

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



**MASTER OF SOCIAL WORK
PROGRAM**

**Las Cruces and Albuquerque Site-based
Advanced Standing MSW**

**APPLICATION INFORMATION
ACADEMIC YEAR 2018/2019**



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

Priority deadline for submitting applications is January 26, 2018.

NMSU SOCIAL WORK PROGRAM

Our Mission

Guided by the principles of the strengths perspective, empowerment, cultural competence, and social and economic justice, the School of Social Work prepares students for ethical, evidence-informed social work practice. We are committed to serving people through teaching, outreach, leadership, research, service, and the development of knowledge, skills, and values that promote our professional ability to respond to individuals, families, groups, communities and organizations in the culturally diverse environment of the southwestern U.S. and beyond.

Our Goals

The following four goals come directly from our mission:

1. Professional Social Work Education: Prepare graduates for ethical and evidence informed, advanced generalist practice with individuals, groups, families, organizations and communities in the culturally diverse environment of the Southwest.
2. Research: Develop and apply research knowledge and skills to inform practice that benefits individuals, families, groups, organizations and communities in a culturally diverse environment.
3. Outreach: Promote social and economic justice and empowerment from a strength's based perspective that is both culturally sensitive and affirming.
4. Leadership and Service: Promote service and leadership through participation in classroom, university, organizational, community, and professional settings.

Our Program Focus

The MSW program has an advanced generalist program focus. This collaborative practice approach promotes skills and knowledge for focused interventions with individuals, groups, families, neighborhoods, communities, organizations and public policies. The NMSU 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. The Advanced Generalist Concentration prepares social work practitioners to exercise professional autonomy, leadership, and creativity necessary for multidimensional contextual and ethical practice in rapidly changing social environments with populations of the southwest.

PROGRAM OPTION (Site-based)

Site-based

The School of Social Work offers the MSW program at two site-based locations. The site-based locations are in Las Cruces and Albuquerque, New Mexico. At each location both the full-time (4 semesters) and part-time (6 semesters) program options are offered. Each site also offers the two semester Advanced Standing program for students who have a recent BSW degree and meet the admission requirements. Courses are offered at both sites through a combination of face-to-face classes,

blended classes (part face-to-face and part web-based), and online classes. The dual degree MSW/MPH program is also available at both sites.

TECHNOLOGY REQUIREMENT FOR ALL STUDENTS

All students entering our program are required to meet the following technology requirements. These requirements are to ensure that you can successfully engage in our online courses. The technology requirements are:

1. Access to high speed internet connectivity.
2. A laptop or desktop computer that you have access to both during the day and evening hours. You must also have administrator rights on this computer so that you can download programs necessary to run various webcam learning systems (Zoom for instance requires the installation of a small program client file to work).
3. A laptop or desktop computer that is equipped with *speakers, microphone and webcam*. These items can be integrated into the computer system or components that you add individually. A USB audio headset with a microphone boom is recommended for participating in synchronous video classroom sessions.
4. MS Office for both the Windows and Mac OS are available free of charge to all registered students. MS Office must be installed on your computer and used for your assignments.
5. In addition to the browser that comes with your Windows or Mac OS, you will need to install the Chrome and Firefox browsers. These are free downloads from the Google (google.com) and Mozilla (mozilla.org) websites. Microsoft browsers are particularly problematic for use with many of our online management systems.

ADMISSION CRITERIA AND VALUES

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 based on 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 School encourages applications from students representing people of color, historically oppressed groups, and sexual minorities. Thus, 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 consistent with professional social work values and ethics.
3. The student's interest in and commitment to the profession of social work.
4. Personal characteristics which will enable the student to render effective assistance to those in need.

Members of the Admissions Committee individually rate applicants, and subsequently make 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.

TRANSCRIPTS

Your Graduate School/MSW Application packet must include one transcript from each college or university you attended. Unofficial transcripts may be uploaded to the Graduate School/MSW Program application for eligibility purposes. Your MSW School of Social Work application cannot be reviewed until all transcripts are received.

However, if you are admitted to the program you will need to ensure that official transcripts (registrar to registrar from each university attended) are sent to the NMSU Graduate School. Admission to the NMSU Graduate School cannot be granted without an official transcript indicating receipt of a bachelor's degree. Allow plenty of time when requesting transcripts.

Be sure that transcripts are sent under your current name. Transcripts may be lost if they are not identical to the name on the application. If academic work is in progress at the time of filing the application, request that a final transcript be sent upon completion of study.

ENTRANCE EXAM REQUIREMENT

The NMSU School of Social Work does NOT require an entrance exam (GRE, Miller's Analogy, etc.)

