate Dean. The Graduate Dean shall conduct a preliminary investigation with the appropriate professional bodies within the University. At the Dean’s discretion the case may be referred back to the student’s instructor or department head who will then follow the procedure outlined for all undergraduate and graduate general cases that occur at the course or academic department level. This is outlined in the NMSU Student Handbook (<http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/3-academic-misconduct.html>).

## ACADEMIC, BEHAVIORAL AND PROFESSIONAL STANDARDS FOR MSW STUDENTS

### *Standards of Scholarship: Grades*

Graduate students are expected to apply themselves intensively to the study of the material covered by the courses in which they are enrolled. Accordingly, a high level of performance is required. Students must maintain a cumulative grade point average of at least 3.0 in *all* courses taken as a graduate student (excluding undergraduate deficiencies).

- Students must maintain a cumulative grade point average of at least 3.0 in *all* courses taken as a graduate student (excluding undergraduate deficiencies).
- Courses graded S or PR will not be counted in determining grade-point averages.
- Students unable to maintain a GPA of at least a 3.0 for two (2) consecutive semesters will be dismissed from the MSW program.
- Students admitted on provisional status will be dismissed after one semester if unable to attain a 3.0 GPA. (See section below on Dismissal from the Program)
- Students must earn a grade of at least a C in all required social work courses and a grade of S in all practicum courses.
- Students who receive a D in a required social work course must repeat the class in the next semester it is offered. Students may not register for courses that require the course in which the D was received if the course is a prerequisite or co-requisite. Students must wait to take these courses until such time the course in question has been retaken and a grade of C or better has been earned.
- Students receiving a grade of “F” in any social work course will be dismissed and must reapply to the MSW program.

Note: Students admitted as Advanced Standing who fail the MSW 559 Practice and Research or who receive a grade of D in a required social work course may not continue in the Concentration Sequence. They may, however, request admission to the Foundation sequence.

### *Behavioral and Professional Standards for MSW Students*

Students are expected to meet the ethical and behavioral standards detailed below. Further statements of student behavior and performance are found within the Graduate Student Handbook (<http://catalog.nmsu.edu/>) and the NMSU Student Code of Conduct (<http://www.nmsu.edu/~vpsa/SCOC/index.html>).

Professional behavior is one of the core competencies for social work programs. This competency is based in the Code of Ethics put forth by the National Association of Social Workers (NASW). The code guides the NMSU School of Social Work and all students must strive to abide by the standards. The NASW Code of Ethics can be found online (<https://www.socialworkers.org/pubs/code>). In the event of academic or non-academic misconduct, stu

dents are held to the rules that are found in the NMSU Student Handbook. Student grievance and appeals processes are outlined in the General Rules and Regulations and Special Grievance Policies sections of this handbook.

#### **Professional Conduct**

In addition to the academic expectations, social work students are expected to demonstrate professional behavior that reflects a commitment to the core values of the social work profession. Behavior contrary to the ethical standards of social work will be cause for review of the student’s admission to the program or continued future within the MSW Program. Examples of behavior that would warrant such a review include

- deprecating oral and written statements,
- gestures toward other students, faculty, clients, colleagues, or the agency placement,
- wearing clothing with statements that are offensive towards other students, faculty, and/or persons from populations reflecting racial, ethnic, ability status, religious, socio-economic, gender, and sexual orientation differences,



- problems in personal functioning (health, mental health) sufficiently serious to endanger functioning in the program and client welfare, and
- failure to maintain boundaries towards other students, faculty, clients and towards other workers in agency.

Since the role of social worker involves helping people from a variety of backgrounds and with a range of problems, it is important that social work students not permit personal issues to interfere with this role. Students must have the emotional and psychological resources necessary to render effective assistance to those in need. In instances where students demonstrate behaviors that suggest that their own difficulties are not sufficiently resolved to be able to help and support others at this time, students may be denied admission to the program or once admitted may be dismissed from the program.

Client confidentiality represents a specific consideration. Students are expected to maintain confidentiality in regard to all client information, client identification, specific social agencies and organizations. This includes any discussion that occurs in the classrooms when it relates to clients or personal information about other students or teachers.

### ***Felony, DUI/DWI or other Criminal Record***

Applicants to the program are asked at the time of admission if they have ever been convicted of a felony, DUI/DWI, child maltreatment and/or other criminal offense other than a minor traffic violation, or have such charges currently pending. Based upon the information provided, the Admissions Committee will consider the nature of the offense, disposition, rehabilitation efforts and other relevant information to make an admissions decision. The committee can make the following recommendations: deny admission to the program, admit with conditions, or admit without conditions.

