



**SCHOOL OF SOCIAL WORK
NEW MEXICO STATE UNIVERSITY**



**MASTER OF SOCIAL WORK PROGRAM
APPLICATION**

ACADEMIC YEAR 2012/2013



**A Council on Social Work Education
Accredited Program Since 1991**

EARLY APPLICATION DEADLINE – January 1
(For Best Consideration of Graduate Assistant Positions)

APPLICATION DEADLINE – February 15

NO APPLICATIONS ACCEPTED AFTER May 15

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MASTER OF SOCIAL WORK NEW MEXICO STATE UNIVERSITY

THE UNIVERSITY

New Mexico State University, a comprehensive research university located in the Southwest, offers 51 areas of study at the master's level and 24 at the doctoral level. One of six colleges within the university, the College of Health and Social Services offers the Master of Social Work (MSW) degree.

ACCREDITATION

All programs offered by the NMSU School of Social Work are fully accredited by the Council on Social Work Education (CSWE).

THE PROGRAM

The MSW Program is offered on the NMSU main campus in Las Cruces (Health and Social Services building, Suite 210) and at the NMSU Center in Albuquerque (Pinetree Corporate Centre, 4501 Indian School Road #114, Albuquerque, NM 87110).

Both sites offer identical programs.

The curriculum is designed according to the competencies specified by CSWE. The educational model upon which the program is built proposes that there are two levels of social work education (the 1st year foundation level and the 2nd year advanced generalist concentration level). 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.

The Advanced Generalist Concentration prepares graduate level students with the professional values, knowledge, and skills to engage in social work practice that is culturally responsive to the needs of diverse individuals, families, groups and communities. 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 more complex clients, issues, problems, theories and interventions, the scope and depth of their professional preparation increases. The program is founded on the use of critical thinking skills and differential application of advanced social work knowledge, theories, skills, values and ethics in the assessment of and intervention with micro, mezzo, and macro level systems.

CURRICULUM OPTIONS

Changes may take place as the curriculum is refined and improved in response to accreditation standards and community needs.

Two-Year Program or Three-Year Program

Total credit hours for completion of the two year program = 60

Total clock hours in Field Practicum = 950

Advanced Standing Program (1year) or Part-time Advanced Standing (2 year)

Total credit hours for completion of Advanced Standing Program = 36

Total clock hours in Field Practicum = 500

THESIS OPTION

Students have the option of electing to write a thesis. The thesis requires a slightly different course of study including an approved proposal.

NO CREDIT FOR LIFE OR WORK EXPERIENCE

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

FIELD PRACTICUM

The field program of the School of Social Work integrates class study and practice with individuals, families, groups and communities. Students in the regular MSW program must complete a minimum of 950 hours of fieldwork. Those in the Advanced Standing Program complete a minimum of 500 hours of fieldwork.

The field practice component requires students to spend specified hours in a social service setting each week. In the first year, students are in the field for a total of 450 hours over two semesters. Second year students are in the field for a total of 500 hours over the course of two semesters. Students in the three-year program begin their fieldwork in their second year of the program and follow the same fieldwork schedule as two-year students. All students can expect to spend 16-20 hours a week in their field practice experience and **need to be aware of the time commitment required to attend graduate school.** Graduate students should take into consideration any outside work and commitments in planning their graduate study.

The following are some examples (not a complete listing) of field placements for generalist and for advanced generalist practice students:

Schools, Health Services, Behavioral Health, Aging, Family and Child, Corrections, Foster Care, Children, Youth & Families Dept, Mental Health

Placements for students enrolled at either the Las Cruces or Albuquerque campus are made within an 80-mile radius of the campus. Students are expected to have access to reliable transportation during the period of time they are in the field practicum.

Students should be aware that practicum placements and social work or drug and alcohol licensure may be restricted to those who have not been convicted of any felonies and who successfully pass a background check. If you have a felony conviction or other legal issues, please disclose and talk to the Field Coordinator at the earliest possible time. This information will be utilized in a way to insure the best possible practicum placement.

APPLICATION DEADLINES

The deadline for complete applications is February 15th of each year.

- Early applications received by January 1st will be given first consideration for Graduate Assistantships.
- For a Graduate Assistantship you must request and fill out a GA application. In order to be considered for a GA position you must have a cumulative GPA of 3.0 or higher and be enrolled for nine (9) credit hours per semester.
- Late applications that are complete will be considered when received between February 15th and May 15th on a space available basis. **Applications will not be accepted for the following academic year after May 15th unless approved by the Director of the School of Social Work**

For a current application packet, schedule of courses, program information, and advisement please contact the Social Work Graduate Program Advisor. The Graduate Program Advisor can be contacted by calling (575) 646-4665. You may also receive this information from the NMSU School of Social Work by e-mail at socwork@nmsu.edu.

JOINT MSW/MPH DEGREE PROGRAM

The School of Social Work and the Department of Health Science offer a joint **MSW/MPH** degree program. The two degrees are: Master of Social Work (MSW) and Master of Public Health (MPH) in Community Health Education. This option is open to students in both Las Cruces and Albuquerque. The MPH program is offered as an online program. Students interested in pursuing the joint degree program must:

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

If you are interested in pursuing this option please call and talk to the MSW Academic Advisor. It is anticipated that students in this program will take three academic years to complete their programs of study. You can find a plan of study for the program posted on the School's website.

MASTER'S INTERNATIONAL PROGRAM

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

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

INTERDISCIPLINARY GRADUATE MINORS

Minor in Alcohol and Drug Counseling (14 credit hours)

This minor 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 completion of the coursework necessary to take the exam for state licensure as a drug and alcohol counselor in New Mexico. Please request an information sheet from the Graduate Program Coordinator that will outline the program requirements and specify the application process.

Minor in Gerontology (12 credit hours)

The Department of Health Science offers an on-line Graduate Minor in Gerontology. Health and human service professionals, current students, and others who are interested in acquiring basic gerontology knowledge in a multicultural society are encouraged to consider this program. Please request an information sheet from the MSW Academic Advisor that will outline the program requirements.