APPLICATION PROCESS

Accessibility Support

If you find that you are having difficulty completing the application due to a learning or physical disability and/or a medical condition you are urged to contact the Student Accessibility Services office. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

Trudy Luken, Director Student Accessibility Services (SAS) Corbett Center, Rm. 244
Phone: (575) 646-6840 E-mail: sas@nmsu.edu Website: <http://sas.nmsu.edu>

Process

1. All applicants must submit a single electronic application for admission to both the NMSU Graduate School and the NMSU School of Social Work (there is not two separate applications.) This application can be found on the NMSU Graduate School website at the “APPLY NOW” button: <http://gradadmissions.nmsu.edu/> or on the School of Social Work website: <https://socialwork.nmsu.edu/generalist/msw/msw-apply/> under “STEP TWO”.
2. Please use the Graduate School website <http://gradadmissions.nmsu.edu/> for all current information related to your Graduate School application.
3. International students will find additional information and the international student application at the NMSU International Student & Scholar Services website: <http://iss.nmsu.edu/index-2/>. You may also contact the Graduate School by email at gradinfo@nmsu.edu or by telephone at (575) 646-5746.

Step-One (Application Information Packet)

Review departmental application requirements in this MSW application packet which can also be found on the School of Social Work website: <http://socialwork.nmsu.edu/generalist/msw/msw-apply/>

Step-Two (Graduate School/MSW Electronic Application)

All applicants must apply to the MSW Program through the Graduate School. The Graduate School application site will allow you to submit your graduate application, unofficial transcripts and required MSW application documents together. This application can be found on the NMSU Graduate School website at the “APPLY NOW” button: <http://gradadmissions.nmsu.edu/> or on the School of Social Work website: <https://socialwork.nmsu.edu/generalist/msw/msw-apply/> under “STEP TWO”.

Please indicate on the Graduate School application what program you are applying for:

1. **Las Cruces Site**
 - a. Full-time
 - b. Part-time
 - c. Dual degree MSW/MPH program
 - d. **Advanced Standing**
2. **Albuquerque Site**
 - a. Full-time
 - b. Part-time
 - c. Dual-degree MSW/MPH program
 - d. **Advanced Standing**

ADVANCED STANDING MSW PROGRAM ADMISSION REQUIREMENTS

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 criteria:

1. **Completed a Bachelor of Social Work Degree** from a program accredited by the Council on Social Work Education (CSWE) within **five [5] years** of your first semester of the Advanced Standing program.
2. **Provide a copy of the last field practicum evaluation** with the application packet. (if you are in a program with a block field practicum, a mid-term evaluation is acceptable)
3. **An overall cumulative GPA of at least 3.0 with a *minimum GPA of 3.5 in all required BSW coursework with no grade in a core area (practice, HBSE, policy and research) of less than a B.*** 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 at an accredited university (online or face to face). 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. **Preferred Experience - Two years of experience in a Social Work related setting is preferred for admission.** Experience may include employment, volunteer, or other service and leadership learning activities. Document this experience on the resume you submit.
6. Completion of all steps under “**Application Materials Required for the Advanced Standing MSW Program**”

APPLICATION MATERIALS REQUIRED FOR ADMISSION TO THE ADVANCED STANDING MSW PROGRAM (30 cr. hours)

The following application materials are only for admission to the regular 30 credit hour MSW program. *If you are applying for the regular 60 credit hour full-time or part-time program, please obtain an "Online or Site-based" MSW application packet.* The following application materials should be included in the electronic application. Your application packet must include all the following items at the time of submission:

- 1. A completed electronic MSW Program online application form**
- 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, field practicum/internship as a BSW student, service learning, and 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.

Please carefully document all your social service related employment, volunteer or other service and leadership as two years of such experience is preferred for admission.

- 3. Three (3) letters of reference (We do not accept letters of recommendation from family members or friends of the family).**
 - a. Type the name and contact information for each reference in the electronic MSW application. ('Recommendations' → 'Add a Provider').
 - b. An email will be automatically generated and sent to each reference. The email will include a rating sheet as well as instructions on how to upload the letter of reference.
 - c. To ensure confidentiality, the applicant will not have access to the uploaded letters of recommendation. Applicants may contact the MSW Academic Advisor for verification of letters of recommendation received.

References should be able to speak to your academic capabilities, your maturity and ability to manage time and take responsibility and your commitment to social work. References are best from persons having recent contact (past 6 years). Since you are applying for a graduate level academic degree, it is recommended that some of your references be academic ones. Other references could come from an employment supervisor and/or from a community or volunteer program representative.

- 4. Write your personal statement (See Personal Statement Guide)**

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.

5. Complete the Case Study (See Case Study Guide)

PERSONAL STATEMENT GUIDE

In reviewing your Personal Statement, the Admission's Committee will assess your written communication skills, your critical thinking skills, and your ability to follow directions. The committee will evaluate your fit with the social work profession, your preparedness to work with diverse cultures and groups, as well as other criteria.

In the personal statement, do the following:

1. Answer each question thoroughly and with depth. 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.
2. For all questions use the Publication Manual of the American Psychological Association (6th ed.) (2010) for citing in the text and include a reference page for any professional literature you quoted or paraphrased. To refresh your knowledge about APA style you can Google – APA Style Guides.
3. Your personal statement should be no more than 10 double-spaced pages with 1" margins on all sides. All pages need to be numbered and you are to use a 12-point font size.
4. Clearly number your answers to correspond to the number of the question being addressed. Repeat **only** the question for ease in reading by the reviewer (Do not include direction material).

