



SCHOOL OF SOCIAL WORK

College of Health and Social Services

NEW MEXICO STATE UNIVERSITY

Bachelor of Social Work (BSW)

Student Handbook

**2015 / 2016
Academic Year**



*A Council on Social Work Education (CSWE)
Accredited Program Since 1975*



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School of Social Work BSW Program Contact Information

Mailing Address

School of Social Work, MSC 3SW
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001

Telephone: (575) 646-2143

Fax: (575) 646-4116

Email: socwork@nmsu.edu

Building Address for Deliveries

NMSU School of Social Work
Health and Social Services
1335 International Mall
Las Cruces, NM 88003-8001

Web: [School of Social Work](#)

School of Social Work Staff

Dr. Hancock, Tina	Associate Dean/Director	646 3043	Rm 210G	thancock@nmsu.edu
Cevallos, Eric	Administrative Assistant	646-2650	Rm. 210F	ericceva@nmsu.edu
Hernandez, Irma	Academic Advisor	646-3529	Rm 210B	irhernan@nmsu.edu

BSW Faculty

Dr. Maria Gurrola.	Assoc. Professor	646-4830	Rm. 210D	gurrola@nmsu.edu
Gergerich, Erika	College Assistant Professor	646-4347	Rm. 203G	egerger@nmsu.edu
Ortiz, Maria	BSW Field Coordinator	646-7599	Rm. 207	mario@nmsu.edu



Welcome!

We are pleased that you have chosen to attend the School of Social Work at New Mexico State University. The School of Social Work faculty is committed to providing you with a quality educational experience. Each of the classes you attend, the field settings you experience, and the people you serve during your field practicum, will contribute to your professional development. The exceptional multicultural environment of the Southwest will provide you a unique foundation for your future professional social work practice in an ever-changing culturally diverse atmosphere.

We look forward to meeting you and working with you as you progress through the BSW Program. If you have any questions or concerns regarding your progress in the BSW program, please schedule an advising appointment with your BSW Academic Advisor as soon as possible.

We wish you success and will make every effort to support you!

Associate Dean and Director
School of Social Work:

Tina Hancock, DSW
Administrative Suite 210-G
Office: 575-646-3043
thancock@nmsu.edu

BSW Field Coordinator
Maria Ortiz, LMSW
CHSS Rm. 207
575-646-7599
mariao@nmsu.edu

BSW Program Coordinator:

Maria Gurrola, PhD
Administrative Suite 210-D
Office: 575-646-4830
gurrola@nmsu.edu

BSW Academic Advisor
Irma Hernandez, MSW
Administrative Suite 210-A
575-646-3529
irhernan@nmsu.edu

School of Social Work Web Address:

socialwork.nmsu.edu



NEW MEXICO STATE UNIVERSITY SCHOOL OF SOCIAL WORK BSW PROGRAM – OVERVIEW

The School of Social Work at New Mexico State University is an academic department within the College of Health and Social Services. Consistent with the overall mission of New Mexico State University -- to benefit society through service, education, and research -- the Bachelor of Social Work (BSW) Program provides academic and field work education designed to prepare undergraduate students for entry level generalist social work practice.

BSW Mission/Goals –Adopted by School of Social Work Faculty 1/15/11

Guided by the principles of the strengths perspective, empowerment, cultural competence, and social and economic justice, the School of Social Work prepares students for ethical, evidence-informed social work practice. The School of Social Work is committed to serving people through teaching, outreach, leadership, research, service, and the development of knowledge, skills, and values that promote the profession's ability to respond to individuals, families, groups, communities and organizations in the culturally diverse environment 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 then College of Human and Community Services, now known as the College of Health and Social Services.

The BSW curriculum: The School of Social Work at New Mexico State University has designed its curriculum to comply with the requirements set forth by Council on Social Work Education (CSWE), the accrediting body for BSW and MSW Programs in the US. The program focuses on generalist social work practice with individuals, families, groups, organizations and communities. Generalist social work practice is unified by a common core of social work professional values, knowledge and practice methods. This core is based on liberal arts education, humanistic philosophy and draws heavily from the social sciences.



Definition Of Generalist Social Work Practice:

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 of all sizes. 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 into practice and advocating for human rights and social justice. (Adopted by Faculty 11/9/07)


Social Work Values and Ethical Principles

(Approved by the 1996 NASW Delegate Assembly and revised by the 2008 NASW Delegate Assembly)

Preamble of the NASW Code of Ethics:

The primary mission of the social work profession is to enhance human wellbeing and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual wellbeing in a social context and the wellbeing of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the



responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective: Service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

1. Professional Value: Service

Ethical Principle: Social workers' primary goal is to help people in need and to address social problems.

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

2. Professional Value: Social Justice


Ethical Principle: Social workers challenge social injustice.

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

3. Professional Value: Dignity and Worth of the Person

Ethical Principle: Social workers respect the inherent dignity and worth of the person.

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social



workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

4. Professional Value: Importance of Human Relationships

Ethical Principle: Social workers recognize the central importance of human relationships.

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

5. Professional Value: Integrity

Ethical Principle: Social workers behave in a trustworthy manner.

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

6. Professional Value: Competence

Ethical Principle: Social workers practice within their areas of competence and develop and enhance their professional expertise.

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

<p>A full copy of the NASW Code of Ethics can be found at - http://www.naswdc.org/pubs/code/default.asp All students are required to read and adhere to the NASW Code of Ethics</p>

The [Council on Social Work Education](#) (CSWE): Social Work Curriculum

CSWE (2008) has adopted a competency-based education paradigm for accredited BSW (and MSW) professional education. Competency-based education is an outcome performance approach to curriculum design. Competencies are measurable practice behaviors that are comprised of knowledge, values and skills. The goal of the outcome approach is to demonstrate the integration and application of the competencies in practice with individuals, families, groups, organizations and communities. While these Core Competencies do not completely define or shape the BSW curriculum at NMSU, the curriculum designed by your faculty has embedded these Core Competencies and their associated Practice Behaviors in the curriculum in such a way that mastering the practice behaviors to achieve the Core Competencies is required to successfully complete the BSW degree program.