COURSE OF STUDY: TWO YEAR PROGRAM

60 credit hours for the 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 |

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 |

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 |

COURSE OF STUDY: ONE YEAR ADVANCED STANDING

36 credit hours for advanced standing

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

Summer II - SS II

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

MSW electives. (Must have one, may have two)

| | |
|---|---|
| MSW 501 Social Work Leadership and Administration | MSW 564 Social work with Native Am. Populations |
| MSW 542 Violence in the Family | MSW 565 Practice with the Elderly |
| MSW 543 Family and Child Welfare Practice | MSW 541 Alcohol and Other Drugs (AoD Minor) |
| MSW 547 Social Work Mental Health Practice | MSW 590 Family and Child Welfare Policy |
| MSW 563 Social Work with Hispanic Populations | MSW 597 Special Topics |

Related Outside Elective Examples at the Graduate Level: (may have one)

MSW elective courses not listed above, Sociology, Anthropology, Psychology, Health Science, Family & Consumer Science, Counseling and Educational Psychology, Economics, Management, Government, Statistics, Women's Studies, Criminal Justice.

COURSE OF STUDY: THREE YEAR PROGRAM/TWO YEAR ADVANCED STANDING PROGRAM

Part Time Program –Year One Fall Semester

MSW 505 Foundations of SW Practice 3 credits
MSW 510 HBSE I 3 credits

Spring Semester

MSW 511 HBSE II 3 credits
MSW 560 Social Work Research 3 credits

Summer

MSW 500 Social Welfare Policy 3 credits
MSW 509 Socio-Cultural Concepts 3 credits

Part Time Program - Year Two Fall Semester

MSW 520 Social Work Practice I 3 credits
MSW 551 Generalist Field Practicum I 3 credits
MSW 561 Advanced Gen. Research/or
MSW 599 Graduate Thesis 3 credits

Spring Semester

MSW 503 Policy Analysis and Change 3 credits
MSW 521 Social Work Practice II 3 credits
MSW 552 Generalist Field Practicum II 3 credits

Summer

MSW or outside elective 3 credits
MSW or outside elective 3 credits

Part Time Program - Year Three Fall Semester

MSW 524 Practice III: Advanced Individual 3 credits
MSW 526 Practice V: Advanced Families 3 credits
MSW 554 Advanced Generalist Field Exp I 3 credits

Spring Semester

MSW 525 Practice IV: Advanced Groups 3 credits
MSW 527 Practice VI: Advanced Org & Com 3 credits
MSW 555 Advanced Generalist Field Exp II 3 credits
60 credits

Part Time Advanced Standing – Year One Summer

MSW 559 Practice and Research 3 credits

Part Time Advanced Standing – Year One Fall Semester

MSW 509 Socio-Cultural Concepts 3 credits
MSW 525 Advanced Practice with Groups 3 credits

Spring Semester

MSW 503 Policy Analysis and Change 3 credits
MSW or outside elective 3 credits

Summer

MSW or outside elective 3 credits

Part Time Advanced Standing – Year Two

Fall Semester

MSW 524 Practice III: Advanced Individual 3 credits
MSW 554 Advanced Generalist Field Exp. I 3 credits
MSW 561 Advanced Research 3 credits

Spring Semester

MSW 526 Practice V: Advanced Families 3 credits
MSW 527 Practice VI: Advanced Org & Com 3 credits
MSW 555 Advanced Generalist Field Exp II 3 credits
36 credits

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 Am. 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

Related Outside Elective Examples at the Graduate Level: (may have one)

MSW elective courses not listed above, Sociology, Anthropology, Psychology, Health Science, Family & Consumer Science, Counseling and Educational Psychology, Economics, Management, Government, Statistics, Women's Studies, Criminal Justice.

COURSE OF STUDY MSW/MPH JOINT DEGREE PROGRAM

Year One – Fall Semester

| | |
|--|-------------------------|
| MSW 505-Foundations of Professional Social Work | 3 credits |
| MSW 510- Human Behavior in a Social Environment (HBSE) I | 3 credits |
| MPH 500 –Orientation to Public Health (or elective)* | 3 credits |
| MPH 520- Biostatistical Applications in Public Health | <u>3 credits</u> |
| | 12 credits |

Year One – Spring Semester

| | |
|---|------------------|
| MSW 511- Human Behavior in a Social Environment (HBSE) II | 3 credits |
| MPH 530- Epi Approaches to Disease Control and Prevention | 3 credits |
| MPH 540- Public Health Services and Design | 3 credits |
| MPH 550- Environmental Public Health Issues | 3 credits |
| MPH 56x- Cultural Foundations Course** | <u>3 credits</u> |
| | 15 credits |

Year One – Summer

| | |
|--|------------------|
| MSW 500-Social Problems and Social Welfare | 3 credits |
| MSW 509-Socio-Cultural Concepts and Pop. Of SW | <u>3 credits</u> |
| | 6 credits |

Year Two – Fall Semester

| | |
|---|------------------|
| MSW 520- Practice I: Social Work Practice | 3 credits |
| MSW 551-Generalist Field Practicum I | 3 credits |
| MPH 579- Research and Resources in Community Health | 3 credits |
| MPH 570- Foundations of Public Health Education | <u>3 credits</u> |
| | 12 credits |

Year Two – Spring Semester

| | |
|--|------------------|
| MSW 503- Policy Analysis and Change | 3 credits |
| MSW 521- Practice II: Social Work Practice | 3 credits |
| MSW 552- Generalist Field Practicum II | 3 credits |
| MSW 561- Advanced Generalist Research*** | 3 credits |
| MPH 573- Community Organizing in Public Health | <u>3 credits</u> |
| | 15 credits |

Year Two – Summer

| | |
|--|-----------|
| MPH 596-Public Health Field Experience | 3 credits |
|--|-----------|

Year Three – Fall Semester

| | |
|---|------------------|
| MSW 524-Practice III: Advanced Practice with Individuals | 3 credits |
| MSW 526- Practice IV: Advanced Practice with Families | 3 credits |
| MSW 554- Advanced Generalist Field Practicum I | 3 credits |
| MPH 572- Techniques in Health Communication and Education | <u>3 credits</u> |
| | 12 credits |