If admitted to the program, students with such backgrounds may be subject to conditions, such as restrictions on the choice of area of study and field placement. Students must disclose this information to the field coordinator prior to placement.

In addition, students must notify the School if they are convicted of a felony, DUI/DWI or other criminal offense after admission to the program. They are also required to provide relevant documentation as to the nature of the offense and its disposition. Once the School is notified, a formal counseling-in process will be implemented to review the nature of the felony, disposition, rehabilitation plans, and other relevant information. Based upon this review process a student can be terminated from the program, allowed to continue with conditions, or allowed to continue without conditions.

Students are further advised that some state boards of social work examiners, including New Mexico's, may refuse to issue a license or certificate of registration to any person who has been convicted of a felony, in this or another state.

Students may be automatically denied admission, or if enrolled, terminated from the program, if that person has not been truthful or has provided inaccurate information on the application or, after admission to the program, fails to notify the School of Social Work of the above.

### ***Counseling in-- Problem Resolution Process***

The School of Social Work encourages the identification of problematic behavior at the earliest possible time. Problematic behavior in the classroom may include failing performance, disruptive behavior or frequent absences from class. Problematic behavior in the field may include failing performance, unethical conduct, violation of agency policy and procedures, personal behavior which conflicts with professional comportment or other behaviors that may cause risk of harm. Counseling-in is most effective when initiated as soon as difficulties are experienced or perceived. Carrying out this process in a timely manner is critical if the process is to be meaningful. Corrective action is preferable to dismissal from the program.

The process is **not to be used for** students wishing to make a **grade appeal**. For grade appeals, please refer to

the current Graduate Catalog under the heading of “Disciplinary Issues for Graduate Students: Graduate Student Appeals Board”.

The first step in the process is to seek a solution between the parties most directly involved. Whenever problematic behavior occurs in the classroom it is the responsibility of both the student and the course instructor to meet together to discuss the problem and to seek acceptable resolution of the problem.

Similarly, problematic behavior in the field setting is the responsibility of the student, agency field instructor and the field liaison to meet to discuss the problem and to seek acceptable resolution of the problem. These meetings between the student and the relevant parties must be documented in writing and clearly identify the problem, the agreed upon resolution, and the appropriate timeline for remediation of the problem. It is the responsibility of the faculty member or field instructor and field liaison to ensure that the documentation is done.

When the above processes fail to rectify the problem, the following formal process may be initiated by any of the concerned parties. The steps in this process are:

- Step 1: The concerned party (student, classroom faculty or field faculty) should notify the Graduate Program Coordinator in writing of their request to hold a problem resolution meeting. A clear statement of the problematic behavior and documentation of previous attempts to deal with the concern must accompany this request.
- Step 2: Upon receiving the request, the Graduate Program Coordinator will ask that the student’s faculty advisor convene, within two (2) weeks, a session that will include all faculty and instructors currently working with the student in class and field.
- Step 3: The purpose of the session is to develop a specific plan with a time line for promoting student success that will be agreed to by all parties. The advisor is responsible for monitoring the student in carrying out this plan and will submit the plan to the Graduate Program Coordinator.
- Step 4: If the problematic behavior is not remediated within the agreed upon timeline, the advisor will convene a second meeting of all the parties to make a recommendation for either continuance with conditions in the program or in dismissal from the program. This recommendation will be submitted in writing to the Graduate Program Coordinator. If the decision is for continuance in the program with conditions, the advisor will follow up with the student for implementation of the plan. If a recommendation for dismissal is made or if conditions for continuing in the program are not met, the Graduate Program Coordinator will notify the Director of the School of Social Work.

The Director of the School of Social Work will notify the student of the final action and provide the student with the appropriate steps for filing an appeal of the action if desired.

Problem resolution is most effective when initiated as soon as difficulties are experienced or perceived. Corrective/remedial action is preferable to dismissal from the program.

### ***School of Social Work’s Policies on Academic Misconduct***

Allegations of academic misconduct of graduate students shall be brought immediately to the attention of the Graduate Dean. If the Dean of the Graduate School refers the case back to the School of Social Work to impose a sanction or for further action, the following process will be implemented:

1. The School of Social Work Director will constitute an Academic Standards Committee that shall consist of three School of Social Work faculty members.
2. The faculty member stating the complaint of misconduct will submit in writing to the SSW Academic Standards Committee a description of the misconduct and any supporting documentation to support the charge of misconduct.
3. The student shall submit, in writing, to the SSW Academic Standards Committee, a description and explanation of the circumstances resulting in a charge of academic misconduct.
4. The Academic Standards Committee will convene a meeting with the student who will present an explanation of the circumstances resulting in the complaint of academic misconduct. The student can elect to bring a non participatory advocate, i.e., a classmate, faculty advisor, faculty member.

