



SCHOOL OF SOCIAL WORK

NEW MEXICO STATE UNIVERSITY

Bachelor of Social Work (BSW)

Student Handbook

**2011 / 2012
Academic Year**



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



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, Room 210
Las Cruces, NM 88003-8001

Web: www.nmsu.edu/~socwork

School of Social Work Faculty and Staff

Dr. Hancock, Tina	Associate Dean/Director	646 3043	Rm 210G	thancock@nmsu.edu
Iglesias, Dawn	Senior Administrative Assistant	646-2650	Rm. 210F	diglesi@nmsu.edu
Hernandez, Irma	Academic Advisor	646-3529	Rm 210B	irhernan@nmsu.edu
Nunez, Gloria	Field & FCWTRP	646-6320	Rm. 211	glununez@nmsu.edu
Dr. Barnett-Queen, Tim	Assoc. Professor	646-8096	Rm. 203A	trbqueen@nmsu.edu
Ortiz, Maria	BSW Program Coordinator	646-7599	Rm. 209	mario@nmsu.edu
Dr. Anderson	Professor & BSW Field Coordinator	646-8043	Rm. 201	stephean@nmsu.edu
Dr. Barney	Assoc. Professor	646-4347	Rm. 213	dbarney@nmsu.edu
Dr. Beckler	Professor	646-4830	Rm 203K	pbeckler@nmsu.edu
Blair, Robert	Assoc. Professor	646-6347	Rm. 203C	roblair@nmsu.edu
Ms. Cabada	Instructor			o.cabada@hotmail.com
Mr. Acosta	Instructor			aacost96@nmsu.edu
Mr. Beckler	Instructor			beckler@nmsu.edu
Mr. Romo	Instructor			simon.romo.@state.nm.us
Ms. Tapia	Instructor			svtap01@hotmail.com
Ms. Beloncio	Instructor			maloubeloncio@yahoo.com
Ms. Montoya	Instructor			monicamo@nmsu.edu
Ms. McKinley	Instructor			ymmck@nmsu.edu

Family & Child Welfare Training and Research Project

Bucher, Shelly A.	Project Director	646-1277	Rm. 232D	sbucher@nmsu.edu
-------------------	------------------	----------	----------	--

College of Health and Social Services (Dean's Office)

Dr. Adera	Dean			
Wagner, Donna	Assoc Dean/Professor	646-3526	Rm. 310	dwagner@nmsu.edu
Fritsch, Nancy	Records Tech II / Front Desk	646-3526	Rm. 310	nfritsch@nmsu.edu
Hendersen, Matt	Student Computer Tech	646-3135	Rm. 321	matt117@nmsu.edu
Tellez, Yvonne	Administrative Assistant	646-2810	Rm. 310G	yvontell@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 provide you with a quality educational experience. Through active participation, each of the classes you attend, the field settings you experience, and the people you will 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 world.

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 Academic Advisor as soon as possible.

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

Associate Dean and Director of the School of Social Work:

Dr. Tina Hancock

Administrative Suite 210-G

Office: 575-646-3043

thancock@nmsu.edu

BSW Program Coordinator:

Maria Ortiz, LMSW

Room Number 209

Office: 575-646-7599

mariao@nmsu.edu

TABLE OF CONTENTS

School of Social Work BSW Program Contact Information	2
Welcome!!	3
BSW PROGRAM-OVERVIEW	5
BSW Mission Goals.....	5
History.....	5
The BAW Curriculum.....	5
Technology Expectations and Requirements.....	6
DEFINITION OF GENERALIST SOCIAL WORK PRACTICE	6
Generalist Social Work Curriculum & the NASW Values.....	6
Social Work Competencies.....	6
BACHELOR OF SOCIAL WORK PROGRAM OF STUDY	7
Practice Electives.....	7
CHILD ADVOCACY STUDIES (CAST) MINOR-COURSE REQUIREMENTS	8
Progressing Through The BSW Program.....	9
INFORMATION AND REGULATIONS TO MONITOR PROGRESS	10
Field Work.....	10
STUDENT CODE OF CONDUCT	11
Dealing With Difficulties-The Counseling In Process.....	11
Dismissal From The Program.....	12
Reinstatement.....	12
Student Appeals Board.....	13
NMSU Academic Misconduct Statement.....	13
Personal Characteristics.....	13
COMPLETING YOUR BSW Program	14
School Governance-Undergraduate Students.....	14
Communication and NMSU E-mal.....	15
Faculty/Staff Mailboxes.....	15
Students with Special Needs.....	15
Student Responsibilities.....	15
Faculty Responsibilities.....	15
BSW Program Coordinator.....	15
Field Liability Insurance.....	16
NATIONAL ASSOCIATION OF SOCIAL WORKERS	16
Other Professional Organizations.....	16
Student Organizations.....	16
FINANCIAL AID WITHIN THE SCHOOL OF SOCIAL WORK	17
Title IV-E Stipends Traineeships.....	17
Perkins Student Loan Forgiveness Program.....	17
Scholarships/Programs.....	17
DIVERSITY SUPPORT SERVICES	18
Other NMSU Support Services.....	18

SCHOOL OF SOCIAL WORK AT NEW MEXICO STATE UNIVERSITY

BSW PROGRAM – OVERVIEW

The School of Social Work at New Mexico State University is a part of the College of Health and Human 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 beginning level generalist social work practice.

BSW MISSION/GOALS –Passed 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 BAW curriculum: The School of Social Work at New Mexico State University has designed the curriculum according to the requirements of the Council on Social Work Education (CSWE). The program focuses on generalist social work practice with individuals, families, groups, organizations and communities.

Social work education has two equally important components; classroom instruction and field practice experience. In the classroom the concepts of Human Behavior and the Social Environment, Policy and Research are introduced and students are given the opportunity to connect those concepts in a Field Practicum Experience.

Technology Expectations and Requirements: It is expected that all students admitted to the BSW program will have regular access to a computer and high-speed internet. 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 of Social Work informed of any changes. All students admitted to the program are required to use the NMSU email service for all school related purposes. Many of the professors will make use of BLACKBOARD, NMSU's online instructional program to communicate, assign and receive homework and keep track of assignment completion. Additionally, some of the coursework may be offered on-line.

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, and 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)

GENERALIST SOCIAL WORK CURRICULUM AND THE NATIONAL ASSOCIATION OF SOCIAL WORKERS SOCIAL WORK VALUES:

Service – Social Workers' primary goal is to help people in need and to address social problems.

Social Justice – Social Workers challenge social injustice.

Dignity and Worth of the person – Social Workers respect the inherent dignity and worth of the person.

Importance of Human Relationships – Social Workers recognize the central importance of human relationships

Integrity – Social Workers behave in a trustworthy manner.

Competence – Social Workers practice within their area of competence and develop and enhance their professional expertise.

All Social Work students are required to become familiar with and adhere to the NASW Code of Ethics. You can access the NASW Code of Ethics at the following link, please read it and consult it often.

<http://www.socialworkers.org/pubs/code/code.asp>

SOCIAL WORK COMPETENCIES:

Successfully completing this program will involve developing and practicing the following competencies.

1. Engage, assess, intervene, and evaluate individuals, families, groups, organizations, and communities.
2. Identify myself as a professional social worker and conduct myself accordingly.
3. Apply social work ethical principles to guide professional my practice.
4. Apply critical thinking to inform and communicate professional judgments.
5. Engage with diverse clients in the practice setting.
6. Learn about the role of social work in advancing human rights and social justice.
7. Incorporate research-informed practice and practice-informed research.
8. Apply knowledge of human behavior and the social environment.
9. Identify relevant policy in practice to advance social and economic well-being and to deliver effective social work services.
10. Identify the process needed to respond to the contexts that shape practice

BACHELOR OF SOCIAL WORK PROGRAM OF STUDY

UNIVERSITY/STATEWIDE COMMON CORE REQUIREMENTS

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 all ^SWK COURSES REQUIRE A C GRADE OR HIGHER.