Year Three – Spring Semester

| | |
|--|-----------------|
| MSW 525- Practice V: Advanced Practice with Groups | 3 credits |
| MSW 527- Practice VI: Advance Practice with Organization and Communities | 3 credits |
| MSW 555- Advanced Generalist Field Practicum II | 3 credits |
| MPH 574- Program Planning, Evaluation and Research | 3 credits |
| MPH 597- Public Health Graduate Seminar | <u>1 credit</u> |
| | 13 credits |

Total 88 credits

SCHOOL OF SOCIAL WORK MSW ADMISSION POLICIES

ADMISSION TO THE MSW PROGRAM

Social work is a profession that is committed to serving individuals, families, groups, organizations and communities representing the fullest diversity of our society. This diversity may be evidenced on the basis of race, color, sex, sexual orientation, age, religion, national origin, marital status, political belief, mental or physical disability, or any other personal characteristic, condition or status. In the interest of serving the diverse populations found within our society, the School of Social Work places an emphasis on recruiting students who reflect and value diversity.

The MSW Admissions Committee not only uses the applicant's GPA as a criterion for admission, but also considers other factors including cross-cultural experiences, references, volunteer work, the personal statement, and the applicant's resume. Acceptance into the social work program will be based upon: (1) an assessment of the student's capability to achieve academic success; (2) the possession of a value base that is compatible with professional social work values and ethics; (3) the student's interest in and commitment to the profession of social work; and, (4) personal characteristics which will enable the student to render effective assistance to those in need.

The Admissions Committee rates applicants, and the committee then makes the recommendation of acceptance or denial. As professional social workers, the admissions committee renders not only an objective appraisal of the applicant based upon grades and courses taken, but also renders a professional judgment about the applicant's overall fit and suitability for the profession.

APPLICATION PROCESS

Application is a two-step process. All applicants must file applications for admission to both the Graduate School at New Mexico State University and to the School of Social Work. MSW courses taken prior to being admitted to the School of Social Work may not be credited toward the degree. Regular admission or provisional admission by the Graduate School does not indicate admission to the School of Social Work. The final decision regarding admission to the MSW program rests with the School of Social Work.

Step One: Application to the Graduate School

An applicant must be admitted to the Graduate School at New Mexico State University **before** being considered for admission to the MSW program. All admission and application information for the Graduate School can be found on NMSU Graduate School website. <http://gradschool.nmsu.edu/> Please use this website for all current information related to your Graduate School application. Please review all of the instructions carefully. International students will find additional information and the international student application on the NMSU Graduate School website. You may also contact the Graduate School by email at gradinfo@nmsu.edu or by telephone at (575) 646-2736. You are encouraged to apply to the Graduate School no less than 45 days prior to the School's application deadline date. This gives the Graduate School time to process your application to them and issue a referral to

the School. **If you are applying to the dual MSW/MPH degree program please clearly indicate this on the Graduate School application form.**

Step Two: Application to the School of Social Work - Admission Requirements

Two-Year Program or the Three-Year Program

To be considered for admission, an applicant must have:

1. **Bachelor's Degree in a liberal arts major from an accredited institution.** Coursework taken must include a basic statistics course prior to beginning the MSW program (See #4 Basic Statistics Course Requirement below).

OR

2. **Bachelor' Degree in a non-liberal arts major from an accredited institution.** Students must show evidence of having taken at least two [2] courses from the humanities, two [2] from the natural and biological sciences (with one [1] course containing content in human biology), a basic statistics course, and three [3] from the behavioral and social sciences with at least one [1] course in sociology or psychology).
3. **A cumulative grade point average of 3.0 on a 4.0 scale.** In some instances, the School of Social Work will consider a 2.75 to 2.99 GPA for admission on a provisional basis to the part-time program only. No provisional students will be allowed to enroll in the full-time program. Students admitted on provisional standing must maintain a 3.0 GPA in the first semester in order to continue in the program.

Applicants, who have a cumulative undergraduate GPA below a 2.75, can demonstrate their capacity for graduate level work by taking 9 credit hours of non-MSW graduate level coursework and obtaining a cumulative GPA of 3.0. Once you have completed this coursework, you may then apply to the MSW program.

4. **Basic Statistics Course Requirement:** Document on the MSW Application Form that you have taken a beginning statistics course. This requirement must be satisfied **prior** to the start of the MSW program. If you have not taken the course at the time of application please provide your plan to take the course prior to the start of the program.
5. Completion of steps under **Application Materials Required for the MSW Program** that follows.

NOTE: New Advanced Standing Requirements for 2012 Applications

One-Year Advanced Standing or Two-Year Advanced Standing Program

The Advanced Standing program is for highly qualified applicants who have received their BSW degree within five years from the start of the Advanced Standing program. To be considered for admission, an applicant must meet the following:

1. **Completed a Bachelor of Social Work Degree** from a program accredited by the Council on Social Work Education within **five [5] years** beginning the first semester of the Advanced Standing program.

2. **Provide a copy of the last field practicum evaluation** with the application packet.
3. **A cumulative GPA of at least 3.0 and must have a grade of B or better in all required BSW coursework.** There is no provisional admission to the Advanced Standing program based upon not meeting the GPA requirement.
4. **Basic Statistics Course Requirement:** Document on the MSW Application Form that you have taken a beginning statistics course. This requirement must be satisfied **prior** to the start of the MSW program. If you have not taken the course at the time of application please provide your plan to take the course prior to the start of the program.
5. Completion of all steps under **Application Materials Required for the Advanced Standing MSW Program** (follows Application to the Regular 60 credit hour MSW program).

REDUNDANCY POLICY

Advanced Standing Program

Admission to the advanced standing program is open only to graduates of a Council on Social Work Education accredited BSW programs. This option allows students to complete the program with the successful completion of 36 credit hours, beginning with a “bridge course” and continuing with the concentration courses.

