

SCHOOL OF SOCIAL WORK
NEW MEXICO STATE UNIVERSITY
Las Cruces Albuquerque

MASTER OF SOCIAL WORK (MSW)

STUDENT HANDBOOK



2011-2012

A Council on Social Work Education (CSWE)
Accredited Program Since 1991

www.nmsu.edu/~socwork



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Welcome!

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

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

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

Tina Hancock, DSW
Director of School of Social Work

Alice Chornesky, PhD, LISW
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Table of Contents

Page

School of Social Work Staff Directory.....	1
Welcome.....	2
OVERVIEW.....	6
School of Social Work	
Mission	
History	
MASTER OF SOCIAL WORK PROGRAM.....	6-7
Technology Expectations and Requirements	
MSW CURRICULUM.....	7-8
Social Work competencies	
Generalist Foundation (First Year)	
Concentration (Second Year-Advanced Generalist Social Work Practice)	
Field Work.....	8
PROGRAMS OF STUDY.....	8-9
Regular MSW Two-Year Program	
Regular MSW Three-Year Program	
Advanced Standing Program (One- Year)	
Two-Year Advanced Standing Program	
Course Load.....	9
Course of Study: Two-Year Program.....	10
Course of Study: Advanced Standing (One-year).....	10
Course of Study: Three-Year Program.....	11
Course of Study: Two-Year Advanced Standing.....	12
GRADUATE SCHOOL.....	13
Classification of Graduate Students by the School of Social Work	
TRANSFER STUDENTS.....	13
Transfer of Credits	
Transcript Analysis	
NMSU ADA STATEMENT-STUDENTS WITH DISABILITIES.....	14
Students Responsibilities	
ADVISEMENT.....	14-16
Students' rights and responsibilities	
Advisor/Student Role	
Student Role	
Faculty Advisor Role	

Changing Advisor
Changing Registration

SPECIAL SOCIAL WORK PROGRAMS.....	17-18
Graduate Social Work Student Association	
Child Welfare Scholars Program-Title IV-E	
Hispanic Child Welfare Program	
Dual MSW/MPH Program	
Interdisciplinary Graduate Minors:	
Minor in Alcohol and Drug Counseling	
Minor in Gerontology	
PROGRAM AND UNIVERSITY POLICIES.....	18-19
Residency Requirement	
Completion of the MSW program-Time Limits for Course Acceptance	
Withdrawal, Declining, Leaves of Absence and Readmission to the Program:	
Admission to the NMSU Graduate School	
Withdrawal	
Deferral of Admissions	
Declining acceptance or withdrawal	
Leave of absence	
Withdrawal from Graduate Courses	
Refunds.....	19
Adding and Dropping Courses.....	19
A grade of “W”.....	19
Incomplete Grade.....	19-20
GRADES, SCHOLARSHIPS AND BEHAVIOR IN THE MSW PROGRAM.....	21-22
Standards of Scholarship-Grades	
Grades	
Grade Rubric	
S and U Course Option	
One Credit Option	
D and F Grades	
Advanced Standing	
Appeal of Grades	
ETHICAL AND BEHAVIORAL STANDARDS.....	22-23
NASW Code of Ethics	
Professional Conduct: Ethics	
Client Confidentiality	
Behavior	
Felony, DUI/DWI or Other Criminal Record.....	23
STUDENT CODE OF CONDUCT.....	23
Procedures to deal with cases of alleged academic misconduct in Graduate School	
Dealing with Difficulties-The Counseling-In Process.....	24

Dismissal from the program.....	25
Reinstatement.....	25
Graduate Student Appeals Board.....	25
School Policies and Procedures for Working with Student in Jeopardy of Program Completion...	26
Academic Jeopardy.....	26
Non-Academic Conduct of Graduate Students.....	26
ACADEMIC DISCIPLINE PROCESS.....	26-27
Academic Discipline Process-Graduate Students	
Academic Discipline Process-General Cases	
School of Social Work Academic Standards Committee.....	27
NMSU Academic Misconduct Statement.....	27-28
GRADUATING FROM THE MSW PROGRAM-ADVANCEMENT TO CANDIDACY.....	29
Graduate Forms	
Check List for Master’s Degree Candidates	
FINAL EXAMINATION.....	29
Format and Structure of the Examination	
RESEARCH OPTION.....	29-30
Thesis	
Human Subjects in Research	
INTERIOR WORKINGS OF THE SCHOOL OF SOCIAL WORK.....	31
Student’s rights and responsibilities	
School Governance and Graduate Students	
Mail and Announcement Notification	
Faculty/Staff Mailboxes	
Evacuation Plan	
FINANCIAL AID AND GRADUATE ASSISTANTSHIPS.....	32-33
Scholarship Opportunities	
Appendix 1-MSW COURSE CATALOGUE DESCRIPTIONS.....	34-36

OVERVIEW

SCHOOL OF SOCIAL WORK AT NEW MEXICO STATE UNIVERSITY

The School of Social Work at New Mexico State University is located in the College of Health and Human Services. The MSW program is offered on a two year and three year basis at both the NMSU main campus in Las Cruces and at the NMSU Center in Albuquerque. The MSW program includes the two year program, the three year program, and the Advanced Standing program. Advanced Standing is offered only to graduates of CSWE accredited BSW programs who meet specific admissions criteria. Students enrolled in the three year MSW program take a reduced number of courses each semester, have courses during the summer and complete the program over a three year period.

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

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

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

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

MASTER OF SOCIAL WORK PROGRAM

The MSW program prepares advanced level social work practitioners with the professional values, knowledge, and skills to engage in Advanced Generalist social work practice. The curriculum is designed according to the requirements of the Council on Social Work Education (CSWE) and uses the foundation competencies developed by CSWE. The educational model upon which the program is built proposes that there are two levels of social work education--foundation and the concentration. A common core of social work values, knowledge and methods unifies practice at both levels. This core is based on a liberal arts education and draws heavily from the social sciences.

Technology Expectations and Requirements: It is expected that all students admitted to the MSW program will have regular access to a computer and high-speed internet. In this advanced degree program, students are expected to demonstrate basic proficiencies in the use of word processing, presentation, and email. All program, scholarship, graduation, and other important announcements are only made via the School's online student listserv. All students must provide a current email address at the time of admission and are responsible for

keeping the School notified of any email address changes. All students admitted to the program may obtain an NMSU email address and are encouraged to utilize that address for all school related purposes.

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

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

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

MSW CURRICULUM

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

Social Work Competencies: In accordance with the Council on Social Work Education, the School of Social Work follows the Educational Competencies as described in the Educational Policy and Accreditation Standards (EPAS 2009).

Generalist Foundation (First Year)

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

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

Concentration (Second Year – *Advanced Generalist Social Work Practice*)

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

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

FIELD WORK

The field program of the School of Social Work integrates class study with practice with individuals, families, groups, organizations and communities. Students in the two and three year MSW program must complete 950 hours of field work in four semesters. Those in the Advanced Standing Program complete 500 hours of field work in two semesters.