Freshman Year: Fall (16-18 credits)

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

Science (III) (4)

Communications (I) (3)

Second Language (3-4)

Elective (3)

Sophomore Year: Fall (18 credits)

English 203G, 211G, 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)

Junior Year Fall (13-16 credits)

^SWK 300 SWK (3)

^SWK 309 Socio-cultural Concepts (3)

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

^SWK 331G Social Pol I : History (3)

^SWK 301 Orientation to Field (1)

Elective (3)

Senior Year 35 Fall (13-16 credits)

^SWK 415 Pract w/Org. & Comm (3)

^SWK 467 Research I (3)

^SWK 401 Field Practicum I W/Seminar (6)

^ SWK 414 Practice w/Families (3)

Elective or **Cultural Emphasis (3)**

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

Freshman Year: Spring (17-18 credits)

^Math (II) (3)

Science (III) (4)

Social/Behavioral Science (IV) (3)

Second Language (3-4)

SWK 221G (IV) (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 Spring (12-15 credits)

^SWK 312 Hum Beh/SocEnvII (3)

^SWK 313 SWK Practice w/Ind. (3)

^SWK 352 Soc Pol II: Legislation (3)

^SWK 302 Service Learning in the Field (3)

Elective or **Cultural Emphasis (3)**

Senior Year Spring (13-16 credits)

^SWK 402 Field Practicum II W/Seminar (6)

^SWK 416 Practice w/Groups (3)

^SWK 468 Research II (3)

^ SWK 404 Integrative Senior Seminar (1)

^SWK Practice Elective

Only (6 credits) of Cultural Emphasis are required and some courses meet both **NMSU Viewing a Wider World** and Cultural Emphasis content. However, when a student takes courses that meet both requirements, the NMSU Graduation Requirement to complete a **Minimum of 128 credits** still has to be met. You are encouraged to speak with the Student Advisor about using elective credits towards a minor.

Three Year Option (After completing Freshman and Sophomore Requirements)

Junior Year – Fall Semester (9 credits)

S WK 309 Sociocultural Concepts (3)

^SWK 331V Social Pol I : History (3)

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

1st Senior Year – Fall Semester (7-10 credits)

S WK 300 Social Work Practice Skills (3)

^SWK 301 Orientation to Field (1)

^SWK 415 Pract w/Org. & Comm (3)

Elective or **Cultural Emphasis** (3)

2nd Senior Year – Fall Semester (12 credits)

^SWK 401 Field Practicum W/Seminar (6)

^ SWK 414 Practice w/Families (3)

^SWK 467 SWK Research I (3)

Junior Year – Spring Semester (6-9 credits)

S WK 312 Human Behavior/Social Environment II (3)

^SWK 352 Soc Pol II: Legislation

Elective or **Cultural Emphasis** (3)

1st Senior Year – Spring Semester (6-9 credits)

^SWK 302 Service Learning in the Field (3)

^SWK 313 SWK Practice w/Ind. (3)

^SWK Practice Elective

2nd Senior Year – Spring Semester (13 credits)

^SWK 402 Field Practicum II W/Seminar (6)

^ SWK 404 Integrative Senior Seminar (1)

^SWK 468 SWK Research II (3)

^SWK 416 Practice w/Groups (3)

Practice Electives: The School of Social Work makes an effort to offer practice electives that are interesting and useful. The following list are some of the possible courses that might be offered in the summer and spring semesters.