Transfer Credits and Redundancy

The School of Social Work has a policy that ensures that students do not repeat foundation content by using several mechanisms.

1. **Advanced Standing.** Admission to the advanced standing program is open only to graduates of accredited BSW programs. This option allows students to complete the MSW program in one or two years. Advanced standing students begin in summer session II and continue with the regular fall and spring semester concentration courses.
2. **Advanced standing applicants who are not admitted may request to be considered for regular admission to the program in the pool of 2 year or 3 year applicants.** This option will be considered for applicants who believe that knowledge, values and skills will improve substantially by taking foundation coursework. In these situations, the student’s adviser meets with the student and a transcript analysis is conducted.
3. **Transcript Analysis.** In order to ensure that admitted students do not repeat content in the foundation curriculum, an admitted student may request course waiver. A student who possess a BSW from a Council on Social Work Education accredited program may present evidence prior to registration that they have met the objectives of a social work foundation course with a grade of “B” or better. The student must submit a course syllabus and transcript with request for course waiver. The Academic Adviser, the MSW Program Director and the MSW Program Committee (when necessary) will carefully review course objectives, syllabi, content, learning activities, theoretical framework(s) used, and methods of evaluation to determine course equivalence. If the

results of the analysis indicate redundancy, students will be advised to replace redundant courses with other carefully selected courses. The total number of credit hours required for graduation with the MSW degree will not change.

The deadline for all waiver requests is July 1st. All requests for a course waiver must be made by that time.

APPLICATION MATERIALS REQUIRED FOR ADMISSION TO THE MSW PROGRAM (Two Year or Three Year)

The following application materials are only for admission to the 60 credit hour MSW program. If you are applying for advanced standing, please complete the application materials immediately following. All application materials should be sent at the same time in a packet directly to the School of Social Work. Your application packet must include all of the following items at the time of submission:

1. **A completed MSW Program application form** (see Appendix).
2. **A current and complete resume.** The resume should include the start and end dates for entries as appropriate and a full description of all paid social and human service employment, volunteer work, special awards and honors. It is important for you to be as complete as possible as you are evaluated in part on this information. Make sure you indicate the university where you received your current degree.
3. **Three (3) letters of reference.** The forms are included on the last three pages of the application packet (including one academic and one from a current employer or supervisor of volunteer work). The applicant must include the required references with the other application materials. You are to give the reference form to your reference and instruct them to place the form in a sealed envelope and to then sign their name across the sealed flap of the envelope and return to you for submission with your application packet. **We ask that you provide one (1) academic reference, one (1) employment supervisor reference, and one (1) community or volunteer program representative reference. We do not accept references from family members or family friends.**
4. **Write your personal statement**
As part of the admissions process, we ask that you write a personal statement about your personal and professional history, your interest in and motivation for social work education, and your future plans. The Admissions Committee will also use this statement to assess your writing and communication skills.

In the personal statement, do the following:

- Write thoughtfully and clearly and address *all* of the questions.
- Clearly number your answers to correspond to the number of the question being addressed. Repeat the question for ease in reading by the reviewer.
- Demonstrate your graduate-level writing skills by answering questions in a way that shows your ability to follow directions, write ideas coherently, use abstract thinking, and use proper grammar and syntax.
- Limit the statement to 9-11 pages, use a size 12 font, and insert page numbers and double space.

Personal Statement

1). Motivation and Commitment for the Social Work Profession: (2 pages)

- Discuss your life experiences and other factors (personal, political, social, professional, therapeutic, and educational, etc) that you feel have contributed to the development of who you are today.
- Discuss how you came to develop an interest in the profession of social work and to apply to the program at NMSU.
- Discuss your career goals after you complete the MSW degree program.

Critical Thinking

2). Social Issue of Concern: (1 – 2 pages)

- Identify a social issue of concern to you.
- Discuss your understanding of this issue and possible societal responses to it.

3). Personal Strengths, Skills, Knowledge, Qualities and Limitations:(1 – 2 pages)

- Assess your personal (physical, emotional, and intellectual) strengths and limitations?
- Give examples of your skills, knowledge and personal qualities that you believe would make you an effective professional social worker.
- Are there other issues you want to share about yourself that would give the admissions committee a better idea of who you are?

4). Ethics and Values: (1 – 2 pages)

The National Associate of Social Work's Code of Ethics promotes the value of respect for individuals regardless of age, culture, class, ethnicity, disability, gender, national origin, race, religion, or sexual orientation. Social work's core values are service, social justice, dignity and worth of the person, importance of human relationships, integrity and competence.

- How are your personal values compatible or incompatible with the social work profession's core values?
- How will you reconcile any conflicts between your personal values and the requirements of the profession?

Diversity of Experience

5). Volunteer and/or work Experience (1 page)

- Give an example of a meaningful experience as a volunteer or employee in the human services.

6). Cultural Diversity Experiences (1 page)

- Discuss your experiences with diverse cultures. Give examples of your experience with some if not all of the following: different age groups; people from different ethnic, cultural, religious and/or national origin backgrounds; people with different sexual orientations, people with disabilities, and gender.
- Discuss with which of these populations you are most and least comfortable interacting and working.

Support Plan

7). **Social Support and Financial Plan** (1 page)

If you are applying as a full-time student, you will be taking four classroom-based courses and one field work course for a total of 15 credits per semester for a total of 60 credits over two years. **Fieldwork will require a commitment of approximately 16 to 20 hours weekly in a human service setting.**

If you are applying as a three-year student, you will, in your first year of the MSW program, be taking two classroom-based courses fall, spring, and summer for a total of 18 credits. In the second and third years of the program in addition to the course work you will take one fieldwork course each semester during both the fall and spring semesters. **Fieldwork will require a commitment of approximately 16 to 20 hours weekly in a human service setting.**

As a result of the field practicum requirement students who are working full-time will need to arrange for part-time employment, educational leave, or sufficiently reduced hours in order to complete the 16-20 hours of field practicum each week.