5. The committee shall then deliberate in private and transmit recommendations to the SSW Director within five working days subsequent to the meeting.
6. The SSW Director shall consider the recommendation of the Committee in making a decision and notify, in writing, the student of the committee's decision within three working days of receipt of the committee's recommendation including steps to be taken in an appeal process.
7. If dismissal was not recommended on the first finding of academic misconduct, the student is advised that a second finding of academic misconduct will result in dismissal from the School of Social Work.

### ***Dismissal from the Program***

The faculty of the School of Social Work has the responsibility to require a student to be dismissed from the social work program at any time prior to completion of the program when the student fails to maintain minimum academic, behavioral or professional ethical standards in the classroom or in the field practicum.

A student will be dismissed from the social work program if one or more of the following occurs:

- Receives two "D's" in the social work professional core classes;
- Receives one "F" in the social work professional core classes;
- Receives one "U" or one "D" or one "F," in the field practicum;
- Earns below the minimum 3.0 cumulative grade point average at the end of two consecutive grading periods; if a student is on provisional status, dismissal occurs at the end of one grading period;
- Inappropriate conduct; or
- Fails to comply with National Association of Social Workers (NASW) code of values and ethics.
- Fails to demonstrate professional behavior that reflects a commitment to the ethics of the social work profession.

Students will be notified, in writing, of dismissal when any of the above deficiencies occur.

### ***Reinstatement***

Upon receipt of a dismissal notice, students who believe there are extenuating circumstances that have led to the noted deficiencies may make a written request to the School's Director to be reinstated into the program.

Requests must be made within ten working days after receipt of notice of dismissal. Upon receipt of a reinstatement request, the following process will occur:

1. The student shall submit, in writing, the reasons he or she believes that extenuating circumstances contributed to the deficiencies leading to dismissal;
2. The Director will constitute a Reinstatement Committee that shall consist of three School of Social Work faculty members;
3. The committee shall deliberate in private and transmit recommendations to the Director within five working days subsequent to the meeting and;
4. The Director shall consider the recommendation and notify in writing the student of his/her decision within three working days of receipt of the committee's recommendation, including steps to be taken in an appeal process.

Students who are reinstated, as a result of their appeal, but who subsequently receive a "D" or "F" in any professional core course or a "U" or "D" or "F" in field experience are automatically and permanently dismissed from the program. Students who did not seek reinstatement or whose reinstatement is denied must wait one full calendar year before reapplying to the program. Students who reapply and are reaccepted into the program and receive a "D" or "F" in any professional core course or a "U" in field practicum are permanently dismissed from the program.

## **ADVISEMENT**

The School of Social Work emphasizes the importance of the advisor/advisee relationship, striving to develop a relationship which is mutually respectful and satisfying. The principle objective of advising is to enable students to achieve their educational goals, consistent with the objectives of the School and the profession. The student is

placed at the center of her/his learning and has primary responsibility for the educational effort. Advisors are responsible for fostering an integration of the total educational experience and facilitating student progress toward educational and career goals.

Advising includes an ongoing assessment of each student’s aptitude, motivation, and suitability for a professional career in social work. The Advisement is designed to assist students in clarifying all aspects of the MSW Program. In addition, advisement will assist students in:

1. submitting university forms, with academic advisor’s signature, as required.
2. mapping out a semester-by-semester plan of study, with a schedule of courses prior to the registration period;
3. developing a program of study that includes approving elective courses; and
4. Personal, professional, and career development.

The School of Social Work offers students two types of advising – Academic Advising and Faculty Advising.

***MSW Academic Advising***

Academic advising is provided at both Las Cruces and Albuquerque campus locations. Academic advising includes inquiry about the MSW program, STAR audits, transfer credits, advisement regarding course selections, all necessary paper work related to graduation and recruitment, responsible for coordination concerning academic performance.

***MSW Faculty Advising***

Professional advising is also provided in both locations. MSW Faculty Advisors provide advising related to professional development and issues related to academic success (e.g. conflicts with instructors, other students, life events that interfere with academic success). All MSW students are assigned a full time MSW Faculty member as their faculty advisor.