- Students are assigned to a licensed, qualified MSW field instructor for supervision and instruction.
- Students are also assigned to a faculty field liaison that oversees the learning experience.
- Students participate in small group seminars with their field liaison.
- The student, the field instructor, and the field liaison jointly develop an individualized learning contract that identifies the learning opportunities and practice experiences that will enable the student to address MSW social work competencies.

PROGRAMS OF STUDY (see following pages for complete programs of study)

The School of Social Work offers four programs of study.

1. Regular Two-Year Program
2. Regular Three-Year Program
3. Advanced Standing Program (One-Year)
4. Two-Year Advanced Standing Program

1. Regular MSW Two-Year Program

Applicants to the regular program are admitted for the fall semester into a two year, four semester program of study with 60 credit hours.

Two-year Program – (Two Years full time– 60 credit hours)

2. Regular MSW Three-Year Program

Students admitted into the three year program are admitted for the fall semester into a three year program of study with 60 credit hours.

Three year Program – (Three Years part time – 60 credit hours)

The three year program has a reduced number of courses each semester (two courses instead of four) and the field practicum begins in the 2nd year and continues in the 3rd year of the program.

Field Work Hours for Regular MSW Program- Two Year/Three Year Programs

Total clock hours for completion of Year 1 (225 hours per semester)	450
Total clock hours for completion of Year 2 (250 hours per semester)	<u>500</u>
Total	950

Field practicum for three-year program begins in the 2nd year and continues in the 3rd year of the program.

3. **Advanced Standing Program**

Advanced standing students can complete their MSW degree by taking 36 credit hours over approximately 12 months. Advanced standing students begin in Summer Session II.

Advanced Standing Program – (One Year full time – 36 credit hours)

4. **Two-Year Advanced Standing Program**

Advanced Standing students can complete their MSW Degree by taking 36 credit hours over two and a half years. Advanced standing students begin in Summer Session II.

Field Work Hours for Advanced Standing Program

Total clock hours for completion of Advanced Standing Program

500

CHANGE OF STATUS FROM THREE YEAR/TWO YEAR OR TWO YEAR/THREE YEAR

Students who wish to change their status from full-time to part-time or part-time to full-time need to first discuss this with their advisor and then write the MSW Program Coordinator requesting approval for the change. The MSW Program Coordinator will review the request and respond to the student at which time the decision is official.

Course Load

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

MSW - COURSE OF STUDY: TWO-YEAR PROGRAM

Year One Fall Semester

MSW 505 Foundations of Professional Social Work	3 credits
MSW 509 Socio-cultural Concepts and Populations of the Southwest	3 credits
MSW 510 Human Behavior and Social Environment I	3 credits
MSW 520 Social Work Practice I	3 credits
MSW 551 Generalist Field Practicum I	<u>3 credits</u>
	15 credits

Year One Spring Semester

MSW 500 Social Problems and Social Welfare Policy	3 credits
MSW 511 Human Behavior and Social Environment II	3 credits
MSW 521 Social Work Practice II	3 credits
MSW 552 Generalist Field Practicum II	3 credits
MSW 560 Social Work Research	<u>3 credits</u>
	15 credits

Year Two Fall Semester

MSW 524 Practice III: Advanced Practice with Individuals	3 credits
MSW 526 Practice V: Advanced Practice with Families	3 credits
MSW 554 Advanced Generalist Field Experience I	3 credits
MSW 561 Advanced Generalist Research or MSW 599 Graduate Thesis	3 credits
MSW or outside Elective	<u>3 credits</u>
	15 credits

Year Two Spring Semester

MSW 503 Policy Analysis and Change	3 credits
MSW 525 Practice IV: Advanced Practice with Groups	3 credits
MSW 527 Practice VI: Advanced Practice with Organizations and Communities	3 credits
MSW 555 Advanced Generalist Field Experience II	3 credits
MSW or outside Elective	<u>3 credits</u>
	15 credits

60 credit hours for the two year program

COURSE OF STUDY: ADVANCED STANDING

Advanced Standing begins in Summer II and then follows the **Year Two** schedule

Summer II

MSW 559 Practice and Research	3 credits
MSW 509 Socio-cultural Concepts with Populations of the Southwest	<u>3 credits</u>
	6 credits

36 credit hours for advanced standing

MSW Electives (must have one, may have two)

MSW 501 Social Work Leadership and Administration	MSW 565 Practice with the Elderly
MSW 542 Violence in the Family	MSW 541 Alcohol and Other Drugs (AOD Minor)
MSW 543 Family and Child Welfare Practice	MSW 590 Family and Child Welfare Policy
MSW 547 Social Work Mental Health Practice	MSW 597 Special Topics
MSW 563 Social Work with Hispanic Populations	NMSU MSW elective courses not listed above
MSW 564 Social work with Native American populations	

Suggested outside Disciplines for Elective Courses at the Graduate Level Include: (may have one)

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

MSW - COURSE OF STUDY: THREE-YEAR PROGRAM

Year One Fall Semester

MSW 505 Foundations of Professional Social Work	3 credits
MSW 510 Human Behavior and Social Environment I	<u>3 credits</u>
	6 credits

Year One Spring Semester

MSW 511 Human Behavior and Social Environment II	3 credits
MSW 560 Social Work Research	<u>3 credits</u>
	6 credits

Year One Summer Semester

MSW 500 Social Problems and Social Welfare Policy	3 credits
MSW 509 Socio-cultural Concepts and Populations of the Southwest	<u>3 credits</u>
	6 credits

Year Two Fall Semester

MSW 520 Social Work Practice I	3 credits
MSW 551 Generalist Field Practicum I	3 credits
MSW 561 Advanced Generalist Research or MSW 599 Graduate Thesis	<u>3 credits</u>
	9 credits

Year Two Spring Semester

MSW 503 Policy Analysis and Change	3 credits
MSW 521 Social Work Practice II	3 credits
MSW 552 Generalist Field Practicum II	<u>3 credits</u>
	9 credits

Year Two Summer Semester

MSW or outside Elective	3 credits
MSW or outside Elective	<u>3 credits</u>
	6 credits

Year Three Fall Semester

MSW 524 Practice III: Advanced Practice with Individuals	3 credits
MSW 526 Practice V: Advanced Practice with Families	3 credits
MSW 554 Advanced Generalist Field Experience I	<u>3 credits</u>
	9 credits

Year Three Spring Semester

MSW 525 Practice IV: Advanced Practice with Groups	3 credits
MSW 527 Practice VI: Advanced Practice with Organizations and Communities	3 credits
MSW 555 Advanced Generalist Field Experience II	<u>3 credits</u>
	9 credits

60 credit hours for the three year program

MSW Electives (must have one, may have two)