The 10 Core Competencies and their associated Practice Behaviors, which help define successful completion of your BSW education, are listed below:

CSWE: 10 Core Competencies and their associated Practice Behaviors
Competency 1. Identify myself as a professional social worker and conduct myself accordingly. Social workers serve as representatives of the profession, its mission and core values. They know the profession's history. Social workers commit themselves to the profession's enhancement and to their own professional conduct and growth.
1. Advocate for client access to the services of social work
2. Practice personal reflection and self-correction to assure continual professional development
3. Attend to professional roles and boundaries.
4. Demonstrate professional demeanor in behavior, appearance, and communication
5. Engage in career-long learning
6. Use supervision and consultation
Competency 2. Apply social work ethical principles to guide professional practice. Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making. Social workers are knowledgeable about the value base of the profession, its ethical standards, and relevant laws.
7. Recognize and manage personal values in a way that allows professional values to guide practice.
8. Make ethical decisions by applying standards of the national association of social workers code of ethics and, as applicable, of the international federation of social workers/international association of schools of social work ethics in social work, statement of principles
9. Tolerate ambiguity in resolving ethical conflicts.

10. Apply strategies of ethical reasoning to arrive at principled decisions.

Competency 3. Apply critical thinking to inform and communicate professional judgments. Social workers are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. Critical thinking is augmented by creativity and curiosity. Critical thinking also requires the synthesis and communication of relevant information.

11. Distinguish, appraise, and integrate multiple sources of knowledge, including research based knowledge, and practice wisdom.

12. Analyze models of assessment, prevention, intervention, and evaluation.

13. Demonstrate effective oral and written communication in working with individuals, families, groups, communities, organizations, and colleagues.

Competency 4. Engage with diverse clients in the practice setting.

Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim.

14. Recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, as well as create or enhance privilege and power.

15. Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups.

16. Recognize and communicate their understanding of the importance of difference in shaping life experiences.

17. View themselves as learners and engage those with whom they work as informants.

Competency 5. Advance human rights and social justice. Each person, regardless of position in society, has basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. Social work incorporates social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitably and without prejudice.

18. Understand the forms and mechanisms of oppression and discrimination.

19. Advocate for human rights and social and economic justice.

20. Engage in practices that advance social and economic justice.

Competency 6. Identify (Engage in) research-informed practice and practice-informed research. Social workers use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, policy, and social service delivery. Social workers comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge.

21. Use practice experience to inform scientific inquiry and

22. Use research evidence to inform practice.

Competency 7. Apply knowledge of human behavior and the social environment.

Social workers are knowledgeable about human behavior across the life course; the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Social workers apply theories and knowledge from the liberal arts to understand biological, social, cultural, psychological, and spiritual development.

23. Utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation

24. Critique and apply knowledge to understand person and environment.

Competency 8. Identify relevant policy in practice to advance social and economic well-being and to deliver effective social work services.

Social work practitioners understand that policy affects service delivery, and they actively engage in policy practice. Social workers know the history and current structures of social policies and services; the role of policy in service delivery; and the role of practice in policy development.

25. Analyze, formulate, and advocate for policies that advance social well-being.

26. Collaborate with colleagues and clients for effective policy action.

Competency 9. Identify the process needed to respond to contexts that shape practice.

Social workers are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice. Social workers recognize that the context of practice is dynamic, and use knowledge and skill to respond proactively.

27. Continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services.

28. Provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.

Competency 10. Learn to engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

Professional practice involves the dynamic and interactive processes of engagement, assessment, intervention, and evaluation at multiple levels; practitioners have the knowledge and skills to practice with individuals, families, groups, organizations, and communities.

29. Engagement – Substantively and affectively prepare for action with individuals, families, groups, organizations, and communities.

30. Demonstrate empathy and other interpersonal skills

31. Develop a mutually agreed-on focus of work and desired outcomes.

32. Assessment – Collect, organize, and interpret client data

33. Assess client strengths and limitations.

36. Intervention – Initiate actions to achieve organizational goals

37. Implement prevention interventions that enhance client capacities.

38. Help clients resolve problems.

39. Negotiate, mediate, and advocate for clients.

40. Facilitate transitions and endings.

41. Evaluation – Critically analyze, monitor, and evaluate interventions

NMSU FULL TIME BACHELOR OF SOCIAL WORK PROGRAM

UNIVERSITY/STATEWIDE COMMON CORE REQUIREMENTS (35 credits)

I – COMMUNICATIONS (9-10 credits)

II –MATHEMATICS (3 credits)

III – LABORATORY SCIENCE (8 credits)

IV – SOCIAL/BEHAVIORAL SCIENCES (6-9 credits)

V - HUMANITIES/FINE ARTS (6-9 credits)

A FORMAL APPLICATION & ACCEPTANCE IS REQUIRED BEFORE STUDENTS CAN TAKE BSW PROGRAM CORE COURSEWORK AND *SWK COURSES REQUIRE A C GRADE OR HIGHER.

Freshman Year: Fall (16-18 credits)

*English 111G, 111H (I) (3-4)

Biology 101/lab (4)

Communications (I) (3)

Second Language (3-4)

Elective (3)

Freshman Year: Spring (17-18 credits)

*Math (II) (3)

Science (III) (4)

C EP 110 (3)

Second Language (3-4)

SWK 221G (IV) (3)

Sophomore Year: Fall (18 credits)

English 203G, 211G, or 218G (I) (3)

Social/Behavioral Science (IV) (3)

Humanities/Fine Arts (V) (3)

Humanities/Fine Arts (V) (3)

Stat 251 or A ST 251 (3)

Elective(3)

Sophomore Year: Spring (18 credits)

VAWW/Cultural Emphasis (3)

VAWW/Cultural Emphasis (3)

Elective (3)

Elective (3)

Elective (3)

Elective (3)

Junior Year Fall (15 credits)

*SWK 300 Social Work Practice Skills (3)

*SWK 309 Socio-cultural Concepts (3)

*SWK 311 Hum Beh/Soc Env I (3)