While it is expected that students first seek assistance from their academic and/or faculty advisors, if an academic or professional advising issue cannot be resolved at that level, the issue will be referred to the MSW Program Coordinators for consideration and resolution.

For successful advisement, students are expected to

- meet with their academic advisor at least once per semester, i.e. registration periods to discuss and decide matters related to programmatic requirements, scheduling of classes, course registration, elective choices, etc.;
- contact their advisor if considering a leave of absence, withdrawing from the program, or making plans that are outside of the standard student Program of Study;
- meet with their advisor, if requested, to discuss academic or professional performance issues that may jeopardize their continuation in the MSW program;
- collaborate with their advisor in reviewing options and alternatives with regard to problem solving, including taking a leave of absence, continuation and/or withdrawal from the program, or participating in a Counseling-in Process that includes the student’s instructors, field director and field instructor.

<b><i>Advisor Roles</i></b>	<b>Faculty Advisor</b>	<b>Academic Advisor</b>
Provide advice and counsel advisees when they are experiencing difficulties	X	
Assist students on matters pertaining to the university and community, career/employment planning, special projects, practicum experiences, and possible problems impinging on academic performance	X	
Initiate a Counseling-in Process and work with the advisee to find appropriate solutions to problems	X	
Help the student plan a program of study during registration, including providing assistance in course selection; orientation to the substance and structure of the MSW curriculum; and explanation of the expectations entailed in the role of the student		X
Sign student Add/Drop forms, candidacy forms, and other forms as required		X

Monitor student progress ensuring that all degree/curriculum requirements are fulfilled in an orderly, timely and satisfactory way		X
Consult with advisee's instructors about problems impacting the student's performance, discussing the matter with the student and maintaining accurate and up-to-date student records with relevant and regular notations	X	X
Support and protect the rights of students by informing them of grievance procedures	X	X
Conduct a thorough and final "audit" of their advisee's academic records certifying that all MSW degree requirements have been satisfactorily completed for graduation.		X
Answer questions about the admission process.		X

### Changing Advisor

Request to change a faculty advisor begins with discussing this with current advisor and then bringing the request to the MSW Program Coordinator. There is an NMSU Advisor form that needs to be completed.

### Changing Registration

All changes in registration need to be in consultation with the student's academic advisor and must meet published university deadlines.

Approval for exceptions to NMSU deadlines for adding/dropping courses is extremely rare, and will only be considered for those circumstances which were beyond the student's control that developed after the published deadline. Examples of appropriate circumstances include documented major medical conditions, documented death or crisis in the student's immediate family and similar circumstances. Examples which are generally not considered appropriate circumstances include those which are related to employment, financial aid, grades or academic standing. Rare exemptions may be considered on a case-by-case basis with appropriate documentation.

## GRADUATING FROM THE MSW PROGRAM - ADVANCEMENT TO CANDIDACY

### Graduate Forms

All graduate forms can be accessed at the Graduate School website. Go to <http://gradschool.nmsu.edu/>, click on "current students" and then click on "graduate forms." You may also access them by going to <http://gradschool.nmsu.edu/forms-index.html>.

The admission of a student to the Graduate School does not imply admission to candidacy for an advanced degree. The School in which the student intends to become a candidate for a master's degree must be satisfied as to the student's sound basic training and the ability to pursue studies at the graduate level. Departments may require a comprehensive qualifying examination before officially approving any candidate for the master's degree.

### Check List for Masters Degree Candidates

The Graduate Catalog provides students with a checklist for insuring that they file the right forms at the correct time. Students are advised to carefully review this checklist as they are responsible for the information contained within. Failure to adhere to the checklist and filing forms at the correct time can delay the student's graduation. Following is a checklist to determine if essential paperwork is complete.

- STAR Degree Audit (Student Academic Requirements)**  
A degree audit check should be completed with your academic advisor prior to submitting the Final Examination form.
- File **Transfer for Credit Form** in the first semester (if applicable).
- Register for master's thesis or research project during appropriate semesters (if applicable). Obtain and read a copy of guidelines, **Preparation of a Thesis or Dissertation**, from the Graduate School. This may help you decide which research option to select.
- File **Application for Degree Form**. (See current Academic Calendar for deadlines). The Application for Degree Form is available online at <https://www.nmsu.edu/~registra/degreeapp/> and there is a fee for this form. If you are not able to complete all requirements by the deadline specified on the application for degree, you will forfeit any fees paid and will have to reapply and pay the fees again.

- ❑ At the end of your second to last semester in the program, make arrangements with the program to schedule your final examination.