Based upon the above information, answer the following question:

- Given both the classroom-based coursework and the field practicum placement requirements please explain in detail how you plan to support yourself financially so that you can complete of the Master of Social Work Program at New Mexico State University.
- Specifically, how do you plan to arrange your work schedule?
- What other forms of support do you have that will help you?

8). **Foreign student applicants** must submit a Certificate of Support (GS Form 00) and TOEFL (Test of English as a Foreign Language) score if the applicant is from a non English-speaking university.

ADMISSION APPLICATION MATERIALS: ADVANCED STANDING MSW PROGRAM (Full-time or Part-time 36 cr. Hours)

The following application materials should be sent directly to the School of Social Work in a packet all at the same time. Your application packet must include all of the following items at the time of submission:

1. **A completed MSW Program application form** (see Appendix).
2. **A current and complete resume.** The resume should include the start and end dates for entries as appropriate and a full description of all paid social and human service employment, volunteer work, specify internship as a BSW student, special awards and honors. It is important for you to be as complete as possible as you are evaluated in part on this information. Make sure you indicate the university where you received your current degree.
3. **Three (3) letters of reference.** The forms are included on the last pages of the application packet. Of the three references, one (1) must be an academic reference, one (1) reference must be from your last BSW field supervisor and one (1) reference must be from your BSW field liaison or your most recent post BSW employer. The applicant must include the required references with the other application materials. You are to give the reference form to your reference and instruct them to place the form in a sealed envelope and to then sign their name across the sealed flap of the envelope and return to you for submission with your application packet.
4. **Write your personal statement**
As part of the admissions process, we ask that you write a personal statement about your personal and professional history, your interest in and motivation for social work education, and your future plans. The Admissions Committee will also use this statement to assess your writing communications skills, a skill necessary for our program and for social work practice.

In the personal statement, do the following:

- Write thoughtfully and clearly and address *all* of the questions.
- Clearly number your answers to correspond to the number of the question being addressed. Repeat the question for ease of reading by the reviewer.
- Demonstrate your graduate-level writing skills by answering questions in a way that shows your ability to follow directions, write ideas coherently, use abstract thinking, and use proper grammar and syntax.
- Limit the statement to 12-13 pages, use a size 12 font, and insert page numbers and double space.

Personal Statement

Motivation and Commitment to the Social Work Profession

- 1). **Assessment of Social Work Knowledge and Skills:** The following questions relate to your assessment of your BSW education. (2 to 3 pages)

- Identify and discuss the most significant learning experiences you had as a BSW student.
- Identify and discuss the 2 courses that you learned the most from in your BSW program.
- Define what generalist social work practice means to you.
- Assess the strength of your social work knowledge and skills as it applies to your readiness to directly enter the advanced year of the MSW program.

2). Career Goals (1 page)

- How will the NMSU Advanced Generalist MSW degree program advance your career goals?

Critical Thinking

3). Client Experience (1-2 pages and use references as needed)

- Identify an issue raised by one of your BSW practicum clients or by one of your current clients that you had to deal with and describe how you responded to it.
- What personal and/or broader social policy issues did this issue raise?

4). Personal Strengths, Skills, Knowledge, Qualities and Limitations (1- 2 Pages)

- What are your personal (physical, emotional, and intellectual) strengths and limitations?
- Give examples of your skills, knowledge and qualities that you believe would make you an effective professional social worker.
- Are there any personal issues you want to share about your background that would give the admissions committee a better idea of who you are?

5). Ethics and Values (1 page)

The National Associate of Social Work's Code of Ethics promotes the value of respect for individuals regardless of age, culture, class, ethnicity, disability, gender, national origin, race, religion, or sexual orientation. Social work's core values are service, social justice, dignity and worth of the person, importance of human relationships, integrity and competence.

- How are your personal values compatible or incompatible with the social work profession's core values?
- Identify an ethical concern you experienced in your BSW practicum or current employment and state how you resolved it.
- How will you reconcile any conflicts between your personal values and the requirements of the profession?

Diversity of Experience

6). BSW Field Experience or current employment experience (2 pages)

Advanced standing students are placed in an advanced field setting. Based upon your BSW Field Experience or current employment, please address the following:

- Describe your BSW practicum experience or current employment. What type of agency were you placed in or are currently employed in? What kind of client contact did/do you have? What kind of work did/do you do with your clients?

- Give an example of a meaningful experience during your BSW practicum experience or current employment.
- Discuss the strengths and limitations of your BSW practicum experience or current employment that impacts your readiness to enter into an advanced practicum placement.

7). **Cultural Diversity Experiences** (1 page)

- Discuss your experiences with diverse cultures. Give examples of your experience with some if not all of the following: different age groups; people from different ethnic, cultural, religious and/or national origin backgrounds; people with different sexual orientations, persons with disabilities, and gender.
- Discuss with which of these populations you are most and least comfortable interacting and working.

Support Plan

8). **Social Support and Financial Plan** (1 page)

If you are applying as a Full-time Advanced Standing Student, you will be taking two classroom based courses in the summer prior to the regular academic year and four classroom based courses and one field work course each semester for 15 credits per semester for a total of 36 credits. **Fieldwork will entail approximately 16 to 20 hours weekly in a human service agency.**

If you are applying as a Part-time Advanced Standing Student, you will be taking one classroom based course in the summer prior to the regular academic year and the second summer of the program, and two classroom based courses in your first year. In your second year you will take two classroom based courses and one fieldwork course. **This internship will entail approximately 16 to 20 hours weekly in a human service agency.**

As a result of the field practicum requirement students who are working full-time will need to arrange for part-time employment, educational leave, or sufficiently reduced hours in order to complete the 16-20 hours of field practicum each week.

Based upon the above information please answer the following question:

- Given both the classroom-based coursework and the field practicum placement requirements please explain in detail how you plan to support yourself financially so that you can complete of the Master of Social Work Program at New Mexico State University.
- Specifically, how do you plan to arrange your work schedule?
- What other forms of support do you have that will help you?

- 9). **Foreign student applicants** must submit a Certificate of Support (GS Form 00) and TOEFL (Test of English as a Foreign Language) score if the applicant is from a non English-speaking university.