Personal Statement Questions

1. How has your interest in social work developed? How have significant life experiences, relationships and work experiences influenced the development of your interest in social work?
2. What are your career goals and how do they fit with the School of Social Work's mission?
3. Discuss how your personal values and beliefs are or are not compatible with the National Association of Social Workers' Code of Ethics (2008). How will you reconcile any conflicts between your personal values and the requirements of the profession? (To complete this question you will need to

read the NASW Code of Ethics. To access on the web, go to *socialworkers.org* and select the Code of Ethics from the box labeled Resources and Information).

4. Describe any experiences with diverse cultures that have contributed to your capacity as a professional social worker.
5. **Background Information for the Question** - Typically, students will be taking one field practicum course each semester in the program. Part-time students will take their field practicum courses in their third, fourth, fifth and sixth semester. Full-time students take 15 credit hours each semester and part-time students take 9 credit hours each semester except for their last two semesters when they take 12 credit hours each. The field practicum will entail approximately 16 to 20 hours weekly in an agency setting typically open during the day, Monday through Friday. MSW courses are generally scheduled on Monday and Wednesday, leaving Tuesday, Thursday and Friday for the field practicum.

Question – What is your social support and financial plan to complete the program? How will you balance family, work, and other outside responsibilities with your significant academic responsibilities?

CASE STUDY GUIDE

As part of the application process for admission to the Advanced Standing Program, the School of Social Work requires evidence that an applicant is prepared for entry into the MSW concentration-year. Your readiness for this is in part determined by your presentation of a brief case summary and a bio-psycho-social assessment. Your responses will be used in the screening process to evaluate your practice framework, your critical thinking skills, your writing skills, your role and identity as a professional social worker, and your ability to use a social work perspective for ethical practice across all levels. When reviewing your *Case Summary* and *Biopsychosocial Assessment*, we will evaluate your skills in assessment and determine if what you learned from your BSW program has prepared you to enter the MSW concentration year.

Because we are reviewing your work, it is necessary that your responses be written solely by you. Do not ask for assistance from others, including faculty members, friends, family members, co-workers, or other mentors. This analysis must be yours only.

Please keep in mind that your responses should be thorough but concise. You should include references to professional social work literature, including the NASW Code of Ethics. You may use text books, professional web sites, and journal articles. You must use APA manuscript guidelines for your references. Links to both APA and NASW are found in the directions for the Personal Statement.

Case Study Directions

The case study is broken down into two sections. The first section is the Brief Case Summary and the second is the Bio-psycho-social Assessment. Combined together the length should not exceed 7 double-spaced pages. You are to use the same writing style requirements as outlined above for the Personal Statement. In particular, make sure that you use APA Style for references used in your paper. You are to develop each section based on a specific case with whom you worked during your BSW field practicum.

Brief Case Summary (2 pages)

Imagine you have five (5) minutes to present this information about your case during a staff meeting. Address this information concisely.

1. Reason for social work presence;
2. Presenting concerns;
3. History of the presenting problem;
4. Significant medical/psychiatric history;
5. Significant personal, familial and/or social history; and
6. Summary of concerns/issues to be addressed.

Bio-psycho-social Assessment (5 pages)

Write a comprehensive bio-psycho-social assessment of the case you summarized above. Be sure and include the following:

1. Identifying Information: Name (not the real name), age, referral source, brief overview of the presenting problem;
2. History of the Present Circumstances: The presenting problem, symptoms;
3. Client/Family Medical History: Injuries sustained, surgical operations, medical conditions, medications, medical treatment;
4. Client's Social History: Write an overview of the client's childhood, family structure, living situation, employment and employment history, educational history, hobbies, daily routine, religious or spiritual preferences, friends, past trauma, substance use, etc.
5. Formulation: A summary statement synthesizing the most important aspects of the case. Tells the client's story of his/her past and current problem(s).
 - a. Diagnostics: A mental status exam and DSM-V diagnosis (if needed)
 - b. Visual Presentation: an ecomap and/or genogram
 - c. Treatment plan that includes treatment goals and objectives
6. Briefly discuss an intervention strategy or modality that you would use in beginning to work with the client system.
7. Provide the evidence-base supporting the use of this approach(es) in working with the problem for work.

INTERNATIONAL STUDENT APPLICANTS

First steps toward application to NMSU can be found here: <http://iss.nmsu.edu/index-2/> at NMSU International Student & Scholar Services offices. 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. Contact International Student & Scholar Services at iss@nmsu.edu or (575) 646-2834.

GRADUATE ASSISTANTSHIPS

There are a limited number of Graduate Assistantships available through the School of Social Work.

Graduate Assistantship information, application form, and reference forms can be found at the bottom of this page: <http://socialwork.nmsu.edu/generalist/msw/msw-apply/>

APPLICATION TIMELINE

(Deadline for submission of applications is January 26, 2018)

Applications will continue to be accepted after January 26, 2018 although there is no guarantee they will be reviewed. Submission of application by January 26 is strongly encouraged.

Please ensure that all your materials for both the Graduate School and School of Social Work have been submitted upon completion of your application. Incomplete applications will not be considered.