### ***Final Examination***

This cumulative final examination provides an opportunity to integrate the student's total experience and discuss it with faculty from both inside and outside the School of Social Work. The School of Social Work final examination format is an examination of the candidate's field of study: Advanced Generalist Practice and may consist of written and oral components.

The final examination purposes are: To clarify whether the master's degree candidate has integrated all components of the curriculum in such a way as to demonstrate that he or she has the necessary competencies to engage in professional practice in multicultural settings and to offer the candidate the opportunity to present her or his understanding of such practice, to define and demonstrate current values, knowledge and skills, to identify gaps in these areas and to describe plans for addressing them.

### **Format and Structure of the Examination**

A separate handbook on the format and structure of the final examination will be provided to graduating students toward the end of their second to last semester in the program. The final examination can only be taken in the final semester of the program.

### ***Research Option: Thesis***

Please discuss the thesis option with your faculty advisor and Chair of the Curriculum Committee. Having once registered for a thesis, a student must continue to register for a minimum of one (1) credit of thesis or course work each regular semester (except summer) until the thesis is approved by the Graduate School. Anyone who fails to abide by this requirement will be considered withdrawn from the University and, in order to resume studies, must formally apply for readmission and satisfy the requirements in effect at the time of re-application.

The thesis is a piece of original research conducted in a systematic and rigorous manner. The thesis topic is in an area of personal or practice interest to the student. This can often be a topic arising from the student's field or practice experience. The thesis must be related to social work and advanced generalist practice. It may employ quantitative or qualitative approaches, determined by the questions and interests of the student.

Should you choose the thesis option, listed below are required MSW program procedures:

1. Discuss your thesis idea with your advisor who will refer you to a faculty member who has interest and knowledge in your area of interest.
2. With the support or approval of at least one faculty member, the student must complete a Thesis Proposal Form and formulate a proposal of 4-6 pages which includes:
  - a. the research question
  - b. the literature review to support the question
  - c. brief description of the research method
  - d. relevance to social work and advanced generalist practiceProposals must be submitted by the last day of Summer II of your first year. Notification of the acceptance or non-acceptance of the proposal will be made prior to the last add date for Fall Semester so that students can register appropriately.
3. The proposal is reviewed by the proposal committee which either:
  - a. accepts the proposal
  - b. rejects the proposal
  - c. accepts conditionally on fulfillment of specific recommendations

For specific instructions on thesis preparation and format, the student should obtain the Guidelines for Preparing a Thesis or Dissertation from the Graduate School (<http://gradschool.nmsu.edu/Guidelines/>) and consult, as needed, with the thesis editor in the office of the Graduate School. Students are advised to submit to the editor, prior to typing in final form, a list of references, table of contents, figures, and tables so that the format may be

checked for accuracy.

- Not later than seven working days before the date of the final examination, the student must personally deliver a copy of the thesis to each member of the examining committee.
- Not later than ten working days before graduation, and after the oral examination, the student submits the thesis to the Thesis Editor in the Graduate School for a final reading.

There may be supporting monies available from the Graduate School for completing or disseminating your research. Discuss this with your research faculty.

### **Human Participants in Research**

The University's policy on the use of human subjects in research projects is covered in NMSU's *Administrative Policies and Procedures Manual*. These policies are strictly enforced by each college and by the Graduate School. A *Permission to Use Human Subjects in Research* form must be completed and approved prior to undertaking any research project involving human subjects (including interviews, surveys, etc.).

The forms are available at <http://research.nmsu.edu/compliance.html>. Students must also complete the computer-based training for researchers and research staff found at the NIH site (<http://ohsr.od.nih.gov/cbt/>).

## **INTERIOR WORKINGS OF THE SCHOOL OF SOCIAL WORK**

This section gives information about the interior workings of the School. We hope the associations you make here with faculty, staff and fellow students will form the basis for the professional network essential for effective practice in the profession.

### ***Students' rights and responsibilities***

The student enrolled in the School of Social Work at New Mexico State University is expected to take a significant responsibility for shaping, supporting, maintaining, and evaluating their educational program goals. Toward this end, the student is encouraged to engage in a variety of activities related to the School's mission and purposes, including but not limited to participation in the Graduate Student Social Work Organization (GSSWA).