*SWK 331V Intro to Social Policy: History (3)

Elective (3)

Junior Year Spring (13 credits)

*SWK 312 Hum Beh/Soc Env II (3)

*SWK 313 Swk Practice w/Individuals (3)

*SWK 316 Research for Gen. Practice (3)

*SWK 315 Swk Practice w/Families (3)

*SWK 301 Orientation to Field (1)

Senior Year 35 Fall (15 credits)

*SWK 415 Gen Practice w/Organ. & Comm. (3)

*SWK 417 Social Welfare Policy: Legislation (3)

*SWK 416 Gen Practice w/Groups (3)

*SWK 405 Service Learning and the Field (3)

SWK Practice Elective (3)

Senior Year Spring (16 credits)

*SWK 402 Generalist Social Work Practice (12)

*SWK 404 Integrative Field Seminar (3)

***A grade of C or better is required in all SWK courses.**

NMSU Graduation Requirements: Viewing a Wider World (6 credits) AND 128 total credits Minimum





Three Year Matriculation Option
(After fulfilling Freshman and Sophomore Requirements)

Junior Year – Fall Semester (9 credits)
SWK 309 Sociocultural Concepts (3)
SWK 311 Hum Beh/Soc Env I (3)
Social Science Elective (3)

Junior Year – Spring Semester (9 crs)
S WK 312 Human Behavior/Social Environment II (3)
SWK 331V Social Policy History (3)
SWK 315 Practice w/Families (3)

1st Senior Year – Fall Semester (7 credits)
SWK 300 Social Work Practice Skills (3)
SWK 301 Orientation to Field (1)
SWK 415 Macro Practice (3)

1st Senior Year – Spring Semester (9 crs)
SWK 313 SWK Practice w/Ind. (3)
SWK 316 Research Practice (3)
SWK Practice Elective (3)

2nd Senior Year – Fall Semester (9 credits)
SWK 417 Policy Legislation (3)
SWK 405 Service Learning (3)
SWK 416 Practice w/Groups (3)

2nd Senior Year – Spring Semester (16 crs)
SWK 402 Field Block Placement (12)
SWK 404 Senior Seminar (4)

The following is a list of *Practice Electives* from which you can choose:

S WK 420 Social Welfare Policy: Administration
S WK 443 Family and Child Welfare Practice
S WK 463 Social Work Practice with Hispanic Families
S WK 464 Social Work with American Indian Communities
S WK 465 Practice with the Elderly
S WK 469 Holistic Health with Families
S WK 490/CAST 301: Family and Child Welfare Policy
SWK 497/CAST 302: Professional & Systems Responses to Child Maltreatment
S WK 497 Special Topics: Title IV-E and Trabajo Social en Bienestar Infantil y Familiar
S WK 497 Special Topics: Death and Dying
S WK 497 Special Topics: Violence in the Family
S WK 497 Special Topics: Child Abuse and Neglect

Link to: [Program of Study](#)

FIRST YEAR BSW COURSE DESCRIPTIONS

First semester	Second semester
<p>SWK 300 Social Work Practice Skills - Introduction to generalist social work practice. Interpersonal skills, values, and ethics required in the helping relationship.</p> <p>SWK 301 Orientation to Field provides an orientation to social work field practicum requirements and the connection between classroom instruction and future practicum requirements.</p> <p>SWK 309 Sociocultural Concepts Theoretical and socio-historical perspectives on racism, sexism, ageism, heterosexism, classism, ableism, and other forms of discrimination and oppression. Cultural diversity, strengths, and Southwest and border issues are examined.</p> <p>SWK 311 Human Behavior and the Social Environment I Major theories of human behavior and the life span from conception to adolescence.</p> <p>Social Science Elective</p>	<p>SWK 331V Introduction to Social Policy: Historical overview of the economic, political, and cultural impact on social welfare policy, institutions, and professions with international content.</p> <p>SWK 312 Human Behavior and the Social Environment II; Major theories of human behavior and the life span from young adulthood through old age.</p> <p>SWK 313 Social Work Practice with Individuals. Generalist social work practice theory and skills in engagement, information gathering, assessments, planning, interventions, evaluation, and termination with individual client systems.</p> <p>S WK 315 Social Work Practice with Families Generalist social work practice theory and skills in engagement, information gathering, assessments, planning, interventions, evaluation, and termination with multicultural family systems.</p> <p>S WK 316 Research for Generalist Practice This undergraduate course is designed to prepare students to be effective consumers of research and to evaluate their own practice. Students will learn to read, critically evaluate and use the research of others to select interventions that are based on evidence of effectiveness. Students will demonstrate the knowledge, values and skills to be critical consumers of research for effective and ethical practice as well as possess the basic skills necessary to evaluate their own social work professional practice. Prerequisite: STAT 251G, 271G or A ST 251G. Restricted to Social Work majors.</p>

SECOND YEAR BSW COURSE DESCRIPTIONS


Third semester	Fourth semester
<p>S WK 415 Generalist Social Work Practice with Organizations and Communities this course focuses on generalist social work values, knowledge and skills regarding practice with larger systems. Course content will include theories of community and organizational assessment and intervention. Strategies for advocacy and change, leadership for community and organizational change.</p> <p>SWK 417 Policy Legislation Analysis of recent and proposed social welfare policy, in areas of poverty, family and child welfare, employment and other human service legislation.</p> <p>S WK 416 Generalist Social Work Practice with Groups This course is designed to assist students to become effective in the practice of generalist intervention strategies with a variety of multicultural groups. Upon completion students will have knowledge, values and skills of generalist social work practice with small groups with an emphasis on cultural and human diversity; and be able to apply relevant theories that underlie generalist social work practice.</p> <p>SWK 405 Service Learning and the Field serve to introduce students to field work as an essential component of social work education. Students are required to provide a minimum of 40 hours of service to a human services agency. This course will focus on the connection between coursework, field work, the NASW Code of Ethics and skills needed to work with people.</p> <p>SWK Practice Elective</p>	<p>S WK 402 Field Block Placement Supervised professional practice in a community social service agency, providing experiential instruction and learning; seminar required. Evaluation criteria for this course will include upholding social work practice standards for interpersonal and ethical conduct. Total of 480 hours are required in Block Field Placement. 12 credits. Graded: S/U. Prerequisite(s): S WK 300, S WK 313, S WK 315, S WK 316, S WK 415, S WK 416, S WK 417, S WK 405, Practice Elective. Corequisite(s): S WK 404. Restricted to S WK majors.</p> <p>S WK 404. Senior Seminar Students will use the field experience as backdrop for assessing their own progress toward entry level generalist social work practice; and will integrate coursework and field experience to develop their professional foundation. Prerequisite(s): S WK 315, S WK 316, S WK 415, S WK 416, S WK 417, S WK 405, Practice Elective. Corequisite(s): S WK 402. Restricted to S WK majors.</p>