S WK 455 Social Work in Corrections

S WK 462 Social Work Practice with Black Families

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 Family and Child Welfare Practice

S WK 497 Special Topics: Titile IV-E and Trabajo Social en Bienestar Infantil y Familiar

CHILD ADVOCACY STUDIES (CAST) 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

Submit an application for the minor that includes an application form, resume, unofficial transcripts, 2 letters of reference, and a personal statement. For additional information visit the following web site:

<http://socialwork.nmsu.edu/degrees-programs/cast/>

CHILD ADVOCACY STUDIES (CAST) MINOR - COURSE 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 and S WK 309 Sociocultural Concepts

Category 2: Family/Child Development

FCS 380 Family Dynamics; FCS 383 Parenting and Child Guidance; FCS 381 Middle Childhood Development in the Family; 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 Developmental Psychology: Conception through Childhood

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

PROGRESSING 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 complete the Add/Drop slip and get the proper signatures before you take it to the Student Services Coordinator to add the course.
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 have been posted on your transcript. 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 discrepancy.
3. **Advisement:** BSW students are advised by the Academic Advisor (646-3529) regarding degree and university requirements. Students are strongly encouraged to set up an appointment with the

Academic Advisor once per semester to monitor the progression in the degree and discuss any academic concerns. Additionally, BSW students are also assigned a Faculty Advisor in their Senior year to provide professional advice and mentorship. Your Faculty Advisor will contact you within the first couple of weeks of your senior year.

INFORMATION AND REGULATIONS TO MONITOR PROGRESS:

1. **Standards of Scholarship:** 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.
2. **Degree Checks:** All NMSU students have access to a Degree Audit through the Banner System. Use it to monitor your progress but be aware that degree requirements change from time to time and your degree requirements will be based on the requirements in place at the time of your admission to the program. If you have any questions regarding degree requirements change from time to time but your degree requirements it is always best to meet with your Academic Advisor.
3. **Grades:** Always read the syllabus for each of the courses at the beginning of the semester. If you don't understand the requirements, use the instructor's office hours to discuss the issue with the instructor as soon as possible. Incomplete "I" grades are only awarded according to NMSU policy. Please get familiar with the Catalog by visiting the following web page:
<http://catalog.nmsu.edu/undergrad-2011-2012/>
4. **Student Handbook:** All NMSU students have the responsibility to get familiar with the university student handbook and consult it as needed throughout their academic participation. To access the student handbook you can visit the following web page: <http://provost.nmsu.edu/resources/for-students/student-handbook/>

FIELD WORK

The field program of the School of Social Work integrates class study with practice with individuals, families, groups, organizations and communities. Students in the BSW program must complete 480 hours of field work in two semesters.

- Students are guided and provided with opportunities to interview with social workers in the community to find a field placement with a qualified social work field instructor for supervision and instruction.
- Once students have secured a placement, a Faculty Liaison is assigned to oversee the learning experience and conduct weekly seminars.
- The student, the field instructor, and the field liaison enter into a contract to provide the student with learning opportunities and practice experiences that will enable the student to develop and evaluate social work competencies.

STUDENT CODE OF CONDUCT

Students should consult Section III of the “Student Code of Conduct” in the University Student Handbook <http://www.nmsu.edu/~vpsa/SCOC/index.html> for specific information regarding the rules of conduct and definitions of misconduct. In the event these standards of conduct appear to have been breached by violations such as plagiarism (consult the Library's Web page at <http://lib.nmsu.edu/plagiarism> cheating, nondisclosure or misrepresentation of academic credentials, fabrication of data, or other forms of academic misconduct, the procedures set forth below shall be employed to address those issues.

DEALING WITH DIFFICULTIES - THE COUNSELING-IN 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 can include failing performance, unethical conduct, violation of agency policy and procedures, personal behavior those conflicts with professional comportment or other behaviors that may cause risk of harm. The 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 Counseling-In process is not to be used for students wishing to make a grade appeal. All grade appeals are to specifically follow the process for appeals as found in the current MNSU Undergraduate Catalog.

The first step in the problem resolution process is to seek a solution at the lowest level 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.

Meetings between a 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 process 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 faculty or field faculty) should notify the BSW Program Coordinator in writing of their request to hold a Counseling-In meeting. A clear statement of the problematic behavior and the documentation of previous attempts to deal with the concern must accompany this request.