MSW 501 Social Work Leadership and Administration	MSW 565 Practice with the Elderly
MSW 542 Violence in the Family	MSW 541 Alcohol and Other Drugs (AOD Minor)
MSW 543 Family and Child Welfare Practice	MSW 590 Family and Child Welfare Policy
MSW 547 Social Work Mental Health Practice	MSW 597 Special Topics
MSW 563 Social Work with Hispanic Populations	NMSU MSW elective courses not listed above
MSW 564 Social work with Native American Populations	

Suggested outside Disciplines for Elective Courses at the Graduate Level Include: (may have one)

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

COURSE OF STUDY: TWO-YEAR ADVANCED STANDING

Year One Summer Semester

MSW 559 Practice and Research 3 credits
3 credits

Year One Fall Semester

MSW 526 Practice V: Advanced Practice with Families 3 credits
MSW 509 Socio-cultural Concepts and Populations of the Southwest 3 credits
6 credits

Year One Spring Semester

MSW 503 Policy Analysis and Change 3 credits
MSW or outside Elective 3 credits
6 credits

Year Two Summer Semester

MSW or outside Elective 3 credits
3 credits

Year Two Fall Semester

MSW 524 Practice III: Advanced Practice with Individuals 3 credits
MSW 554 Advanced Generalist Field Experience I 3 credits
MSW 561 Advanced Generalist Research or MSW 599 Graduate Thesis 3 credits
9 credits

Year Two Spring Semester

MSW 525 Practice IV: Advanced Practice with Groups 3 credits
MSW 527 Practice VI: Advanced Practice with Organizations and Communities 3 credits
MSW 555 Advanced Generalist Field Experience II 3 credits
9 credits

36 credit hours for Advanced Standing

MSW Electives (must have one, may have two)

MSW 501 Social Work Leadership and Administration
MSW 542 Violence in the Family
MSW 543 Family and Child Welfare Practice
MSW 547 Social Work Mental Health Practice
MSW 563 Social Work with Hispanic Populations
MSW 564 Social work with Native American
Populations

MSW 565 Practice with the Elderly
MSW 541 Alcohol and Other Drugs (AOD Minor)
MSW 590 Family and Child Welfare Policy
MSW 597 Special Topics
NMSU MSW elective courses not listed above

Suggested outside Disciplines for Elective Courses at the Graduate Level Include: (may have one)

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

NMSU GRADUATE SCHOOL

Classification of Graduate Students by the School of Social Work

- ***Regular** - In the School of Social Work (as opposed to the Graduate School) this refers to students entering the two (2) year or three (3) year MSW program.
- ***Advanced** - A student admitted to the MSW program with advanced standing.
- ***Provisional** - A student admitted to the MSW program who has either a cumulative GPA of less than 3.0 and/or has not completed a prerequisite. A student admitted provisionally due to a GPA of less than a 3.0 must complete the first four courses (totaling at least 12 credits) of graduate work with an average of at least 3.0. A provisional student will be subject to dismissal by the School of Social Work if the GPA is not raised to a 3.0 or above by the end of the first semester in the program or after taking 12 credit hours if enrolled in the three year program.
 - * Any classification may be either full-time or part-time.

TRANSFER STUDENTS

Transfer of Credits

At the master's level, the student must take at least 50 percent of the work required for the degree at New Mexico State University. A request for transfer of credit must be indicated on the Application for Admission to the Graduate School. Transfer credit requests must be submitted to the MSW Program Coordinator by the third week of your first semester. The Field Director will evaluate field experience. The School of Social Work has the right to accept or reject any number of requested transferred credits based on such elements as whether the work fits into the logical program for a degree. The New Mexico State University Graduate Catalog is followed regarding issues relating to the transfer of credits.

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

NOTE: *The program does not grant academic credit for life or work experience in lieu of social work course or field content.*

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

The form states "send this official transcript to the Graduate School," but you should also send the transcript (in a sealed/signed envelope) to the School of Social Work with the form and syllabus.

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

NMSU ADA STATEMENT – STUDENTS WITH DISABILITIES

It is the policy of the School of Social Work to accommodate students with disabilities, pursuant to federal and state law. Any student with a disability who needs accommodation should inform the instructor at the beginning of the course. The Director of the School is also available to assist with accommodations. Students should call Jerry Nevarez, Director of Institutional Equity, at 575-646-3635 with any questions you may have about NMSU's Non-Discrimination Policy and complaints of discrimination, including sexual harassment.

Students with disabilities should call Diana Quintana, Director of Services for Students with Disabilities, (SSD) at 575-646-6840 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:

- Register with SSD and obtain accommodation documents early in the semester.
- Deliver the completed accommodation and testing form (s) to the instructor(s) within the first two weeks of beginning of classes (or within one week of the date services are to commence);
- Retrieve the signed form(s) from faculty and return to SSD within five (5) days of receipt from faculty and at least one week before any scheduled exam, and,
- Contact the SSD 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.

Accommodations: SSD Office, 575 646-6840 (Garcia Annex, Rm. 102), Diana Quintana
Discrimination: Institutional Equity, 575-646-3635 (O'Loughlin House), Jerry Nevarez

All medical information will be treated confidentially.

ADVISEMENT

Advisement is considered an extremely important function of the School of Social Work and an integral component of each faculty member's total responsibilities. The NMSU School of Social Work Student Handbook informs students of advisement policies and procedures and other rights and responsibilities.

Advisement is designed to assist students in:

1. Approving and signing appropriate and timely university forms as required. Students must have their advisor's signature on change forms and graduation forms.
2. Clarifying virtually all aspects of the MSW Program;
3. Mapping out a semester-by-semester curriculum plan (Program of Study) and a schedule of courses prior to the registration period;
4. Developing a program of study that includes approving elective courses;
5. Establishing a relationship with the faculty advisor and School which is mutually respectful and satisfying;
6. Personal, professional, and career development.

All MSW students are assigned a faculty member as their advisor upon admission to the program. This advisor remains as the student's advisor throughout the MSW program. Students should meet their advisor at the earliest possible date to ensure that their program of study is on track. MSW students are ***strongly encouraged*** to meet on a regular basis with their faculty advisor to discuss any problems or issues related to academic and practicum performance. The faculty advisor is your primary support if you have difficulty in your academic program.

The School emphasizes the importance of the advisor/advisee relationship and an ongoing assessment of each student's aptitude, motivation, and suitability for a professional career in social work.

Advisor/Student Roles

Consistent with social work values and beliefs, advisement encompasses academic and professional counseling.

Student Role:

- The student is expected to meet with her/his advisor at least once per semester, i.e. registration periods to discuss and decide matters related to programmatic requirements, scheduling of classes, course registration, elective choices, etc.
- If students plan on taking a leave of absence, withdrawing from the program, or making plans that are outside of the standard student Program of Study, they must contact their advisor.
- The student having problems maintaining an acceptable level of performance that may jeopardize her/his continuation in the MSW program will be contacted and asked to see their advisor for a conference.
- When there are problems the advisor informs the student of options and alternatives for making decision(s) with regard to problem solving, leave of absence, continuation and/or withdrawal from the program or participating in a "counseling-in" problem solving procedure that includes the student's instructors, field director and field instructor.