ADVANCING THROUGH THE BSW PROGRAM

Academic Information and Requirements:

1. **Registration:** All NMSU students have access to the Banner System and are able to register for most classes on line. Those who register early are usually able to select the best schedule so try registering as soon as possible. You can find your registration eligibility date on the Class Schedule. If you are taking a class that requires a system override, you will need to make an appointment with the Academic Advisor as soon as possible.
2. **Transfer Students:** It is important that you make sure that an official transcript is sent from your prior college or university to NMSU Registrar's Office after all grades are posted on your records. Once the Registrar's Office has evaluated your transferred credits and those credits are posted in the Banner System you can check your own Academic Transcript through the [MyNMSU portal](#). You need to discuss any questions or concerns regarding transferred credits with the Academic Advisor as soon as you become aware of a problem.
3. **Advisement:** Students are strongly encouraged to meet with your Academic Advisor at least once a semester to discuss your progress in the BSW program and any academic concerns. The advisor will look at your academic record and provide you the individual guidance you need. **It is not recommended that you use the advice of peers regarding the course selection because their academic standing might be different than yours.**
4. **Standards of Scholarship:** The School of Social Work at NMSU does not accept life or work experience as a substitution for social work coursework. Students are expected to maintain a minimum GPA of 2.5 to remain in good standing. Courses graded "S" or "RR" are not counted in determining grade-point averages. However earning an unsatisfactory (U) grade in a field course is basis for dismissal.
5. **Students granted Provisional Acceptance to the BSW Program:**
Applicants may be granted Provisional Acceptance to the BSW Program for reasons such as GPA below 2.5 or incomplete general education and/or departmental pre-requisites. Such instances are considered on a case by case basis. The applicant will be informed in writing of the conditions which define the Provisional Admission. At the time the Provisional Acceptance is granted an administrative hold will be placed on the student's record each semester until all requirements of the Provisional Acceptance are met. As a result, the student is required to



meet with the BSW Academic Advisor to review progress before being permitted to register for the forthcoming semester. Most often, the Provisional Admission is granted for 1 semester. If the conditions of the Provisional Admission are not satisfactorily met by the deadline specified by the Admissions Committee, the student will be immediately dismissed from the BSW Program.

- 6. Degree Checks:** All NMSU students have access to a Degree Audit through the Banner System. However, it is highly recommended that you check your progress and discuss specific requirements with your Academic Advisor at least once each semester. Degree requirements change from time to time but your degree requirements will be based on the requirements in place at the time of your admission to the BSW program.

School of Social Work Academic Policies and Guidelines


The Administration, Faculty and Staff of the School of Social Work encourage you to read and become familiar with the [NMSU Undergraduate Catalog](#) and [NMSU Student Handbook](#)

Grade Appeals:

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 Undergraduate Program Coordinator. Upon receiving the request, the Undergraduate Program Coordinator will convene, within two (2) weeks, an ad hoc Academic Standards Committee comprised of two 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. All grade appeals are to specifically follow the process for appeals as found in the current [NMSU Undergraduate Catalog](#).

Counseling-In Process:

The School of Social Work encourages the identification of problematic behavior at the earliest possible time. Problematic behavior in the BSW Program may include (but are not limited to) unsatisfactory academic performance, disruptive behavior, academic dishonest, unethical behavior, unsatisfactory performance in field placement or frequent absences.



Counseling-In is most effective when initiated as soon as problems are experienced or observed. Carrying out this process in a timely manner is critical if the process is to be helpful. Corrective action is preferable to dismissal from the program.


The Counseling-In process is not to be used for students wishing to make a grade appeal.

The first step in the Counseling-In process is informal. It requires that the parties most directly involved seek a solution between the parties involved. Whenever problematic behavior occurs in the classroom or in the field setting it is the responsibility of the student, the social work instructor and/or the liaison to meet and discuss the problem and to seek acceptable resolution of the problem.

These meetings between the student and the relevant parties must specify the problem of focus and must be documented. The problem description, the agreed upon resolution, and the appropriate timeline for remediation of the problem must be included in the documentation. It is the responsibility of the faculty member or field instructor and/or field liaison to ensure that documentation occurs. The documentation is to be provided to the BSW Coordinator immediately following this first informal step. If this first informal step fails to rectify the problem, the following formal Counseling-In process may be initiated by any of the concerned parties. The steps in this process are:

Step 1: The concerned party (student, classroom instructor, field instructor or field liaison or BSW Coordinator) should notify the BSW Field Coordinator (if the problem occurs during field education) or in all other instances, BSW Program Coordinator in writing requesting a Counseling-In meeting as well as the student's advisor. A clear statement of the problematic behavior and the documentation of previous attempts to solve the problematic behavior must accompany this request. If the request for the Counseling-In formal process initiates with the student advisor or the BSW Field Coordinator the BSW Program Coordinator will be consulted immediately.

Step 2: Upon receiving the request, the student's advisor will convene, within two (2) weeks, a Counseling-In session that will include all faculty, Coordinators and instructors currently working with the student in classroom and in the field. The role of the student's advisor is to coordinate each Counseling-In meeting with all parties, keep accurate documentation and to advocate for the student.