Step 2: Upon receiving the request, the BSW Program Coordinator will ask that the student's Faculty Advisor convene, within one week, a Counseling-In session that will include all faculty and instructors currently working with the student in class and field.

Step 3: The purpose of the Counseling-In 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 BSW Program Coordinator.

Step 4: Should the action plan fail 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 recommend a dismissal from the program. This recommendation will be submitted in writing to the BSW Program Coordinator. If the decision is for continuance in the program with conditions, the faculty advisor will follow up with the student to monitor the implementation of the plan. If a recommendation for dismissal is made or if conditions for continuing in the program are not met, the Faculty Advisor will notify the BSW Coordinator, who 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.

The 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.

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 core classes;
- Receives one “F” in the social work core classes;
- Receives one “U” or in the field practicum;
- Earns below the minimum 2.5 cumulative grade point average at the end of two consecutive grading periods;
- 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 social work profession;
- Failure to provide accurate information regarding a Felony Record during the admission process or any time during the course of the program.

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, and outline a plan to address the problematic issue;
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.
5. 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" 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.

STUDENT APPEALS BOARD

Any student may file a grievance if they feel they have been treated unjustly in any academic area including assigned grades. Students wishing to file a grievance must follow the steps outlined on the Student Academic Grievance Policy <http://www.nmsu.edu/~vpsa/DRPAP/grievance.html> Please pay special attention to the timelines provided as your appeal will not be considered if you do not follow the indicated process within the stated timelines.

NMSU ACADEMIC MISCONDUCT STATEMENT:

Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
2. Engaging in plagiarism by using another person's work without acknowledgment, making it appear to be one's own. (See the University Library's web page on plagiarism for further examples, <http://lib.nmsu.edu/plagiarism/>)
3. Unauthorized possession of examinations, reserve library materials, laboratory materials, or other course-related materials.
4. Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report; or unauthorized access to academic computer records.
5. Nondisclosure or misrepresentation in filling out applications or other University records in, or for, academic departments or colleges

PERSONAL CHARACTERISTICS

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 would 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 involves helping people from a variety of backgrounds and with a range of problems, it is important that the social work student not permit personal issues 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 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 withdrawn from the program.

Felony Record: Applicants to the program are 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. Once admitted to the program, students must notify the School of Social Work if they are 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, for providing 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. 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://www.nmsu.edu/~registra/> 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 from the College of Health and Social Services and the Registrar's Office.

SCHOOL GOVERNANCE - UNDERGRADUATE STUDENTS

BSW students are encouraged to become members of the undergraduate student organization and serve as a student representative at faculty meetings. The student has non-voting rights. She/he will only be excluded from faculty discussions if financial and personnel issues or issues pertaining to the confidentiality of individual students arise.

BSW students representatives are needed to serve on the following departmental committees:

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

School Advisory - One student represents both juniors and seniors

Field Advisory – One student represents both juniors and seniors
Admissions and Retention – One student represents both juniors and seniors

Communication and NMSU E-Mail

Each social work student is required to obtain an NMSU e-mail address. All important notifications and communications with students will be distributed by the School of Social Work listserv. Students will be expected to periodically monitor their NMSU email address for program notifications. Please update any address, NMSU email or phone number changes via email to the Academic Advisor at irhernan@nmsu.edu or complete a change of information form found in room 210. In addition, please notify the Registrar's Office of all official address or name changes as soon as possible.

Faculty/Staff Mailboxes

Faculty and staff have mailboxes in the main office at the School of Social Work. Students are encouraged to ask the front desk staff to put messages in the faculty or staff member's mail box as needed.

Students with Special Needs

If you have (or believe you have) a disability and would benefit from classroom accommodation(s), please contact Diana Quintana, Coordinator of Student Accessibility Services at (575) 646-6840 (Corbett Center, room 244) with any questions you may have on student issues related to the Americans with Disabilities Act (ADA) and/ or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

Student Responsibilities:

1. Register with the Student Accessibility Services Office and obtain accommodation documents early in the semester;
2. Provide each of your professors the official documentation from the Student Accessibility Services Office. The document must include the specific accommodations required as determined by that office.
3. Contact the Student Accessibility Services Office if the services/accommodations requested are not being provided, not meeting your needs, or if additional accommodations are needed. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered.