Faculty Advisor Role: The principle objective of faculty advising is to enable students to achieve their educational goals, consistent with the objectives of the School and the profession. **The student is placed at the center of her/his learning and has primary responsibility for the educational effort.** Faculty advisors are responsible for fostering an integration of the total educational experience and facilitating student progress toward educational and career goals.

At a minimum, the faculty advisor in the School of Social Work is expected to:

- Help the student plan a program of study during registration, including providing assistance in course selection; orientation to the substance and structure of the MSW curriculum; and explanation of the expectations entailed in the role of the student;
- Sign student Add/Drop forms, candidacy forms, and other forms as required;
- Monitor student progress ensuring that all degree/curriculum requirements are fulfilled in an orderly, timely and satisfactory way;
- Maintain posted weekly office hours and otherwise be available to advisees by appointment to ensure sufficient accessibility when assistance is needed;
- Provide advice and counsel advisees when they are experiencing difficulties;
- Consult with advisee's instructors about problems impacting the student's performance, discussing the matter with the student and maintaining accurate and up-to-date student records with relevant and regular notations;
- Initiate a "counseling-in" process and advocate on behalf of the advisee to find appropriate solutions to problems when factors within the educational system and student performance in the field are involved;
- "Counsel-out" advisee who a majority of faculty agrees is unable to accept social work principles and values, act in accordance with the ethical standards of the School and the profession, or function at an acceptable level academically, professionally, and/or emotionally;
- Support and protect the rights of students by informing them of grievance procedures;
- Conduct a thorough and final "audit" of their advisee's academic records certifying that all MSW degree requirements have been satisfactorily completed for graduation.
- Beyond routine academic advisement, faculty also assist students on matters pertaining to the University and community, career/employment planning, special projects, practicum experiences, and possible problems impinging on academic performance.
- The advisor maintains a close, congenial, and cooperative relationship with the student for the full

duration of her/his study, discussing issues and concerns relative to classroom and field performance. The faculty advisor considers the advisee's special needs, circumstances, strengths and deficiencies and makes suggestions for realistically addressing those issues.

Changing Advisor:

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

Changing Registration:

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

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

SPECIAL SOCIAL WORK PROGRAMS

Graduate Social Work Student Association: All MSW students are members of the association and are urged to actively participate. _____ is the faculty liaison for the GSSWA in Las Cruces and Dr. Wanda Whittlesey-Jerome is the faculty liaison/advisor for the GSSWA in Albuquerque.

Child Welfare Scholars Program - Title IV-E

The Child Welfare Scholars is offered in partnership with the New Mexico Children, Youth & Families Department (CYFD). A student who is selected as a Scholar receives financial support and agrees to work for CYFD after graduation as a child welfare protective services social worker following graduation with full pay and benefits. Various special topic classes in child welfare are offered and are part of the required curriculum for a student who is a Child Welfare Scholar.

The School of Social Work encourages all students interested in family and child welfare as a career choice to consider applying to be a Child Welfare Scholar. Please contact Monica V. Montoya, LISW, Child Welfare Scholar Coordinator, Room 232, 646-4665 or by email at ivtrain@nmsu.edu for information.

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

Hispanic Child Welfare Program for Bilingual Students

Please request information from Dr. Roditti, (575) 646-7903, or via e-mail mroditti@nmsu.edu or Maria Ortiz, (575) 646-7599 or mariao@nmsu.edu

DUAL MSW/MPH Degree Program

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

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

If you are interested in pursuing this option please talk to the faculty advisor, Dr. David Barney, dbarney@nmsu.edu, for the dual degree program. It is anticipated that students in this program will take three full academic years to complete their programs of study.

INTERDISCIPLINARY GRADUATE MINORS

Minor in Alcohol and Drug Counseling

This minor (14 credits) involves the departments of: Counseling and Educational Psychology; Criminal Justice; Family and Consumer Science; Health Science; Nursing; and Social Work. Completion of this minor will prepare students for the coursework requirement necessary to take the exam for state licensure as a drug and alcohol counselor in the State of New Mexico. In addition to necessary coursework there are additional criteria for state licensure. If you are interested in the minor please request an information sheet from Dr. Patricia Beckler, pbeckler@nmsu.edu, which will outline the program requirements and specify the application process.

Minor in Gerontology

The Department of Health Science offers an on-line Graduate Minor in Gerontology. Twelve credits are needed for a graduate minor. The Minor in Gerontology program is designed in part for non-traditional, location-bound students, who are working or otherwise occupied on a full-time basis. Health and human service professionals, current students, and others who are interested in acquiring basic knowledge in a cross-cultural context about gerontology and geriatrics are encouraged to consider this program. Some required MSW courses may be

substituted for courses required by this minor. If you are interested in the minor please request an information sheet from the Graduate Program Coordinator that will outline the program requirements and provide contact information. You can obtain information about the Graduate Minor in Gerontology online under Graduate Minors in Health Science Department.

PROGRAM AND UNIVERSITY POLICIES

Residency Requirement

At the master's level, you must take at least 50 percent of the work required for the degree at New Mexico State University. A candidate for a master's degree must be enrolled on the campus of New Mexico State University for a minimum of two regular semesters, or one semester and two six-week summer sessions, or four six-week summer sessions. All students must meet the residency requirements for their degree. The Admissions Office at NMSU determines each student's residency status when the completed application for admission is received and processed. The decision is based on the information contained in the application for admission, transcripts, and other documents required for admission. The residence status determined at this time remains in effect until the student either (1) fulfills the requirements for residency and petitions for resident tuition classification or (2) loses residency by his/her absence from New Mexico or (3) intent to become a resident of another state.

Completion of the MSW program - Time Limits for Course Acceptance – 7 years – eight successive summers

The graduate program leading to the Masters degree has to be completed within seven years (or eight successive summers). If a student does not complete the program within this time period, any course work more than seven years old at the time of the final examination may not be included in the program, unless such course work has been validated by special examination. All special examinations are written examinations offered by the Department in which the course is offered. Not all Departments offer special examinations. The Program Director must submit a written statement that the student has passed the examination before validation of credit is approved.

Withdrawal, Declining, Leaves of Absence and Readmission to the Program

For those who find they must delay or withdraw from the program once they are admitted, the following are the University and School of Social Work policies:

Admission to the NMSU Graduate School is good for one year. For example, if you were admitted for the Fall 2011 semester, your admission is good until the first day of classes in the following Fall semester. If you are not registered in Fall 2012 by the first day of classes, your admission to the Graduate School is cancelled and you must reapply, repay their fees and get all the transcripts, etc. as you did the first time.