APPLICATION DEADLINE

The application deadline for all MSW programs is February 15. Please insure that all of your materials for both the Graduate School and School of Social Work have been turned in by the deadline date. **No incomplete applications will be considered and no applications will be reviewed without an admission referral from the NMSU Graduate School.** Late applications will be considered between February 15 and May 15 on a space available basis. Early applications received by January 1st will be given first consideration for Graduate Assistantships and other financial aid (Note: You must have a cumulative GPA of a 3.0 or higher and be enrolled for a minimum of 9 credits per semester to be eligible for a GA position).

APPLICATION WITHDRAWAL

If you have been accepted and then withdraw prior to the start of the first program semester please be aware that the School of Social Work will only allow you to **re-compete** with the same application materials for the following year provided you notify us in writing that you wish to be considered in the next academic year. **Acceptance in one year will not guarantee acceptance in the following year.**

If you begin the semester and must withdraw from the program, you may need to wait until your next required courses are offered, typically one year. The degree plans are structured to build your skills and therefore should not be taken out of order. Please consult with the MSW Program Coordinator for advisement on any possible changes to your degree plan.

PERSONAL INTERVIEWS

At times the Admissions Committee may request the applicant to appear for a personal interview as a way to clarify concerns and issues raised during the admissions process.

FELONY OR OTHER CRIMINAL RECORD

Applicants to the program will be asked in the **MSW Program Application (# IV)** if they have ever been convicted of a felony, DUI/DWI and/or other criminal offense other than a minor traffic violation, or have such charges currently pending. Also the applicant will be asked if they have ever had an allegation of either child or adult maltreatment (abuse, neglect, abandonment, exploitation, child pornography, etc) made against them that was substantiated or pending at this time. If the applicant indicates an affirmative response to the above, the applicant will be asked to supply documentation on the nature of the offense and its disposition and explicit proof of rehabilitation if applicable. If admitted to the program, conditions may be placed on that person, such as restrictions on the choice of field placement. Applicants 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. Once admitted to the program, students must notify the School if they become convicted of a felony 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, the School of Social Work Director and MSW Program Director will evaluate 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 in the application or after admission to the program fails to notify the School of the above.

GRADUATE ASSISTANT EMPLOYMENT

A limited number of graduate teaching assistantships are available to selected students. If interested in this option when applying to the program, request an "Application for Financial Support". This form should be submitted along with your application for admission. You are encouraged to apply by the early application deadline of January 1st if you want a Graduate Assistantship.

FINANCIAL AID

There are many forms of financial assistance. Check with the Office of Financial Aid located in the Educational Services Center building or call (575) 646-4105 for further information. You can also apply for financial aid and get many of your questions answer online at <http://www.nmsu.edu/~finaid>. The priority deadline for fall semester financial aid is March 1.

The School of Social Work has stipends available for students interested in child welfare. See the School's web site for information.

RESIDENCE REQUIREMENTS

A candidate for a master's degree must be enrolled at 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.

TRANSFERS

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 Director by the third week of your first semester.* 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.

NON-DISCRIMINATION

The School of Social Work believes in the value and worth of every individual. Consequently, we do not discriminate against a person or group based on age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, veteran status or political affiliation.

(Revised September 28, 2011)

MSW APPLICATIONS PACKET - CHECK LIST

First:

____ **Apply to NMSU Graduate School. You should apply to the Graduate School at least 45 days prior to the application deadline date.** Application to the Graduate School can be done online at: <http://gradschool.nmsu.edu/admit-form.html> You can contact the Graduate School by phone at (575) 646-2736; Fax at (575) 646-7721 or by email: gradinfo@nmsu.edu

____ **International applicants** must go through the NMSU Foreign Student Admissions Office to process their university admission application. Please contact International Student and Scholar Services for assistance at: Phone # 575-646-3199; Fax: 575-646-2558 or web at: <http://www.nmsu.edu/~ip/ISSS/prospective.php>

Second:

The following application materials should be sent directly to the School of Social Work in one packet. *The School will not consider incomplete application packets.*

- ____ **1. Completed MSW Program Application**
- ____ **2. A current and complete resume that includes dates for employment and volunteer activity.**
- ____ **3. Three (3) letters of reference. Please read the instructions for the program you are applying to as to whom your references need to be from.** The letters should be sealed and signed across the back flap of the envelope by the person providing the reference. They should not be mailed directly to the School of Social Work unless the person is out of the country. Use the letter of reference forms provided.
- ____ **3a. If you are a BSW graduate and are applying for the MSW Advanced Standing** you must send your last field placement evaluation.
- ____ **4. Complete Personal Statement:** The statement must be typewritten and double-spaced. Please carefully follow the instructions for your statement in the application packet.

Send the complete packet (items 1 through 4) to:

USPS:

MSW Admission Committee
School of Social Work, MSC 3SW
New Mexico State University
PO Box 30001
Las Cruces, NM 88003-8001

UPS or FED EX:

MSW Admission Committee
NMSU School of Social Work
Heath and Social Services Bldg. Ste 210
1335 International Mall
Las Cruces, NM 88003-8001

APPENDIX

MSW PROGRAM APPLICATION FORM

APPLICANTS FOR TWO YEAR OR THREE YEAR PROGRAM LETTER OF REFERENCE FORMS

APPLICANTS FOR ONE YEAR OR TWO YEAR ADVANCED STANDING LETTER OF REFERENCE FORMS

New Mexico State University
School of Social Work

MSW Program Application

I. PERSONAL INFORMATION

Name: _____

Mailing Address:

Street/PO Box _____ City _____ State _____ Zip _____

Home Phone: (_____) _____ Work Phone: (_____) _____

E-Mail: _____

II. DEMOGRAPHIC INFORMATION (Optional: For CSWE statistical reporting purposes only)

Ethnic Background: (check one of the following)

____ American Indian or Alaskan Native; _____ Hispanic;
____ African American, non-Hispanic; _____ Caucasian (Non-Hispanic)
____ Other (Please Specify) _____ _____ Asian or Pacific Islander