Step 3: The purpose of the Counseling-In session is to develop a specific plan with timeline for remediating the problem behavior and for promoting student success. The plan should be agreed upon by all parties. The student's BSW Program advisor is responsible to ensure that such a plan is developed and documented at the Counseling-In meeting. Copies must be provided to the BSW Program Coordinator and if the problem has occurred in the field, to the BSW Field Coordinator.

Step 4: Should the action plan fail within the agreed upon timeline, the BSW Program Coordinator will convene a second meeting of all the parties to make a recommendation for either continuance in the program with conditions or dismissal from the program. This recommendation will be submitted in writing by the student's program advisor to the BSW 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 BSW 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


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

Termination from the Program:

The faculty of the School of Social Work has the responsibility to terminate a student from the social work program at any time if the student fails to maintain minimum standards in the classroom or in the field practicum. Termination from the program may occur without a "counseling in process" if it is determined that the situation warrants termination.

A student is terminated from the social work program if one or more of the following occurs:

- a. Receipt of two "D's" in the social work professional core
- b. Receipt of one "F" in the social work professional core
- c. Receipt of one "U," or one "D" or one "F," in field practicum
- d. Earning below the minimum 2.5 cumulative grade point average
- e. Failure to comply with the University Code of Conduct
- f. Failure to comply with the NASW Code of Ethics


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- g. Failure to meet the Statement of Personal Characteristics covering ethics and behavior as found on page 7 of this handbook, and/or
 - h. Failure to comply with the Felony Record policy of the School

Students receiving a grade of "D" in any social work class will not be subject to termination from the program, but cannot continue in the curriculum until they successfully repeat the class the next semester it is offered. Students receiving a grade of "F" in the social work professional core, or a "U" in field practicum will be terminated from the program. Students will be notified of termination when any of the above deficiencies occur. Notice of termination is sent via certified mail to the student.

Reinstatement to the BSW Program:

Upon receipt of a termination notice, students who are of the opinion that there are extenuating circumstances which have led to the noted deficiencies may make a request to the BSW Program Coordinator for reinstatement into the program. Requests must be made in writing within two weeks after receipt of notice of termination.

- a. Within one week, the BSW Program Coordinator will constitute a Reinstatement Committee, which shall consist of two Social Work faculty members chosen from a list of all BSW faculty, drawn by lot. All faculty members, so selected, will be required to serve.
- b. The student shall submit in writing, the reasons he/she believes that extenuating circumstances contributed to the deficiencies leading to termination. Any supporting data are accepted to assist the student in developing a rationale.
- c. The committee, in turn, may request written data from other sources (grades and feedback from other professors, feedback from field instructors, etc.) to assist in the decision-making.
- d. The committee shall deliberate in private and send a recommendation to the BSW Program Coordinator within five working days following the meeting. The program coordinator shall consider the committee's recommendation, make a decision and notify the student of that decision within three working days after receipt of the committee's recommendation.

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- e. Students who are reinstated, by appeal, but who subsequently receive a "D" or "F" in any BSW core course or a "U" in field experience are automatically and permanently terminated 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. The former student must meet all criteria for review required of other applicants, and become part of the applicant pool. This requires reapplying with a complete application packet.

Reinstatement for students who withdraw from the program in good standing (academic and otherwise):

Students who request reinstatement into the BSW program after withdrawal in good standing must submit a letter to the BSW Program Coordinator addressing the following:

- A. If a student has been absent from the program more than 7 years, reinstatement is not possible; the student must re-apply for admission to the BSW program.
- B. The student must clearly articulate the reason(s) for departure from the program.
- C. The student must clearly articulate the reason(s) for wanting to return to the program.
- D. The student must provide information identifying how she/he has stayed current with the social work profession during the absence.
- E. The student must report any felony convictions.
- F. The student must provide evidence of academic good-standing (GPA 2.5 or above).
- G. The student must supply transcripts from any other academic programs attended during the absence.

Professional Conduct:

The NMSU School of Social Work is a professional Social Work organization and is guided by the [NASW Code of Ethics](#). Students are also expected to be guided by the same professional code. In the event of academic or non-academic misconduct, students are held to the rules that are found in the [NMSU Student Handbook](#) and the [NMSU Undergraduate Catalog](#). Student grievance and appeal processes are outlined in the General Rules and Regulations and Special Grievance Policies sections of this Handbook and Catalog. **It is recommended that all BSW students read this handbook carefully.**



Retention Policies:

The GPA standard in the BSW social work program is set at a minimum of 2.5. This standard is both for continuation in the program and to graduate. (Student's who do not meet this standard will not be permitted to graduate with a BSW degree.)

Once students are admitted into the program, Social Work majors must maintain at least a 2.5 overall grade average; at least a 2.5 grade average in required social work courses; an "S" in practicum courses; and, earn at least a "C" in all required social work courses.

Students who fall below the minimum cumulative GPA standard even though they have not received a "D" or "F" in a core social work course need to immediately schedule an appointment with the social work advisor. If students wish to stay in the program, they must agree to a GPA improvement plan approved by the social work advisor. Students not meeting the GPA standard and without a reasonable GPA improvement plan and who do not voluntarily transfer to another major will be administratively dropped from the BSW program. Students who are terminated from the program may seek reinstatement by following the reinstatement procedure.

Students who receive a grade of "D" in a single, required social work course in any one semester and whose GPA remains above the required 2.5 minimum standard, will be allowed to continue in the program but will need to retake that course in the next semester the course is offered. The student may not register for courses that require the course needing to be retaken as a prerequisite or co-requisite course. The student 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 who receive a grade of "F" in a required social work course will be terminated from the program in accordance with the stated policy and may seek reinstatement by following that procedure.

If you have been accepted into the program provisionally, you are at risk of being terminated from the program unless your provisional requirements are met by the specified deadline. Therefore, we strongly suggest that you: (a) meet with your advisor regularly, and (b) take advantage of the writing lab on campus. In addition, students are expected to meet the ethical and behavioral standards of the Personal Characteristics statement (see below). Further statements of student behavior and performance that also apply are found elsewhere within this BSW Student Handbook and the NMSU Student Code of Conduct.