Faculty Responsibilities

1. Contact the Student Accessibility Services Office immediately to make sure accommodations are planned and implemented correctly.
2. Contact the Student Accessibility Services Office with any questions or concerns regarding accommodation(s), disruptive behavior, etc.; and,
3. Refer the student to the Student Accessibility Services Office for any additional accommodations as needed.

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, teaching BSW and MSW courses as assigned, and leading the development of special projects as assigned by the Director of the School of Social Work. Students are encouraged to make an appointment with the BSW Program Coordinator whenever there are questions or concerns regarding the BSW Program.

Field Liability Insurance

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

National Association of Social Workers

Students are encouraged to join and participate in the National Association of Social Workers (NASW). Students *may* purchase low rate 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

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:** The organization places 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. **North American Association of Christians in Social Work:** The organization places emphasis on effectively joining the Christian faith and social work practice.

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 fund-raising activities in order to aid community projects chosen by the students. 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 Autónoma de Ciudad Juárez, Chihuahua, México. This association is supported by a faculty advisor.
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. For further information, contact the BSW Program Coordinator at 646-7599.

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.

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 505-646-4665.

Perkins Student Loan Forgiveness Program: The U.S. Department of Education has implemented legislation, as part of the Higher Education Amendments of 1992 that will allow some social work students who take out federal Perkins loans to have their obligations reduced or canceled. The new cancellation provision was promoted by NASW as part of a larger strategy to facilitate recruitment of social work students into areas of practice where they are particularly needed.

- *Who Qualifies?:* Any student who took out a Perkins ("NDSL") loan after July 22, 1992 and later becomes a full-time provider of early intervention services to infants with disabilities; or a full-time employee of an agency servicing high-risk children and families from low-income communities. This social work includes a variety of settings including child welfare, juvenile justice, day care, and mental health agencies.
- *How Is The Loan Amount Reduced?:* Each year the student remains employed in one of the capacities described above, the student's Perkins loan obligation is partially reduced, with full cancellation occurring after five years of service.
 - Fifteen percent of the obligation is forgiven for each of the first and second years of service;
 - Twenty percent is forgiven for each of the third and fourth years; and
 - Thirty percent (the remainder) is forgiven after the fifth year of service.
- *When Will It Go Into Effect?* Loan officers at participating universities have been notified of this new provision. The loan forgiveness provision is not retroactive from 1993; it will apply only to new Perkins loans. For more information call (505) 646-1703. Details may change based on legislative decisions. For other information about University financial aid call 646-2447.

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 communication on folders or class announcements. Some scholarships must be pursued by the students directly.

- *Debra Orozco Memorial Leadership Scholarship* through the Office of the Vice President for Student Services at 646-1722. (Applications are due each October).
- *Lowery H. and Doris C. Davis Scholarship* (Applications are due each spring for awarding the following fall.)

- *Ronald E. McNair Post-Baccalaureate Achievement Program* prepares eligible students for doctoral study. Summer research internships and mentors assist students in preparing for post-baccalaureate education through the Center for Learning Assistance.
Rose Praisner Scholarship (Applications are due each spring for awarding the following fall.)

DIVERSITY SUPPORT SERVICES

American Indian Program

amerind@nmsu.edu

American Indian Student Center (575) 646-4207

Black Programs

(575) 646-4208

Garcia Annex, Room 135

Chicano Programs

(575) 646-4206

Garcia Annex, Room 138

STUDENT ORGANIZATIONS:

Movimiento Estudiantil Chicano de Aztlan (MECHA)

Hispanic Business Society (HBS)

Society of Hispanic Professional Engineers (SHPE)

Hispanic Educators Association (HEA)

OTHER NMSU SUPPORT SERVICES

Check Cashing: The Business Office in the Educational Services Building will cash personal checks up to \$100.00 and University checks up to \$300.00 with a current student ID.