Withdrawal: If you withdraw from the program after completing one or more semesters, your Graduate School acceptance is good for one year from the end of the last semester you attended. Therefore, if more than one year has elapsed since you last attended, you will have to reapply to the Graduate School as if it were your first time.

If you withdrew from the School of Social Work program after the university deadline to withdraw with a "W" or anytime thereafter, your continuation in the program will be evaluated on an individual basis with the Coordinator of the MSW Program. Because the course of studies is designed to build knowledge and skills progressively, you may need to wait until your next required courses are offered, typically one year. In other words, if you withdrew from a fall semester, you will probably not be allowed to enroll in spring courses as the fall ones were prerequisites to those in the following semester.

Deferral of Admissions: The School of Social Work has no “DEFERRAL” policy where your admission is simply deferred for one year. You must **re-compete** with the next pool of candidates for that following year. **Acceptance in one year will not guarantee acceptance in the following year.**

Leave of absence: If you withdraw from the program and you anticipate you will not be able to resume your studies within exactly one year, you may wish to consider a “*Leave of Absence.*”

- Request a Leave of Absence in writing from the Graduate School Dean through the Director of the School of Social Work. The request should include the beginning date and the anticipated ending date for the period of absence. A graduate student on leave of absence will be expected not to use university facilities and place no demands upon the university faculty and staff, and therefore, will pay no fees.

Withdrawal from Graduate Courses

Students wishing to withdraw from a graduate course must obtain official permission from the Dean of the Graduate School. They must first submit an Add/Drop form that has been signed and dated by the instructor of the course and the student’s advisor. No student is permitted to withdraw from a course during the last one-half of its duration, except by officially withdrawing from the University. Students must meet university published deadlines in obtaining permission to withdraw.

Refunds

Any student officially withdrawing or dropping a course during a semester or summer session may receive a refund of tuition and fees as outlined in the current class schedule. This refund applies when courses are dropped, making a tuition adjustment necessary. No refund will be made on classes of less than 6 weeks duration. In cases of academic or disciplinary suspension, eligibility for refund will depend on the conditions of the suspension and will be entirely at the option of the University.

Should unforeseen circumstances beyond the reasonable control of the university result in the curtailment of classes, closing dormitories, or otherwise withdrawing services that are normal functions of New Mexico State University, refunds of any nature will be at the discretion of the University Administration.

Adding or Dropping Courses

It is the responsibility of the student to initiate official withdrawal from a course and to obtain all necessary signatures on the Drop/Add form and meet university published deadlines. The completed form must be submitted to the Graduate School Dean. Forms are available at the front desk in the School of Social Work administration suite. Courses may not be added after the cut-off date indicated in the academic calendar. The last day to drop a course is given in the calendar, and refunds are not issued on the individual courses dropped after the last day to register. All drop forms must be signed and dated by the instructor, advisor and school director. Retroactive changes to published university deadlines will only be approved in rare exceptions and must follow CHSS policy.

A grade of “W” is assigned according to the following rules:

- No grade is assigned during the registration period;
- A “W” grade is assigned to any student who officially drops a course during the first half of its duration. A student may not officially withdraw from a course after this time. All drop forms must be signed and dated by the instructor of the course, the advisor, and the program director;
- A grade of “W” is assigned in all courses to any student officially withdrawing from the university prior to the last three weeks of classes.

Incomplete Grade

The grade of Incomplete is given for passable work that could not be completed due to circumstances beyond the student's control. The following regulations apply to removing or changing an Incomplete grade:

1. Instructors may assign an Incomplete grade only if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course. Examples of appropriate circumstances include documented illness, documented death or crisis in the student's immediate family, and similar circumstances. Job related circumstances are generally not appropriate grounds for being assigned an Incomplete. In no case is an Incomplete to be used to avoid the assigning of D, F, or Unsatisfactory grades for marginal or failing work.
2. To assign an I grade, the instructor must complete the I Grade Information Form and have the form delivered to the course dean, together with the instructor's grade sheets for the semester. The instructor will state in writing on the I Grade Information Form the steps necessary to complete the remaining course work or the instructor may indicate that the student will be required to re-enroll in the course to receive credit (in which case the I grade will not be removed). The student will sign this document or the course dean will send a copy of the document to the student's official permanent address as recorded in the Registrar's Office.
3. The student is entitled to have the Incomplete grade removed from the student's transcript only if the student completes the remaining course work as specified on the "I Grade Information Form," in a manner satisfactory to the instructor. The work must be completed within 12 months after the Incomplete is assigned and prior to the student's graduation, or within a shorter period of time if specified by the instructor on the "I Grade Information Form." If the student fails to complete the course work, the instructor may change the Incomplete grade to any appropriate grade (including D, F, or Unsatisfactory) provided that the instructor stated that this would occur on the "I Grade Information Form."
4. Incomplete grades can be removed from the student's transcript by the instructor only during the 12-month period following assignment of the Incomplete or prior to the student's graduation, whichever comes first. To remove an Incomplete, the instructor must complete a "Change of Grade Form" and file the form with the Office of the Registrar. The instructor may assign whatever grade is appropriate for the entire course. This may include grades of D, F, or Unsatisfactory. An Incomplete not changed by the assigning instructor within 12 months and prior to graduation shall remain an Incomplete grade thereafter.
5. A student may re-enroll and receive credit for any course for which an Incomplete grade was previously received, but retaking the course will not result in removal of the Incomplete grade from the student's transcript. The effect of removing an Incomplete grade on a student's academic standing (scholastic warning, probation, or suspension) depends on the date the transaction is officially recorded on the student's academic record. If the transaction is recorded before the student begins another semester, the grade replacing the Incomplete is included in the grade-point average calculation that establishes the student's academic standing. If the transaction is recorded after the student begins another semester, the new grade's effect on academic standing is based upon its inclusion with grades for the semester in which the student is enrolled.

GRADES, SCHOLARSHIP AND BEHAVIOR IN THE MSW PROGRAM

What follows is additional information and regulations that will enable you to monitor your progress as you continue through the program including steps you may take if problems arise.

The professional social work organization, the National Association of Social Workers (NASW) Code of Ethics guides the NMSU School of Social Work. Students are also expected to be guided by this 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. Student grievance and appeals processes are outlined in the General Rules and Regulations and Special Grievance Policies sections of this handbook.

Standards of Scholarship - Grades

Graduate students are expected to apply themselves intensively to the study of the material covered by the courses in which they are enrolled. Accordingly, a high level of performance is required.

- The student must maintain a cumulative grade point average of at least 3.0 in *all* courses taken as a graduate student (excluding undergraduate deficiencies).
- Courses graded S or PR will not be counted in determining grade-point averages.
- A student unable to maintain a GPA of at least a 3.0 for two (2) consecutive semesters will be dismissed from the MSW program.
- For a student on provisional status, the student will be dismissed after one semester. (See section below on Dismissal from the Program)

Grades:

- Once students are admitted into the program, all students must maintain an overall GPA of no less than 3.0; an S in practicum courses; and, earn at least a C in all required social work courses.
- Students who receive only one grade of D in a required social work course (with the exception of field practicum) 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.