Professional Compartment

Ethics: In addition to the academic expectations, social work students are expected to demonstrate professional behavior that reflects a commitment to the [ethics of the social work profession](#). Behavior contrary to these ethics will be cause for review of the student's admission to the program or continued future in the social work major. Examples of behavior which could warrant such a review, include derogatory oral and written statements, gestures, and/or wearing clothing with statements that are derogatory towards other students, faculty, and/or persons from populations reflecting racial, ethnic, handicapped status, religious, socio-economic, gender, and sexual orientation differences.

Behavior: Since the role of social worker comprises practice with clients from diverse backgrounds and with a range of problems, it is important that the social work student not permit personal matters to interfere with this role and that he/she have the emotional and psychological resources to render effective assistance to those in need. In instances where students demonstrate behaviors which suggest that one's personal problems 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 withdrawn from the program.

Felony Record: Applicants to the program will be asked at the time of admission if they have ever been convicted of a felony. If the applicant indicates that he or she has been convicted of a felony, the applicant will be asked to supply documentation on the nature of the offense and its disposition. If admitted to the program, conditions may be placed on that person, such as restrictions on the choice of area of study and field placement. Applicants are further advised that some state boards of social work examiners, including New Mexico, may refuse to issue a license or certificate of registration to any person who has been convicted of a felony.

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 choices: deny admission to the program, admit with conditions, or admit without conditions. Once admitted to the program, students must notify the School if they become convicted of a felony. 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 the review process a student can be terminated from the program, allowed to continue with conditions, or allowed to continue



without conditions. 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 in the application concerning felony convictions or after admission to the program fails to notify the School regarding a felony conviction.

Completing Your BSW Program

Application and Fee for Graduation: Application for graduation (Application for Degree Diploma) must be made in accordance with the deadline set forth in the Academic Calendar. The graduation application can be completed on-line and should be submitted to the registrar's office prior to the last day for registration, but no later than five days thereafter, of the final semester or summer session in which the student will be completing degree requirements. The graduation application fee must be entered on the fee card at the time of registration. When evidence that the required fee is included on the student's fee card, the College of Health and Social Services will provide the student with an application form. Failure to submit the application for graduation form by the deadline date will result in the imposition of a late fee. Students can go to <http://nmsu.edu/~registra/degdate.html> to access the application for diploma on-line.

Commencement Ceremony: A student who wants to walk in the commencement ceremony, but who has not completed all of the required credits must seek special permission and can obtain the required forms from the BSW academic advisor.

BSW STUDENT PROGRAMS, RESOURCES AND SERVICE OPPORTUNITIES

SSW Governance - Undergraduate Students

BSW students (one from each class) are elected to serve as the representative at faculty meetings. The student has non-voting rights. She/he must be excluded from faculty discussions if financial and personnel issues or issues pertaining to the confidentiality of individual students arise.

The BSW student classes choose representatives to serve on SSW committees:

- Curriculum - Two representatives; one from each class (juniors and seniors)

- School Advisory - One represents both juniors and seniors

- Field Advisory - One represents both juniors and seniors

- Admissions/Minority Recruitment and Retention - One represents both juniors and seniors

NMSU E-Mail

Each social work student is required to obtain an NMSU e-mail address. All SSW official notifications and communications with students will be sent to BSW student NMSU email addresses. Students will be expected to regularly monitor their NMSU e-mail address for program notifications and communications. Please update any address, NMSU e-mail or phone number changes via email to the SSW Academic Advisor at irhernan@nmsu.edu (preferred) so she can keep a copy of your request in SSW files. In addition, please make all official address or name changes with the Registrar's Office.

Faculty/Staff Mailboxes

Faculty and staff have mailboxes in the administrative area of the school. Students are encouraged to use these mailboxes to communicate with faculty or staff members when the individual cannot be reached in person, by email or by phone.

Student Accessibility Services (SAS)

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating 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

Accessibility Services (SAS) Phone: (575) 646-2446 Student
6840 E-mail: sas@nmsu.edu Website: <http://sas.nmsu.edu>

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.

discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation.

NMSU's complaint process contact:

Gerard Nevarez, Executive Director or Agustin Diaz, Associate Director
Institutional Equity (OIE) Phone: (575) 646-3635 E-mail: equity@nmsu.edu Website: <http://www.nmsu.edu/~eeo/>

SSW Administration, faculty and staff encourage any BSW 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 the instructor.



BSW Program Coordinator

The BSW Coordinator is responsible for oversight of the BSW Program. This includes coordinating and revising departmental publications (brochures, student handbooks, etc.), recruiting BSW students, overseeing the admission process for BSW applicants, assisting faculty in the revision and development of the BSW academic curriculum, supervising BSW instructors, ensuring academic integrity in the classroom, working with faculty to ensure the success of BSW students in the classroom and field placements, teaching BSW courses as assigned, and leading the development of special projects as assigned by the Director of the School of Social Work such as self-study for reaccreditation and quality assurance. Dr. Gurrola is the BSW Coordinator (646-4830; gurrola@nmsu.edu)

Field Liability Insurance


New Mexico State University provides liability coverage for students during the academic year under the Tort Claims Act (1992). Students are not required to obtain additional liability insurance coverage during the academic year.

National Association of Social Workers

Students are encouraged to join and participate in the [National Association of Social Workers \(NASW\)](http://www.socialworkers.org). Students *may* purchase low rates on practice insurance (optional) when they are a member of NASW www.socialworkers.org (national) and www.naswnm.org (state). Students are also encouraged to participate in the annual conference of NASW/NM in Albuquerque each February and Student Legislative Advocacy Day (SLAD) (also each February) sponsored by NASW/NM. Students can receive discounts for volunteering at the annual conference and possible course credit for participating in both the conference and SLAD.