Las Cruces School Registration: To register dependents in the Las Cruces school system, contact the Elementary Curriculum Office at 527-5851. A birth certificate, an immunization record, and proof of residence must be provided. School records or address/phone number from previous school is helpful.

Parking: A parking sticker is needed to park a car, bicycle, motorcycle, or moped on campus. To obtain a sticker, students must register the vehicle at the NMSU Parking Department (at the corner of Union and College). Be prepared to provide the vehicle registration when registering. All students must park vehicles in student lots only. Parking in faculty/staff, handicapped, or visitor lots will result in a fine or having your vehicle towed. Parking stickers may be obtained at the Parking Department, on College Drive. A cashier is on duty Monday-Friday, 7:30 a.m. - 4:30 p.m.

Notary Public: A notary is located in the Office of Auxiliary Services on the second floor of Corbett Center, 646-4305.

Campus Computer Labs and Schedules - (575) 646-4864

Find out information about lab schedules and location. <http://ict.nmsu.edu/scs/labs/labs.html>

Counseling Center, Garcia Annex, Room 100, Hours: M-F 8AM-5PM, (575) 646-2731

The Counseling Center provides individual and group counseling services for students at no charge. Counseling is available for issues such as stress, eating disorders, incest, gender, and family concerns. Crisis assistance is offered on a walk-in basis. All main campus students are eligible to use services.

<http://www.nmsu.edu/~counsel/>

Math Success Center, Walden Hall, Room 101, Hours: M-TH 9AM-8PM; F 9AM-5PM, (575) 646-7143

The Math Success Center provides tutoring for all math undergraduate courses, with a special focus on services for students enrolled in Math 111, 120, 121, or 190. Tutoring services are conducted in Room 101. For information about the Math Placement Exam, please see the Website. <http://www.math.nmsu.edu/msc/>

Student Accessibility Services, Corbett Center Room 244, Hours: M-F 8AM-5PM, (575) 646-6840

The Services for Students with Disabilities office is committed to providing reasonable accommodations for qualified students in accordance with state and federal laws. SAS offers a variety of services to students with documented physical, learning, or psychological disabilities. Students must bring in documentation supporting the needed accommodation, fill out our Student Information Form, and meet with the SSD Coordinator before accommodations can be made. <http://www.nmsu.edu/~ssd/>

Student Legal Aid Program, Corbett Center/ASNMSU Offices, Hours: M-F 8AM-5PM, (575) 646-4419

Student Legal Aid provides free legal advice and referral assistance on varying topics and issues. Students must provide a current NMSU Student ID to receive services. <http://asnmsu.nmsu.edu/>

Student Success Center - Zuhl Library (SSC-Zuhl) 2nd Floor of Zuhl Library Hours: Sun 4pm – 10pm, Mon, Tues, Wed, and Thurs, 8am – 10pm, Fri 8am - 5pm, (575) 646-6050

The Student Success Center at Zuhl offers several services. Cross-Campus Advising facilitates students moving between colleges to complete a program of study leading to a career goal. Campus Tutoring Service provides walk-in and online tutoring for a variety of courses in several locations. Quick Connect Early Alert System provides student support through important resource referrals. “Red to Green” Money Management Program conducts workshops, presentations, and one-on-one sessions that provide students with skills to help them flourish financially. SSC-Z also hosts an ICT Computer Lab. For more information, please see the website. <http://ssc.nmsu.edu>

Student Success Center – Hardman (SSC-Hardman) Hardman Hall, Room 210, Hours: M-F 8 AM-5 PM (575) 646-3136

The Student Success Center at Hardman offers walk-in visits and appointments to help students improve study skills including time management, note taking, memory and concentration, and test preparation. Students can receive assistance with preparation for standardized tests such as the GRE and MCAT. The SSC-Hardman also coordinates the Freshman Year Experience Program (UNIV 150) and Peer Education (UNIV 350). The computer lab provides Windows computers and a printer. All students are eligible to use services. <http://ssc.nmsu.edu/>