Grade Rubric

The grades earned in courses are indicative of the quality of work of the students. Meanings of the grades are as follows:

Letter Grade		Grade Point per Credit
A	Excellent work	4
B	Better than average work	3
C	Average work	2
D	Below average work	1
I	Incomplete	0
F	Failing work	0
W	Honorable withdrawal	0
CR	Credit authorized but no letter grades	0
S	Satisfactory work	0
U	Unsatisfactory	0
AU	Audit	0
PR	Progress on graduate thesis	Varied

S and U Course Option

Grades of S and U may be used for courses taken by a graduate student outside the School of Social Work, upon approval from the student's advisor and the School's Department Head. Schools may designate 3 credits of departmental courses numbered 500 and above for S/U option grading with the approval of the College Dean and the Graduate Dean. The S/U grade request form must be submitted to the Graduate Dean at the time of registration. No more than 6 total credits of S/U courses are permitted on the master's degree. Registration is limited to one course per semester, and courses with U grades cannot be used in a student's program.

One Credit Option

A graduate student may take 7 credit hours in each summer session and 16 credit hours in each fall and spring semester if one credit hour is taken as an audit each time the student chooses to use this option.

D and F Grades

Students receiving a "D" grade in any core social work class must repeat the class. Students receiving a grade of "F" in any social work class will be dismissed and must reapply to the MSW program. Note: Graduate students are required to maintain a 3.0 GPA throughout the course of their graduate studies.

Advanced Standing

Advanced Standing students who receive a D or fail the MSW 559 Practice and Research cannot continue in the Advanced Standing Program, however, they can request to continue in the regular two-year program.

Appeal of Grades

Students may appeal an unsatisfactory grade through the procedure described in the "Disciplinary Issues for Graduate Students" section on page 15 of the graduate catalogue (<http://catalog.nmsu.edu/>).

ETHICAL AND BEHAVIORAL STANDARDS

Students are expected to meet the ethical and behavioral standards detailed below. Further statements of student behavior and performance are found within the Graduate Student Handbook (<http://catalog.nmsu.edu/>) and the NMSU Student Code of Conduct (<http://www.nmsu.edu/~vpsa/SCOC/index.html>). Social Work students are also expected to adhere to the **NASW Code of Ethics**. The NASW Code of Ethics can be found online (<https://www.socialworkers.org/pubs/code>). In instances where students fail to meet these stated standards, a counseling-in process may be initiated to review continuation in or dismissal from the program.

Professional Conduct

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 that would warrant such a review include deprecating oral and written statements, gestures toward other students, faculty, clients, colleagues, or the agency placement, and/or wearing clothing with statements that are offensive towards other students, faculty, and/or persons from populations reflecting racial, ethnic, ability status, religious, socio-economic, gender, and sexual orientation differences, problems in personal functioning (health, mental health) sufficiently serious to endanger functioning in the program and client welfare, and lack of boundaries towards other students, faculty, clients and towards other workers in agency.

Client Confidentiality

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

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 that suggest that their own difficulties are not sufficiently resolved to be able to help and support others at this time, students may be denied admission to the program or once admitted may be dismissed from the program.

FELONY, DUI/DWI OR OTHER CRIMINAL RECORD

Applicants to the program were asked at the time of admission if they have ever been convicted of a felony, DUI/DWI, child maltreatment and/or other criminal offense other than a minor traffic violation, or have such charges currently pending. 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. Students are further advised that some state boards of social work examiners, including New Mexico's, may refuse to issue a license or certificate of registration to any person who has been convicted in this or another state 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 recommendations: deny admission to the program, admit with conditions, or admit without conditions.

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

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

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 more 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 resolve the issues.

Procedures to Deal with Cases of Alleged Academic Misconduct in Graduate School

Policies and procedures for dealing with such cases are detailed in the in the University Student Handbook <http://www.nmsu.edu/~vpsa/SCOC/index.html>. Questions concerning these policies and procedures should be addressed to the dean of the Graduate School.

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 that conflicts with professional comportment or other behaviors that may cause risk of harm. Counseling-In is most effective when initiated as soon as difficulties are experienced or perceived. Carrying out this process in a timely manner is critical if the process is to be meaningful. Corrective action is preferable to dismissal from the program.

The 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 Graduate Catalog under the heading of "Disciplinary Issues for Graduate Students: Graduate Student Appeals Board". This process is found at the bottom of page 15 of the current Graduate 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. These meetings between the student and the relevant parties must be documented in writing and clearly identify the problem, the agreed upon resolution, and the appropriate timeline for remediation of the problem. It is the responsibility of the faculty member or field instructor and field liaison to ensure that the documentation is done.

When the above 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 Graduate 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 Graduate Program Coordinator will ask that the student's faculty advisor convene, within two (2) weeks, 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 Graduate 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 in dismissal from the program. This recommendation will be submitted in writing to the Graduate Program Coordinator. If the decision is for continuance in the program with conditions, the advisor will follow up with the student for implementation of the plan. If a recommendation for dismissal is made or if conditions for continuing in the program are not met, the Graduate Program Coordinator will notify the Director of the School of Social Work.

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

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

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

REINSTATEMENT

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

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

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

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

Graduate 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 page 15 of the Graduate Student Handbook (<http://catalog.nmsu.edu/>). 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.

School Policies and Procedures for Working with Students in Jeopardy of Program Completion

A student is considered in jeopardy for successful program completion, when:

- He or she has been identified as either having serious academic difficulties which have not been ameliorated by the usual faculty/student consultation; or,
- If issues of ethical and professional conduct are raised from behaviors in class or field which give rise to questions of continuation in the program or graduation there from, and the program's sanction of this individual as a social work professional.

Faculty have the responsibility of making clear and explicit, both in writing and through classroom discussion, the criteria which may place a student in jeopardy including the following as well as the rights of students to due process.

Academic Jeopardy

- Plagiarism or other forms of intellectual dishonesty;
- Lack of attendance;
- Lack of classroom participation;
- Inappropriate classroom behavior;
- Failure to meet minimal expectations on preparation for class, completion of written work and other assignments.

The student may be in jeopardy of not continuing in the program based upon:

- Questionable behavior with clients, field agencies and professional colleagues, including faculty and fellow students, as stipulated in the NASW Code of Ethics and in the School's Statement of Personal Characteristics;
- Physical/emotional/social difficulties sufficiently serious to impair classroom performance or endanger clients' welfare;
- Irresponsible behavior in relation to classroom or field seminar performance.

Non-academic Conduct of Graduate Students

Students at NMSU are expected to observe and maintain not only the highest academic standards of conduct, but also high ethical and professional standards. In some courses, particularly field and practice courses, when adherence to the NASW Code of Ethics is required, according to the syllabi, violations will have an impact on the grade in that course. Details on the administration of discipline in the case of non-academic conduct violations by the University can be found in the New Mexico State University Student Handbook (<http://www.nmsu.edu/~vpsa/SCOC/index.html>).