### **School Governance and Graduate Students**

One graduate student in good standing and enrolled in the MSW program serves as a non-voting student representative at meetings of the faculty. Student members are not included in discussions of financial and personnel issues or issues pertaining to the confidentiality of any individual student, faculty, or staff. The MSW student organization (GSSWA) also chooses representatives to serve on certain school committees including:

- Program Committee – One student representative from each MSW class: year 1 and year 2.
- School Advisory Board – One representative from the MSW program.
- Field Advisory Board – One MSW student from each MSW class.
- Admission, Minority Recruitment and Retention – One student representative each from:  
Two-year MSW program and Three-year MSW program

### **Mail and Announcement Notification**

The School of Social Work and NMSU has gone to a paperless notification system that utilizes the student's NMSU e-mail address. At the beginning of the fall semester, all students will be asked to provide their NMSU e-mail address. This address will be added to the School's student listserv. Students are responsible for checking their e-mail on a regular basis. All official notices pertaining to registration, graduation, events, and messages from approved student organizations will only be posted by e-mail.

### **Faculty/Staff Mailboxes**

Faculty and staff have mail boxes located in room 210-K immediately to the right within the School's administrative office area. Students are encouraged to use these mailboxes to communicate with faculty or staff members when the individual cannot be reached in person. Mailboxes are also available at the NMSU Albuquerque Center.

## FINANCIAL AID AND GRADUATE ASSISTANTSHIPS

We refer you to the Graduate Catalog (see Funding Opportunities, <http://www.ece.nmsu.edu/Assistantships.htm>) and other University publications for more complete and up to date information on available assistantships and other funding opportunities. In selecting individuals for any assistantship, traineeship, or fellowship, and in the administration of appointments, New Mexico State University does not discriminate on grounds of age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation or veteran status. Check with the Office of Financial Aid located in the Educational Services Building or call (575) 646-4105 for further information.

The graduate assistantship duties in the School of Social Work usually require 10 hours per week. The student is obligated to enroll for and maintain enrollment in a minimum of 9 graduate credits per semester, unless prior approval is secured from the Dean of the Graduate School. The School of Social Work Graduate Assistantship form is available from the School of Social Work academic advisors.

### *Scholarship Opportunities*

The School of Social Work and the College of Health and Social Sciences have scholarships available on a yearly basis. Students will receive notification via Email regarding these opportunities and may contact Robert Nosbisch, CHSS Educational Outreach, 646-5061 or [rnosbisc@nmsu.edu](mailto:rnosbisc@nmsu.edu) for application forms.

Scholarships available include:

#### **For MSW Students**

##### **Betty Jean and Thomas James Shinas, Jr. Endowed Scholarship (awarded to one graduate student)**

- Must be pursuing a Master of Social Work degree.
- Must maintain a minimum 3.5 cumulative GPA.

##### **FYI, Inc., Graduate Social Work Student Endowed Scholarship (awarded to one or more graduate students)**

- Must be pursuing a Master of Social Work degree.
- Must be a resident of New Mexico.
- Must have a minimum 3.0 cumulative GPA.
- Financial need, as determined by current and official FAFSA results, may be a consideration but is not a requirement.
- Preference is to students who are employed fulltime in a social work-related environment.
- Must be committed to serving and meeting the needs of families, youth and children of New Mexico upon graduation.

##### **IGMDACP (Interdisciplinary Graduate Minor in Drug and Alcohol Counseling Program) (awarded to one graduate student)**

- Must be pursuing a Master of Social Work degree.
- Must be pursuing a minor in Alcohol and Drug Counseling.

##### **Lucille Allen Social Work Endowed Scholarship (awarded to one graduate student)**

- Must be pursuing a Master of Social Work degree.
- Preference is given to a female student.
- Preference is given to a student who has entered the graduate level program after a period of time since earning an undergraduate degree.
- Preference is given to a parent with a dependent child.

#### **MSW and BSW Students**

##### **Rose H. Praisner Memorial Endowed Scholarship (awarded to at least one graduate student and at least one undergraduate student)**

- Must be majoring in Social Work.
- Must be a resident of New Mexico.
- The undergraduate student must be a junior or senior.
- Must have a minimum 3.0 cumulative GPA.



- Preference is for students interested in public health and/or maternal-child health.

### **MSW or BSW Students**

#### **Human and Community Services Social Work Scholarship (awarded to one or more students)**

- No criteria; this comes from the Social Work general scholarship fund.

#### **Social Work Scholarship (awarded to one or more students)**

- Must be involved in the National Association of Social Workers.

### **Social Work, Nursing, and Health Science Students**

#### **Robert & Evelyn McKee Scholarship (1/3 is awarded to a social work student, 1/3 is awarded to a nursing student, and 1/3 is awarded to a health science student)**

- Must be U.S. citizen.
- Must be a degree-seeking student in the College of Health and Social Services.
- Must have a minimum 2.75 cumulative GPA.