Gender: (check one of the following) Female: _____ Male: _____ Age: _____

III. APPLICATION INFORMATION

Please check the program location for which you are applying:

Albuquerque Programs: _____ **Las Cruces Programs:** _____

Please check the MSW program for which you are applying:

Two Year Program (60 credit hrs): _____ Three Year Program (60 credit hrs): _____

One Year Advanced Standing: _____ Two Year Advanced Standing: _____

Dual Degree Program: MSW/MPH _____

Advanced Standing MSW/MPH: _____

Master's International Program: _____

IV. UNDERGRADUATE DEGREE INFORMATION (Please complete and send all official transcripts directly to the Graduate School along with your NMSU Graduate School Application)

Bachelor's Degree Awarded From: _____
Name of Institution

Date Degree Awarded (or anticipated to be awarded): _____

Major: _____ Minor: _____

VI. Felony Record

Have you ever been convicted of a felony, DUI/DWI or other criminal offense other than a minor traffic violation, or are there such charges pending against you at this time? Yes: _____ No: _____

Have you ever had an allegation of either child or adult maltreatment (abuse, neglect, abandonment, exploitation, child pornography, etc) made against you that was substantiated or is pending against you at this time? Yes: _____ No: _____

If you answer "Yes" to any of the questions above, you must provide documentation on the nature of the offense/allegation and its disposition and a statement containing proof of rehabilitation if applicable. You will also need to meet with the chair of the Admissions Committee to clarify any questions.

Students are directed to the policy statement of the School regarding felony offenses (See page 18 of the Admissions Application Packet). Applicants must understand that convictions may limit opportunities for field education, professional licensing and future employment.

VII. Language Proficiencies: Indicate your proficiency in any language(s) other than English (this would include American Sign Language):

Language: _____

Native Speaker? Yes: _____ No: _____ Able to Translate? Yes: _____ No: _____

Proficiency in: Speaking _____ Reading: _____ Writing: _____
(Please rate your proficiency level above by indicating L=low, M=medium, H=high)

Years of study in high school: _____ Terms of study in college: _____

Additional experience: _____

Language: _____

Native Speaker? Yes: _____ No: _____ Able to Translate? Yes: _____ No: _____

Proficiency in: Speaking _____ Reading: _____ Writing: _____
(Please rate your proficiency level above by indicating L=low, M=medium, H=high)

Years of study in high school: _____ Terms of study in college: _____

Additional experience: _____

VIII. Basic Statistics Course Requirement Documentation: I have taken the following course to satisfy this requirement.

Course #: _____ Course Title: _____ Grade: _____ Institution: _____

If you have not completed this requirement, please indicate your plan to take this course prior to the start of the MSW program.

VIII. Emergency Contact:

Name: _____ Relationship: _____

Address:

Street City State Zip

Contact Numbers: Home: _____ Work: _____

Cell: _____

IX. Resume/Vita

You must attach a current resume/vita to this form. It is important that you list all of your full and part-time employment and volunteer experiences since high school. Make certain that you provide dates indicating the length of your employment and volunteer experiences.

X. Signature and Certification

I certify that the admission materials I have provided are the result of my own work and that all factual information given in this application is accurate. I understand that if this information is found to be incomplete, untrue, or not of my own work then my admission to the MSW program may be revoked or I may be dismissed from the program.

I also authorize the School to release information submitted in this application to agencies in consideration for field education placement.

I also understand that the School, at the discretion of the School's Admission Committee, may request an interview.

Signature: _____ Date: _____

**New Mexico State University
School of Social Work
Letter of Reference**

TO THE APPLICANT: Please fill in your complete name below.

Last

First

Middle

NOTICE ON CONFIDENTIALITY OF THIS RECOMMENDATION

Applicants for admission do not have access to their application records. Under the provisions of the Family Education Rights and Privacy Act of 1974, only registered students and alumni have access to their educational records. You further have the right to retain or waive access to this letter of recommendation. The School of Social Work's consideration of your application is not influenced by your decision to waive or retain access.

I () hereby waive my right of access to this letter of recommendation; or

I () do not waive my right of access to this letter of recommendation.

Applicant signature

Date

INSTRUCTIONS FOR THE REFERENCE

The above named individual in applying for the Master in Social Work program at NMSU. Social work is a profession that is based upon a foundation of values, professional ethics, knowledge and skills that is used to work with diverse individuals, groups, families, communities and organizations. It is a profession that requires sensitivity and respect for the differences of others and an ability to engage in both physically and mentally demanding work.

Please write a letter of reference on your letterhead in which you address the following points:

1. How long have you known the applicant and in what capacity?
2. Address whether or not the applicant demonstrates integrity and honesty in their dealings with other people.
3. How well does the applicant manage academic, work, and personal life tasks and responsibilities?
4. How would you describe the applicant's potential to practice social work without discrimination and with respect for all people?
5. Evaluate the applicant's ability to work effectively with others and to function as a team member.
6. What other comments or information might you provide that you feel should be considered when reviewing this applicant's request for admission?

Please compare this applicant with others you have known during your professional career. Check the box that best matches your rating.

| | Excellent Top 10% | Above Average 75%-89% | Average 50%-74% | Below Average < than 50% | Unable to Evaluate |
|----------------------------------|----------------------|--------------------------|--------------------|-----------------------------|--------------------|
| Intellectual Ability | | | | | |
| Analytical Ability | | | | | |
| Maturity | | | | | |
| Self-Confidence | | | | | |
| Interpersonal Skills | | | | | |
| Teamwork | | | | | |
| Assertiveness | | | | | |
| Responsibility | | | | | |
| Emotional Maturity and Stability | | | | | |
| Academic Ability and Potential | | | | | |
| Verbal Communication Skills | | | | | |
| Written Communication Skills | | | | | |

Please indicate your recommendation for this applicant's admission to the School of Social Work. (Please check the recommendation you make below.)