Other Professional Organizations (For more information, contact the BSW Program Coordinator)

1. [**Bertha Caplan Reynolds Society**](#): A progressive organization for professional social workers. For more information, contact Columbus Circle Station, P. O. Box 20563, New York, NY 10023, (518) 475-1199.
2. [**National Association of Black Social Workers**](#): The organization places an emphasis on issues of interest to the Black social worker.
3. [**National Association of Hispanic Social Workers and Latino Social Workers Organization**](#): The organizations place an emphasis on issues of interest to the Hispanic social worker.
4. [**National Association of Native American Social Workers**](#): The organization places an emphasis on issues of interest to the Native American social worker.
5. [**Society for Spirituality and Social Work**](#): Network of social workers dedicated to spiritually sensitive practice and education.

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6. [National Rural Social Work Caucus](#): A network of social workers to add to the knowledge base for social work practice within rural contexts.
 7. [NASW Social Work Organization Portal](#): Links to Social Work Resources and Organizations.
 8. [Information for Social Work Practice from around the world](#)

Student Organizations

1. **Student Social Work Association (SSWA)**: The Student Social Work Association was established over twenty years ago by students as a source of peer support and involvement in the social work community. SSWA has conducted numerous service and fund-raising activities designed to aid community projects chosen by SSWA membership. In the past, support has been provided to elementary school children, victims of domestic violence, adolescent mentoring programs, and to social work programs in Juarez and Chihuahua, Mexico. SSWA has received national recognition for its creative service projects in New Mexico and with its affiliation with Universidad Autonoma de Ciudad Juarez, Chihuahua, Mexico. The BSW Program Coordinator is the faculty advisor to SSWA. Ms. Jeanen Karakrah is President of SSWA 2013-2014 (jeanen_k@nmsu.edu)
2. **Health and Social Services College Student Council**: HSSC Student Council - Social Work students are members of the Student Council for Health and Social Services College. The Council operates as part of **Associated Students of New Mexico State University (ASNMSU)** and student government. All students are urged to attend meetings and participate in governing their affairs.
3. **Phi Alpha Honor Society**: Social Work students can join the Phi Alpha Honor Society when they are recognized for an outstanding academic record. Ms. Lori Derr is president of Phi Alpha 2013-2014 (lderr@nmsu.edu)
4. **Student Ambassadors**: This fall CHSS is reviving the Student Ambassador class. It is CHSS 295, one credit, and graded S/U. Students must have completed one semester at NMSU, have a minimum cumulative GPA of 3.0, and apply to add the class. Applications will be available in the BSW Academic Advisor's office, beginning August 20. Twelve students will be selected. The class will meet every Friday this fall from 1:30 to 2:20 p.m. in CHSS 320. Contact Ms. Courtney Lopez for more information (646-3526; cklopez@nmsu.edu).



Financial Aid within the School of Social Work

In selecting individuals for any assistantship, traineeship, or fellowship, and in the administration of appointments, New Mexico State University will not discriminate on grounds of race, creed, color, gender, sexual orientation, religion, political affiliation, or national origin of any applicant.

1. **Title IV-E Stipends Traineeships:** These traineeships are offered in partnership with New Mexico Children, Youth and Families Department on a semester basis for fall and spring semesters (as available). A student who is selected for a traineeship agrees to work for New Mexico Children, Youth and Families Department after graduation as a child welfare social worker. Various special topic classes in child welfare and permanency planning are offered and are part of the required curriculum for a student accepting a stipend. These traineeships are open to BSW and MSW students. For further information on social work traineeships contact Monica Montoya, Child Welfare Scholar Coordinator at 575-646-2143; [monicamo @ad.nmsu.edu](mailto:monicamo@ad.nmsu.edu)).
2. **Perkins Student Loan Forgiveness Program:** The federally funded Perkins Loan Forgiveness Program is intended to help disadvantaged students pay for college with a lower interest loan. Upon completion of college, the Perkins forgiveness program will help eliminate student debt in exchange for the student providing services that meet the program's criteria. The loan amount forgiven depends on the profession. For more information:
3. **Scholarships/Programs:** Each year several opportunities for scholarships and special programs arise. Following are some of these options. Notification may be provided to students through the BSW NMSU listserv. Scholarships must be pursued by the students directly through [Scholar Dollars](#).



NMSU RESOURCES FOR STUDENTS

[Academic Distance Education](#)

[Canvas](#) (NMSU's new Learning Management System which has replaced Blackboard): Students need their NMSU ID and password to access Canvas. There are student instructional labs which help you learn how to use Canvas to the greatest benefit. There are online labs designed for the same purpose. Go to this link for more information:

[NMSU Instructional Media Services](#): Provides course delivery through cable television, satellite, teleconferencing, and more.

[Edgar R. Garrett Speech And Hearing Center](#):

Combining instruction, practical experience, and service, the center provides training for students in communication disorders and provides service to the community. Students have opportunities to participate in diagnostic evaluations and to provide therapy in the areas of speech, language, and hearing for clients across the lifespan.

[New Mexico State University Library System](#)

[Office Of International And Border Programs \(IP\)](#)


IP represents the university with U.S. government agencies, foreign governments, international education professional associations, and the private sector concerning international activities. IP offers opportunities to study abroad

[Testing Services](#): Testing Services offers test anxiety programs and information as well as administers a variety of State and National exams.

[National Student Exchange Program](#): Under the National Student Exchange Program (NSE), students may pay NMSU tuition and attend any of 180 colleges or universities across the nation.

[Support Services For Military/Veterans & Family Members](#):

The university provides an array of support services for Military/Veterans & family members.



Counseling Center: The Counseling Center provides students and the campus with a variety of services including individual, couple and group counseling, career exploration, outreach programs, and consultation. Services are free to NMSU main campus students and services are confidential.

Trio STUDENT SUPPORT SERVICES: TRiO is a federally funded program which serves 350 NMSU students who are first generation (neither parent graduated from college with a four-year degree), meet low income criteria, and/or have disabilities. TRiO's mission is to help students to stay in college until they earn an undergraduate degree.

University Grading System: NMSU grading policies can be found in the Undergraduate Catalogue (p. 21).

Child Advocacy Studies (CAST) Minor

Description of Minor

The Child Advocacy Studies (CAST) minor at New Mexico State University provides mandated reporters and responders in social work, public health, nursing, criminal justice, psychology, education, family studies, cooperative extension, and other disciplines with evidence-based, culturally relevant knowledge and skills to improve the outcomes for abused and neglected children across New Mexico.