Academic Discipline Process

According to NMSU Student Code of Conduct, allegations regarding academic misconduct of graduate students shall be brought immediately to the attention of the Graduate Dean. At the Dean's discretion the case may be referred back to the student's instructor or department head that will then follow the procedure outlined for all undergraduate and graduate general cases that occur at the course or academic department level. This is outlined in the NMSU Student Code of Conduct (<http://www.nmsu.edu/~vpsa/SCOC/index.html>).

Academic Discipline Process-Graduate Students

- Allegations regarding academic misconduct of graduate students shall be brought immediately to the attention of the Graduate Dean.
- The Graduate Dean shall conduct a preliminary investigation with the appropriate professional bodies within the University. At the Dean's discretion, he/she may refer the case to the accused student's instructor or Department Head. The instructor or Department Head will then use the same procedures in the academic disciplinary process outlined in IIC for general cases.

Academic Discipline Process-General Cases

(for all undergraduate students and graduate students referred by the Dean of the Graduate School. See IIID)

- Course or Departmental Level – For incidents that occur at the course or academic department level, the faculty member or department head must inform the student of the alleged offense within ten (10) working days of its discovery, and after an investigation and/or conference, will take one of the following actions:
 - The allegation may be dismissed as unfounded;
 - The allegation may be dismissed for lack of evidence;
 - The student may admit guilt and a sanction will be imposed;
 - The Hearing Officer will determine guilt based on preponderance of the evidence and a sanction will be imposed;
 - The Hearing Officer will report the decision to the student and to the Coordinator of Student Judicial Services.

School of Social Work Academic Standards Committee

If the academic misconduct allegation is referred back to the School of Social Work to impose a sanction or for further action, the following process will be implemented:

1. The School of Social Work Director will constitute an Academic Standards Committee that shall consist of three School of Social Work faculty members.
2. The faculty member stating the complaint of misconduct will submit in writing to the SSW Academic Standards Committee a description of the misconduct and any supporting documentation to support the charge of misconduct.
3. The student shall submit, in writing, to the SSW Academic Standards Committee, a description and explanation of the circumstances resulting in a charge of academic misconduct.
4. The Academic Standards Committee will convene a meeting with the student who will present an explanation of the circumstances resulting in the complaint of academic misconduct. The student can elect to bring a non participatory advocate, i.e., a classmate, faculty advisor, faculty member.
5. The committee shall then deliberate in private and transmit recommendations to the SSW Director within five working days subsequent to the meeting.
6. The SSW Director shall consider the recommendation of the Committee in making a decision and notify, in writing, the student of the committee's decision within three working days of receipt of the committee's recommendation including steps to be taken in an appeal process.
7. If dismissal was not recommended on the first finding of academic misconduct, the student is advised that a second finding of academic misconduct will result in dismissal from the School of Social Work.

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.

Students who engage in disruptive activities in an academic setting (e.g., classrooms, academic offices or academic buildings) are subject to disciplinary action in accordance with Section IV-Non Academic Misconduct-all Students. Such students are also subject to administrative actions in accordance with the NMSU Graduate and Undergraduate Catalogs.

For further information on academic misconduct, refer to the following website:

<http://www.nmsu.edu/~vpsa/SCOC/misconduct.html>

GRADUATING FROM THE MSW PROGRAM - ADVANCEMENT TO CANDIDACY

Graduate Forms

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

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

Check List for Masters Degree Candidates

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

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

FINAL EXAMINATION

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

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

Format and Structure of the Examination

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

RESEARCH OPTION

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

studies, must formally apply for readmission and satisfy the requirements in effect at the time of re-application.

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

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

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

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

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

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

Human Subjects in Research

The University's policy on the use of human subjects in research projects is covered in NMSU's **Administrative Policies and Procedures Manual**. These policies are strictly enforced by each college and by the Graduate School. A *Permission to Use Human Subjects in Research* form must be completed and approved prior to undertaking any research project involving human subjects (including interviews, surveys, etc.). The forms are available at <http://research.nmsu.edu/compliance.html> Students must also complete the computer-based training for researchers and research staff found at the NIH site (<http://ohsr.od.nih.gov/cbt/>).

INTERIOR WORKINGS OF THE SCHOOL OF SOCIAL WORK

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

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

School Governance and Graduate Students

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

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

Mail and Announcement Notification

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

Faculty/Staff Mailboxes

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

Evacuation Plan

Emergency escape procedures and emergency escape route assignments:

Please follow posted evacuation plans in the event of a fire or other emergency. Students are reminded not to use the elevators in the event of a fire. There are stair exits in the middle and at both the north and south ends of the building.

Rescue and medical duties for personnel who are to perform them

- Department Secretary is assigned to contact emergency personnel such as police (3311), fire department (2000), ambulance (3311), and campus physician (6600), or call 911.
- Faculty is asked to help ensure that students remain at a safe distance from the building until all danger is past.

FINANCIAL AID AND GRADUATE ASSISTANTSHIPS

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

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

Scholarship Opportunities

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

Scholarships available include:

For MSW Students

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

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

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

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

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

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

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

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

MSW and BSW Students

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

- Must be majoring in Social Work.
- Must be a resident of New Mexico.
- The undergraduate student must be a junior or senior.
- Must have a minimum 3.0 cumulative GPA.
- Preference is for students interested in public health and/or maternal-child health.

MSW or BSW Students

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

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

Social Work Scholarship (awarded to one or more students)

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

Social Work, Nursing, and Health Science Students

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

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

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

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

Appendix 1
MSW COURSE CATALOGUE DESCRIPTIONS

All courses are 3 credits unless otherwise noted

MSW Year One – Two-Year Program Fall Semester

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

MSW Year One – Two-Year Program - Spring Semester

Course #	Course Name	Course Description
MSW 500	Social Problems and Social Welfare Policy	An overview of social and economic problems in the United States and the historical and current social welfare policies aimed at alleviating these problems. Emphasis on developing an awareness and ability to change policies that impact vulnerable populations.
MSW 511	Human Behavior and the Social Environment II	Major theories of human behavior and the life span from young adulthood through old age. Focuses on the areas of concern and risk for client systems and on the opportunities and strengths in the social environment. Required. Prerequisite: MSW 510.
MSW 521	Social Work Practice II	This is the second course of a two-course sequence. A continuation of the generalist cross-cultural, social work practice perspective with individuals and families, focusing on goal setting, contracting, implementation, and outcome assessment. The course also applies the generalist practice perspective and methods to larger systems: groups, organizations, and communities and includes relationship building, assessment, goal setting, contracting, implementation and outcome assessment within a framework of social work values and ethics. Prerequisite: MSW 520. Restricted to MSW students.
MSW 552	Generalist Field Practicum II	Supervised professional practice in a community social service agency. 225 clock hours required. Seminar required. Pre-requisite MSW 520, MSW 551, Pre-requisite or co-requisite MSW 521, MSW 510, MSW 511, MSW 560, MSW 500. Restricted to MSW students.
MSW 560	Social Work Research	Introduction to analytical skills used in social work research: problem formulation, research designs, measurement, instrumentation, data collection and analysis, use of human subjects in research, and application of research knowledge to social work practice. Required. Restricted to MSW students.

