

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



**MASTER OF SOCIAL WORK  
PROGRAM**

**Online Only  
Full-time MSW**

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**Las Cruces and Albuquerque Site-based  
Full-time and Part-time 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 OPTIONS (Site-based or Online)**

### **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.

### **Online**

The online only program will deliver all courses online using the Canvas learning management system. Courses can either be synchronous (requiring the class to meet online on certain dates and time) or asynchronous (no requirement to meet online). This program will require students to contact the Field Coordinator soon after admission to begin to arrange their field practicum experience. For students who are not in the Las Cruces/El Paso and Albuquerque areas, a minimum of about 3 months will be necessary to arrange the placement.

## **IMPORTANT NOTICE FOR ONLINE PROGRAM APPLICANTS**

### **Disclaimer**

The NMSU School of Social Work may not be able to accept you into the program if you come from a state where we are not permitted to deliver our full program. Further, variations in state law may limit us in being able to successfully execute a memorandum of understanding to develop an affiliation agreement between NMSU and the agency in which you are wishing to be placed. We will provide prospective students with information and web links that can fully inform them about their eligibility to take our program (see below). It is the student's responsibility however, to read and understand this information about whether they can take an online program and perform all its requirements as a resident of their state.

### **State Authorization**

**If you live outside New Mexico and are currently enrolled in or are planning to enroll in a Distance Education program at NMSU, the following State Authorization information applies to you.**

Recent amendments in the Higher Education Act of 1965, in addition to established consumer protection laws, require institutions offering distance education to students in other states to be legally "authorized" by the regulatory bodies in the other states to provide distance education courses. NMSU is in the process of becoming authorized in as many states as possible to maximize educational access to our Distance Education programs and courses for students across the country.

In May 2015, New Mexico was recognized as a State Authorization Reciprocity Agreements (SARA) state by the [National Council for SARA](#). In June 2015, NMSU became a [SARA institution](#). Additionally, NMSU works with state agencies to obtain authorizations and exemptions as required by that state's laws and be in regulatory compliance. Since securing and maintaining authorization to provide DE degree programs and courses in every state is an ongoing process, NMSU's state authorization status will be updated as circumstances change.

Please note it is the student's responsibility to understand the requirements in their state of residence for taking Distance Education offerings from out-of-state providers. Visit [Check Your State](#) on the NMSU Distance Education website to review NMSU's authorization status in your state. Currently the MSW online program is not available to residents of Delaware or Massachusetts.

### **Field Agency Memorandums of Understanding (Affiliation Agreement)**

In order to place you in your field practicum agency, there must be an affiliation agreement executed between NMSU and the agency. Affiliation agreements are a legal document that can take up to three (3) months to get signed. Online applicants are encouraged to contact the MSW Field Coordinator immediately after admittance to begin setting up their field practicum placement. Because of variations in state law, NMSU may not be able to place you in an agency in your state.

### **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](http://google.com)) and Mozilla ([mozilla.org](http://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](mailto: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://issn.nmsu.edu/index-2/>. You may also contact the Graduate School by email at [gradinfo@nmsu.edu](mailto: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. Online Only
2. Las Cruces Site
  - a. Full-time
  - b. Part-time
  - c. Dual degree MSW/MPH program
  - d. Advanced Standing
3. Albuquerque Site
  - a. Full-time
  - b. Part-time
  - c. Dual-degree MSW/MPH program
  - d. Advanced Standing

### **MSW PROGRAM ADMISSION REQUIREMENTS**

To be considered for admission, an applicant must have a:

1. **Bachelor's Degree in a liberal art major** from an accredited institution.
  - a. Pre-requisite Coursework
    - i) Human Biology Content - Your degree must include at least one course containing **content in human biology**. Applicants who do not have a course containing human biology content will be expected to complete such a course prior to their beginning the MSW program. This requirement may be met by a variety of offerings from educational institutions throughout the country. This includes correspondence and online offerings.
    - ii) Basic Statistics Course - 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.

OR

2. **Bachelor' Degree in a non-liberal art major** from an accredited institution.
  - a. Pre-requisite Coursework
    - i) Humanities, Natural and Biological Science, Behavioral and Social Science Content - 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**), and three [3] from the behavioral and social sciences with at least one [1] course in sociology or psychology).
    - ii) Basic Statistics Course - 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.

3. 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. **Applicants who are admitted provisionally due to GPA below 3.0 may be required to enter the part time program.** Students admitted on provisional standing must maintain a 3.0 GPA in the first semester 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 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. Completion of steps under “Application Materials Required for Admission to the MSW Program”:

#### **APPLICATION MATERIALS REQUIRED FOR ADMISSION TO MSW PROGRAMS (SEE SEPARATE APPLICATION FOR ADVANCED STANDING)**

The following application materials are only for admission to the 60-credit hour MSW program. If you are applying for advanced standing, please obtain an “Advanced Standing” MSW application information 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 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, 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 (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. In order 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**

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 use this statement to assess your writing communications skills, a skill necessary for our program and for social work practice.

### **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 (6<sup>th</sup> 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?

## **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](mailto: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.