#### **Celebrate Health and Social Services Endowed Scholarship (This scholarship rotates among Social Work, Nursing, and Health Science and is awarded to one undergraduate or graduate student.)**

- Must be a fulltime student.
- Must have a minimum 3.0 cumulative GPA.
- Must have financial need based upon current and complete FAFSA results.
- Must be involved in a chartered student organization belonging to CHSS or one of its three units: School of Social Work, School of Nursing, or Department of Health Science.

## **APPENDIX I: MSW COURSE CATALOGUE DESCRIPTIONS**

<b>MSW Year One – Two-Year Program Fall Semester</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Course Description</b>
MSW 505	Foundations of Professional Social Work	This course is a comprehensive overview of social work. It serves as an introduction to the profession of social work, including its history, values and ethics, legal regulation, structure, philosophy and major fields of practice.
MSW 509	Socio-cultural Concepts and Populations of the Southwest	Theoretical and socio-historical perspectives on racism, sexism, ageism, heterosexism, classism, and other forms of discrimination and oppression. Cultural diversity, strengths and Southwest and border issues are emphasized.
MSW 510	Human Behavior and the Social Environment I	Major theories of human behavior and the life span from conception to adolescence. Focuses both on the areas of concern and risk for client systems and on the opportunities and strengths in the social environment.
MSW 520	Social Work Practice I	This is the first course of a two-course sequence. An introduction to the generalist cross-cultural, social work practice perspective with individuals and families, focusing on social work as a profession, social work knowledge base, professional development, relationship building and assessment with individuals and families within a framework of social work values and ethics.
MSW 551	Generalist Field Practicum I	Supervised professional practice in a community social service agency, providing experiential instruction and learning. 225 clock hours required. Seminar required. Grade S/U

### MSW Year One - Two-Year Program - Spring Semester

Course #	Course Name	Course Description
MSW 500	Social Problems and Social Welfare Policy	An overview of social and economic problems in the United States and the historical and current social welfare policies aimed at alleviating these problems. Emphasis on developing an awareness and ability to change policies that impact vulnerable populations.
MSW 511	Human Behavior and the Social Environment II	Major theories of human behavior and the life span from young adulthood through old age. Focuses on the areas of concern and risk for client systems and on the opportunities and strengths in the social environment.
MSW 521	Social Work Practice II	This is the second course of a two-course sequence. A continuation of the generalist cross-cultural, social work practice perspective with individuals and families, focusing on goal setting, contracting, implementation, and outcome assessment. The course also applies the generalist practice perspective and methods to larger systems: groups, organizations, and communities and includes relationship building, assessment, goal setting, contracting, implementation and outcome assessment within a framework of social work values and ethics.
MSW 552	Generalist Field Practicum II	Supervised professional practice in a community social service agency. 225 clock hours required. Seminar required.
MSW 560	Social Work Research	Introduction to analytical skills used in social work research: problem formulation, research designs, measurement, instrumentation, data collection and analysis, use of human subjects in research, and application of research knowledge to social work practice.

### MSW Year Two - Two-year Program - Fall Semester

Course #	Course Name	Course Description
MSW 524	Practice III: Advanced Practice with Individuals	This class builds on Foundation Year Practice courses (MSW 520, 521) by integrating theory and practice, and advancing skills in selecting, applying, and evaluating practice interventions in a culturally sensitive manner with individuals (children, adolescents and adults).
MSW 526	Practice V: Advanced Practice with Families	This class builds on Foundation Year Practice courses (MSW 520 and 521) by integrating theory and practice, and advancing skills in selecting, applying, and evaluating practice interventions in a culturally sensitive manner with families.
MSW 554	Advanced Generalist Field Experience I	Supervised professional practice in a community social service agency providing experiential learning in advanced generalist practice. Seminar required. 250 clock hours required.
MSW 503	Policy Analysis and Change	This course will emphasize policy practice focusing on policy analysis and creating and implementing policy change.
		MSW or outside elective