Writing Center - Clara Belle Williams Hall, Room 102, Hours: Monday - Wednesday from 9 AM-7PM; 9AM -6PM Thursday, 9AM-noon Friday (575) 646-5297

The Writing Center provides one-on-one writing consultation, feedback and brainstorming assistance on any writing assignment for all undergraduate and graduate students. Drop-In Hours at Zuhl Library: M, T, W, SUN 7PM-9PM <http://www.nmsu.edu/~english/resources/writingcenter.html>

Campus Activities - Corbett Center Room 235 Hours: M-F 8AM-5PM, (575) 646-3200

Campus Activities offers out of the classroom involvement - an essential complement to the student's academics. Leadership and personal growth opportunities are offered through student organizations, activity programming, Greek Life, and National Student Exchange and Union Program Council. This office also coordinates activities and events through the Activity Request process, administers the University Sales and Solicitation Policy, serves as liaison to the Interfaith Council and is responsible for the Student Handbook. <http://campusactivities.nmsu.edu/index.php>

Aggie Fit- (575) 646-2907

Membership to Aggie Fit is extended to all full-time undergraduate students on NMSU campus. The program offers access to both the Activity Center & Natatorium and group fitness classes and participation in intramurals. <http://wellness.nmsu.edu/aggiefit/>

STUDENT EMPLOYMENT

For information regarding student employment, please visit the following web site:

<http://prospective.nmsu.edu/general/student-employment.html>

Identification Cards: Each student is issued a student identification card (ID). This card is to be used during the student's academic enrollment at NMSU. A card that is worn out will be replaced free of charge, however, there is a fee for replacing a lost card. The ID Card Services Office is located in Corbett Center. For more information, go to <http://www.nmsu.edu/~idsv>. The ID cards entitle students to a variety of University services and athletic events, including checking out library books, being admitted to athletic events, receiving student discounts, and numerous other benefits both on campus and in the community. The IDs are also required for pre-enrollment and picking up registration materials at the Registrar's Office, and to cash checks at the Business Office.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

New Mexico State University maintains academic, disciplinary, and other records pertaining to students in accordance with the specifications of the Family Educational Rights and Privacy Act of 1974. Students who are interested in acquiring access to their records should make their requests to the chief administrator of the following offices:

- Admissions (646-3121)
- Counseling Center (646-2731)
- Dean, College of Health and Social Services (646-3526)
- Financial Aid (646-2447)
- Housing (646-3202)
- Placement and Career Services (646-1631)
- Registrar (646-3412)
- Student Support Services (646-2336)
- Student Judicial Affairs (646-1232)
- Vice President (646-1722)

Directory information will be released upon request unless the student does not wish such a release and notifies the Registrar's Office in writing. Directory information includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, athletic team members' weight and height, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended by the student.

Disclosure of the types of records maintained by the institution is available upon request by the student as are all other requirements stipulated by the Family Educational Rights and Privacy Act of 1974 as they pertain to New Mexico State University. Further information regarding details may be acquired from the Registrar's office, phone number 646-3412.

FUND-RAISING/SALES AND SOLICITATIONS

Raising funds is a means for campus organizations to supplement their other resources in meeting the goals of their organization. In order to avoid conflicts, duplications, or violation of laws or regulations, it is necessary to establish guidelines to aid in coordinating such activities. Although the University supports organizational fund-raising efforts, it recognizes that the campus is not a marketplace to be exploited by opportune entrepreneurial projects. Fund raising is not the primary function of student organizations, and campus organizations do not have an implicit right to use the campus or the community for fund-raising activities. Fund-raising through sales and solicitations on and off campus are governed by University Sales and Solicitation Policies. Full text copies of these policies are available from the Auxiliary Services Office and the Student Organizations and Programs (SOAP) Office. Interpretation of Sales and Solicitation Policies is made by the Director of Auxiliary Services whose office is located in Corbett Center Student Union.