_____ Recommend without reservation(s)

_____ Recommend with some reservation(s)

_____ Do not recommend

Name (please print): _____ Date: _____

Position: _____ Employer: _____

Business Address: _____
 Street/PO Box

 Building/Suite

 City State Zip

Signature: _____ Date: _____

Please sign and date your letter and this form. Place your letter and this form in an envelope that you seal and sign your name along the flap of the seal. Please give or mail the envelope to the applicant to include with their application packet. Thank you for your valuable assistance on this application.

**New Mexico State University
School of Social Work
Letter of Reference**

TO THE APPLICANT: Please fill in your complete name below.

Last First Middle

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3. How well does the applicant manage academic, work, and personal life tasks and responsibilities?
4. How would you describe the applicant's potential to practice social work without discrimination and with respect for all people?
5. Evaluate the applicant's ability to work effectively with others and to function as a team member.
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| Interpersonal Skills | | | | | |
| Teamwork | | | | | |
| Assertiveness | | | | | |
| Responsibility | | | | | |
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| Academic Ability and Potential | | | | | |
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| Written Communication Skills | | | | | |

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_____ Recommend with some reservation(s)

_____ Do not recommend

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 Building/Suite

 City State Zip

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3. How well does the applicant manage academic, work, and personal life tasks and responsibilities?
4. How would you describe the applicant's potential to practice social work without discrimination and with respect for all people?
5. Evaluate the applicant's ability to work effectively with others and to function as a team member.
6. What other comments or information might you provide that you feel should be considered when reviewing this applicant's request for admission?

Please compare this applicant with others you have known during your professional career. Check the box that best matches your rating.

| | Excellent Top 10% | Above Average 75%-89% | Average 50%-74% | Below Average < than 50% | Unable to Evaluate |
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Please sign and date your letter and this form. Place your letter and this form in an envelope that you seal and sign your name along the flap of the seal. Please give or mail the envelope to the applicant to include with their application packet. Thank you for your valuable assistance on this application.

REFERENCE FORMS FOR ADVANCED STANDING APPLICANTS ONLY

**New Mexico State University
School of Social Work
Letter of Reference**

TO THE APPLICANT: Please fill in your complete name below.

Last First Middle

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Please write a letter of reference on your letterhead in which you address the following points:

1. How long have you known the applicant and in what capacity?
2. Discuss the applicant's strengths as a candidate for advanced social work education and ability to move directly into a second year field placement.
3. How would you describe the applicant's overall field work performance?
4. How well does the applicant manage academic, work, and personal life tasks and responsibilities?
5. Please comment on those areas that will require attention during graduate study.
6. Evaluate the applicant's ability to work effectively with others and to function as a team member.
7. What other comments or information might you provide that you feel should be considered when reviewing this applicant's request for admission?

Please compare this applicant with others you have known during your professional career. Check the box that best matches your rating.

| | Excellent Top 10% | Above Average 75%-89% | Average 50%-74% | Below Average < than 50% | Unable to Evaluate |
|----------------------------------|----------------------|--------------------------|--------------------|-----------------------------|--------------------|
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| Interpersonal Skills | | | | | |
| Teamwork | | | | | |
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Business Address:

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_____ City

_____ State

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Please write a letter of reference on your letterhead in which you address the following points:

1. How long have you known the applicant and in what capacity?
2. Discuss the applicant's strengths as a candidate for advanced social work education and ability to move directly into a second year field placement.
3. How would you describe the applicant's overall field work performance?
4. How well does the applicant manage academic, work, and personal life tasks and responsibilities?
5. Please comment on those areas that will require attention during graduate study.
6. Evaluate the applicant's ability to work effectively with others and to function as a team member.
7. What other comments or information might you provide that you feel should be considered when reviewing this applicant's request for admission?

Please compare this applicant with others you have known during your professional career. Check the box that best matches your rating.

| | Excellent Top 10% | Above Average 75%-89% | Average 50%-74% | Below Average < than 50% | Unable to Evaluate |
|----------------------------------|----------------------|--------------------------|--------------------|-----------------------------|--------------------|
| Intellectual Ability | | | | | |
| Analytical Ability | | | | | |
| Maturity | | | | | |
| Self-Confidence | | | | | |
| Interpersonal Skills | | | | | |
| Teamwork | | | | | |
| Assertiveness | | | | | |
| Responsibility | | | | | |
| Emotional Maturity and Stability | | | | | |
| Academic Ability and Potential | | | | | |
| Verbal Communication Skills | | | | | |
| Written Communication Skills | | | | | |

Please indicate your recommendation for this applicant's admission to the School of Social Work. (Please check the recommendation you make below.)

_____ Recommend without reservation(s)

_____ Recommend with some reservation(s)

_____ Do not recommend

Name (please print): _____ Date: _____

Position: _____ Employer: _____

Business Address: _____
 Street/PO Box

 Building/Suite

 City State Zip

Signature: _____ Date: _____

Please sign and date your letter and this form. Place your letter and this form in an envelope that you seal and sign your name along the flap of the seal. Please give or mail the envelope to the applicant to include with their application packet. Thank you for your valuable assistance on this application.

**New Mexico State University
School of Social Work
Letter of Reference**

TO THE APPLICANT: Please fill in your complete name below.

Last

First

Middle

NOTICE ON CONFIDENTIALITY OF THIS RECOMMENDATION

Applicants for admission do not have access to their application records. Under the provisions of the Family Education Rights and Privacy Act of 1974, only registered students and alumni have access to their educational records. You further have the right to retain or waive access to this letter of recommendation. The School of Social Work's consideration of your application is not influenced by your decision to waive or retain access.

I () hereby waive my right of access to this letter of recommendation; or
I () do not waive my right of access to this letter of recommendation.

Applicant signature

Date

INSTRUCTIONS FOR THE REFERENCE

The above named individual in applying for the Master in Social Work program at NMSU. Social work is a profession that is based upon a foundation of values, professional ethics, knowledge and skills that is used to work with diverse individuals, groups, families, communities and organizations. It is a profession that requires sensitivity and respect for the differences of others and an ability to engage in both physically and mentally demanding work.

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