Admission to the CAST Minor Submit an application for the minor that includes an application form, resume, unofficial transcripts, 2 letters of reference, and a personal statement.

CAST Curriculum Requirements

TAKE THE FOLLOWING THREE COURSES:

1. **CAST 301/SWK 490**. Family and Child Welfare Policy (prerequisite for CAST 302 and 303)
2. **CAST 302/SWK 497** Special Topics: Professional and Systems Responses to Child Maltreatment
3. **CAST 303/FCS 300** Special Topics: Prevention, Trauma Informed Treatment and Advocacy

TAKE ONE (1) COURSE FROM EACH OF THE FOLLOWING CATEGORIES

Category 1:

Diversity/Cultural Sensitivity

FCS 449V Family Ethnicities and Subcultures

C EP 320 Sex Roles in Education SOC 357. Gender and Society

HL S 464V Cross-Cultural Aspects of Health

S WK 309 Sociocultural Concepts

SOC 357 Gender and Society

HLS 464V Cross-Cultural Aspects of Health

Category 2:

Family/Child Development

FCS 380 Family Dynamics

FCS 383 Parenting and Child Guidance

FCS 381. Middle Childhood Development in the Family 3 cr.

FCS 446. Adolescent Development and the Family

FCS 447. Infancy and Early Childhood in the Family

HL S 300 Drugs and Behavior

HL S 320 Human Stress Management

SWK 497 Violence in the Family

S WK 443 Family and Child Welfare Practice

SOC 390 Sociology of Childhood

SOC 393 Youth and Society

C EP 461 Family Guidance

SOC 359. Sociology of the Family

ECED 315. Research in Child, Growth, Development and Learning

PSY 350. Develop. Psychology

Category 3:

Legal Aspects

SOC 392 Juvenile Delinquency

C J 333 Juvenile Corrections

C J 360 The Juvenile Justice System

C J 345 Victimology

C J 425 Issues in Ethics, Law, and Criminal Justice

NURS 465 Physical Assessment and Evaluation of Child Abuse



ORIENTATION TO THE UNIVERSITY

This section includes information on major University policies, the library, and other support services and associations available to you.

You are strongly encouraged to become familiar with the [NMSU Student Handbook](#)

University Policies

Sexual Harassment: It is the policy of New Mexico State University to provide an atmosphere free of sexual harassment for all faculty, staff, and students.

Discrimination: The NMSU Student Handbook extends the University's policy of nondiscrimination to all aspects of university life.

Library Resources

Books are classified according to the Library of Congress system. The on-line catalog includes entries of all books purchased by University funds, whether housed in the library or in office collections. Loan rules are liberal, and the library is open to anyone, but preference is given to students, faculty, and staff members. Interlibrary loan arrangements are maintained with many libraries.

STUDENT SUPPORT SERVICES

Safety Support Services

1. **Security:** Located at College Drive and Union, the Police Department provides all police services for the University, including the following: Operation I.D. - engraving all personal property for identification; Crime Stopper - a crime prevention program; Rape Prevention Program; and, Defensive Driving courses are provided by the Safety Office, telephone 646-3327. The department is open 24 hours a day, seven days a week. Thefts and other crimes should be reported immediately. For assistance call 646-3311, but for emergencies, first call 9-1-1.
2. **Campus Escort Service:** The escort program is concerned with the safety of students who travel at night on campus. This free service, staffed by students who are screened before acceptance, is available from sunset - 12:30 a.m., seven days a week. For more information, call 646-1111.



Health Support Services

1. **Counseling:** The [NMSU Counseling Center](#) addresses a broad range of services, including the following: Information on registration for a variety of national tests and administration of some of these tests; Services specific to the needs of women through the Women's Center; Career information and services through the Career Lab; Information and services specific to the needs of handicapped students; Information and services for military veterans and/or dependents of disabled veterans eligible for veterans' educational benefits; Services and information for new or transferring students to the University; and, Information regarding withdrawal from the university.
2. **Health Services:** Undergraduate students are eligible to use the [NMSU Student Health Center](#) if they are enrolled for 12 or more credits or if they are carrying 6-11 credits and have paid the health center fee (this does not include spouses or children).
3. **U.S. Student Accident & Sickness Insurance Policy:** NMSU offers a U.S. student accident and sickness insurance policy, but only to those students paying the health fee. For additional information on [Student Health Center](#) services call 646-1512 and [Student Insurance](#) call 646-5706.

Academic Support Services

1. [NMSU Bookstore \(Barnes & Noble\)](#):
For further information call 646-7407.
2. [Computer Labs, Printing, Training, Student Software, Rentals/Discounts and Wireless Zones](#)
3. [Student Technology Home Page \(646.1159\)](#)
4. [ICT Help Desk \(646-1840; help@nmsu.edu \)](#)
5. [Student Success Centers](#): Located in room 210, Hardman Hall, 646-3137. The Student Success Centers offer a variety of credit and non-credit programs designed to help students to improve their study and learning skills.
6. [Writing Center](#): The Writing Center has been created to support and enrich student writing at each phase of the writing process and in every discipline. The phone number is 646-5296



Family Life Support Services

[Parents and Family Home Page](#) contains links to many support services for NMSU families.

Diversity Association Support Services

1. [American Indian Program \(AIP\)](#) provides programs and services designed to enable American Indian Students successfully achieve their post-secondary goals.
2. [Black Programs](#) provides assistance and resources to help students reach their potential both in and out of the classroom.
3. [Chicano Programs](#) is a support service that promotes and empowers all student success through education, advocacy and development of cultural literacy. It aims to be a home away from home for students.

General Rules and Regulations

The BSW Faculty strongly encourages you to become familiar with the [NMSU Student Handbook](#), paying close attention to:

Academic Misconduct Policies
Non-Academic Misconduct Policies
Disciplinary Procedures
Academic Discipline and Appeal Process
Non-Academic Discipline and Appeal Process
Academic and Non-Academic Grievance Process

The School of Social Work abides by these policies as specified in the [NMSU Student Handbook](#).