MSW Year Two – Two-year Program - Fall Semester

Course #	Course Name	Course Description
MSW 524	Practice III: Advanced Practice with Individuals	This class builds on Foundation Year Practice courses (MSW 520, 521) by integrating theory and practice, and advancing skills in selecting, applying, and evaluating practice interventions in a culturally sensitive manner with individuals (children, adolescents and adults). Restricted to MSW students. Pre-requisite MSW 520, MSW 521
MSW 526	Practice V: Advanced Practice with Families	This class builds on Foundation Year Practice courses (MSW 520 and 521) by integrating theory and practice, and advancing skills in selecting, applying, and evaluating practice interventions in a culturally sensitive manner with families. Restricted to MSW students. Pre-requisite MSW 520, MSW 521, MSW 524.
MSW 554	Advanced Generalist Field Experience I	Supervised professional practice in a community social service agency providing experiential learning in advanced generalist practice. Seminar required. 250 clock hours required. Prerequisites: MSW 552. Restricted to MSW students.
MSW 561	Advanced Generalist Research	Focused on advanced generalist practice research in multicultural settings. Advanced skills to evaluate practice with individuals, families, groups, organizations and communities in multicultural settings. Needs assessment as well as program and practice evaluation are emphasized. Restricted to majors. Prerequisite: 560.
		MSW or outside elective

MSW Year Two – Two-Year Program Spring Semester

Course #	Course Name	Course Description
MSW 503	Policy Analysis and Change	This course will emphasize policy practice focusing on policy analysis and creating and implementing policy change. Prerequisite: MSW 500. Restricted to MSW students.
MSW 525	Practice IV: Advanced Practice with Groups	This course will address the knowledge, values and skills needed to work effectively with diverse populations in group settings. The course will build on Foundation Year courses (MSW 520 and 521) by integrating theory and practice, and advancing skills in selecting, applying and evaluating practice interventions in a culturally sensitive manner with social work groups. Restricted to MSW students. Pre-requisites: 520, 521.
MSW 527	Practice VI: Advanced Practice with Organizations and Communities	This class builds on Foundation Year Practice courses (MSW 520, 521) by integrating theory and practice, and advancing skills in selecting, applying, and evaluating practice interventions in a culturally sensitive manner with organizations and communities. Restricted to MSW students. Pre-requisite 520, 521, 524, 525, 554.
MSW 555	Advanced Generalist Field Experience II	Supervised professional practice in a community social service agency providing experiential learning in advanced generalist practice; seminar required. 250 clock hours required. Prerequisites: MSW 554. Restricted to MSW students.
		MSW or outside elective

SW Electives and Other Courses

Course #	Course Name	Course Description
MSW 501	Social Work Leadership and Administration	Supervision, consultation, and administration in social service agencies, emphasis on developing leadership skills. Pre-requisite MSW 520, MSW 521.
MSW 541	Alcohol and Other Drugs	The prevalence of the major types of substance abuse. Addresses major treatment approaches to substance abuse as well as theories related to the causes and effects of such abuse in systems of different sizes. Consent of instructor.
MSW 542	Violence in the Family	Theory and skills relating to practice with families who victimize vulnerable members. Includes physical, emotional and sexual abuse, incest, and neglect. Emphasis on knowledge and skills in approaches that effectively preserve and restore healthy family functioning. Prerequisite: consent of instructor.

Course #	Course Name	Course Description
MSW 543	Family and Child Welfare Practice	Current issues and interventions in child protection, foster care, family preservation and support, family reunification, adoption, and permanency planning.
MSW 547	Social Work Mental Health Practice	Social work assessment and interventions of major mental health issues across the life span with an emphasis on building resiliency and coping skills. Attention will be paid to mental health disparities and the impact of culture on mental health issues. Offered in the fall. Prerequisite: MSW 521, MSW 522
MSW 559	Practice and Research	This course is required for all advanced standing students and is aimed at providing the conceptual orientation for the concentration year graduate program. The goal of this course is to enhance theory, practice, research, and policy skills and knowledge in advanced generalist social work. The key themes and concepts, presented, explored, and analyzed in this course include: the fit between the Social Work Code of Ethics and personal values and belief systems; use of evidenced based practice principles to critique theories, policy, and practice and the interaction with research modalities applicable to social work practice with individuals, groups, organizations and communities. Restricted to advanced standing students only.
MSW 563	Social work with Hispanic Populations	This course focuses on advanced knowledge and skill development for intervention with Hispanic populations. Emphasis is placed understanding historical and contemporary cultural, social, and political forces shaping the worldview and life circumstances for Hispanic populations in the U.S. Southwest.
MSW 564	Social Work with Native American Populations	This course focuses on advanced knowledge and skill development for intervention with Indigenous North American populations. Emphasis is placed understanding historical and contemporary cultural, social, and political forces shaping the worldview and life circumstances for Indigenous North American populations.
MSW 565	Practice with the Elderly	Concepts and skills needed for effective practice with older adults, their families, and others in their support systems. Attention to subgroups of an older population, including persons of color, health-impaired individuals, grandparent caregivers, and elderly gay men and women. Same as SWK 465.
MSW 572	Pharmacology of Addictions	Concepts and principles of the pharmacology of psychoactive substances and the addiction process: including the pharmacological approaches to treatment. Same as NURS 572.
MSW 590	Family and Child Welfare Policy	Historical review and evolution of child welfare policies, initiatives and factors that influence child welfare service. Child welfare policies and services specific to the state of New Mexico are infused throughout the course. Taught with SWK 490.
MSW 591	Systemic Integration of Alcohol and Drug Issues	Capstone course for the alcohol and drug minor. Covers community, agency, and systemic facilitation of prevention and intervention services for substance-affected families. Prerequisites: acceptance into minor and department prerequisites. Same as FCS 591.
MSW 595	Independent Study	Individual study to augment depth of knowledge in area related to course of study. Prerequisite: consent of instructor. May be repeated for maximum of 6 credits.
MSW 597	Special Topics	Specific subjects to be announced in the Schedule of Classes. Open to graduate students in related disciplines and to community professionals in related disciplines and to community professionals in related fields. Prerequisite: consent of instructor. May be repeated for unlimited credit under different subtitles.
MSW 598	Thesis Preparation	Thesis preparation. Prerequisite: consent of instructor. May be repeated for a maximum of 3 credits. Restricted to MSW students.
MSW 599	Graduate Thesis	Required for thesis option. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Restricted to MSW students.