<b>MSW Year Two – Two-Year Program Spring Semester</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Course Description</b>
MSW 561	Advanced Generalist Research	Focused on advanced generalist practice research in multicultural settings. Advanced skills to evaluate practice with individuals, families, groups, organizations and communities in multicultural settings. Needs assessment as well as program and practice evaluation are emphasized. Restricted to majors.
MSW 525	Practice IV: Advanced Practice with Groups	This course will address the knowledge, values and skills needed to work effectively with diverse populations in group settings. The course will build on Foundation Year courses (MSW 520 and 521) by integrating theory and practice, and advancing skills in selecting, applying and evaluating practice interventions in a culturally sensitive manner with social work groups.
MSW 527	Practice VI: Advanced Practice with Organizations and Communities	This class builds on Foundation Year Practice courses (MSW 520, 521) by integrating theory and practice, and advancing skills in selecting, applying, and evaluating practice interventions in a culturally sensitive manner with organizations and communities.
MSW 555	Advanced Generalist Field Experience II	Supervised professional practice in a community social service agency providing experiential learning in advanced generalist practice; seminar required. 250 clock hours required.
		MSW or outside elective

<b>SW Electives and Other Courses</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Course Description</b>
MSW 501	Social Work Leadership and Administration	Supervision, consultation, and administration in social service agencies, emphasis on developing leadership skills. Pre-requisite MSW 520, MSW 521.
MSW 541	Alcohol and Other Drugs	The prevalence of the major types of substance abuse. Addresses major treatment approaches to substance abuse as well as theories related to the causes and effects of such abuse in systems of different sizes. Prerequisite: consent of instructor.
MSW 542	Violence in the Family	Theory and skills relating to practice with families who victimize vulnerable members. Includes physical, emotional and sexual abuse, incest, and neglect. Emphasis on knowledge and skills in approaches that effectively preserve and restore healthy family functioning. Prerequisite: consent of instructor.
MSW 543	Family and Child Welfare Practice	Current issues and interventions in child protection, foster care, family preservation and support, family reunification, adoption, and permanency planning.
MSW 547	Social Work Mental Health Practice	Social work assessment and interventions of major mental health issues across the life span with an emphasis on building resiliency and coping skills. Attention will be paid to mental health disparities and the impact of culture on mental health issues. Offered in the fall. Prerequisite: MSW 521, MSW 522

<b>SW Electives and Other Courses</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Course Description</b>
MSW 559	Practice and Research	This course is required for all advanced standing students and is aimed at providing the conceptual orientation for the concentration year graduate program. The goal of this course is to enhance theory, practice, research, and policy skills and knowledge in advanced generalist social work. The key themes and concepts, presented, explored, and analyzed in this course include: the fit between the Social Work Code of Ethics and personal values and belief systems; use of evidenced based practice principles to critique theories, policy, and practice and the interaction with research modalities applicable to social work practice with individuals, groups, organizations and communities. Restricted to advanced standing students only.
MSW 563	Social work with Hispanic Populations	This course focuses on advanced knowledge and skill development for intervention with Hispanic populations. Emphasis is placed understanding historical and contemporary cultural, social, and political forces shaping the worldview and life circumstances for Hispanic populations in the U.S. Southwest.
MSW 564	Social Work with Native American Populations	This course focuses on advanced knowledge and skill development for intervention with Indigenous North American populations. Emphasis is placed understanding historical and contemporary cultural, social, and political forces shaping the worldview and life circumstances for Indigenous North American populations.
MSW 565	Practice with the Elderly	Concepts and skills needed for effective practice with older adults, their families, and others in their support systems. Attention to subgroups of an older population, including persons of color, health-impaired individuals, grandparent caregivers, and elderly gay men and women. Same as SWK 465.
MSW 572	Pharmacology of Addictions	Concepts and principles of the pharmacology of psychoactive substances and the addiction process: including the pharmacological approaches to treatment. Same as NURS 572.
MSW 590	Family and Child Welfare Policy	Historical review and evolution of child welfare policies, initiatives and factors that influence child welfare service. Child welfare policies and services specific to the state of New Mexico are infused throughout the course. Taught with SWK 490.
MSW 591	Systemic Integration of Alcohol and Drug Issues	Capstone course for the alcohol and drug minor. Covers community, agency, and systemic facilitation of prevention and intervention services for substance-affected families. Prerequisites: acceptance into minor and department prerequisites. Same as FCS 591.
MSW 595	Independent Study	Individual study to augment depth of knowledge in area related to course of study. Prerequisite: consent of instructor. May be repeated for maximum of 6 credits.
MSW 597	Special Topics	Specific subjects to be announced in the Schedule of Classes. Open to graduate students in related disciplines and to community professionals in related disciplines and to community professionals in related fields. Prerequisite: consent of instructor. May be repeated for unlimited credit under different subtitles.
MSW 598	Thesis Preparation	Thesis preparation. Prerequisite: consent of instructor. May be repeated for a maximum of 3 credits. Restricted to MSW students.
MSW 599	Graduate Thesis	Required for thesis option. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Restricted to MSW students.