



**MASTER OF SOCIAL WORK
(MSW)**

STUDENT HANDBOOK



2017-2018

A Council on Social Work Education (CSWE) Accredited Program Since 1991 socialwork.nmsu.edu



School of Social Work Contact Information

Mailing Address

School of Social Work, MSC 3SW
 New Mexico State University
 PO Box 30001
 Las Cruces, NM 88003-8001
 Telephone: (575) 646-2143
 Fax: (575) 646-4116

Address for Deliveries-LC

NMSU School of Social Work
 Health and Social Services, Ste. 210
 1335 International Mall
 Las Cruces, NM 88003-8001
 Email: socwork@nmsu.edu
 Web: socialwork.nmsu.edu

Address for Deliveries-ABQ

NMSU School of Social Work
 CNM Montoya Campus, Bld. K 102
 4700 Morris St. NE
 Albuquerque, NM 87111
 Telephone: (505) 830-2856
 Fax: (505) 883-3235

School of Social Work Staff

Gurrola, Maria	Interim Director/Associate Professor	646-3043	Rm. 210G	gurrola@nmsu.edu
Cevallos, Eric	Administrative Assistant	646-2650	Rm. 210F	ericceva@nmsu.edu
Orta, Emma	MSW Academic Advisor	646-2846	Rm. 210E	eorta@nmsu.edu

School of Social Work Faculty

Blair, Robert	Assoc. Professor	646-6347	Rm. 203C	roblair@nmsu.edu
Cabada, Maria Olga	College Assoc. Prof. /Field Director	646-7903	Rm. 203K	ocabada@nmsu.edu
De La Rosa, Ivan	Assoc. Professor	646-8096	Rm. 203A	lilo@nmsu.edu
Finno-Velasquez, Megan	Assistant Professor	646-0306	ABQ Ctr.	mfv@nmsu.edu
Gergerich, Erika	Assistant Professor	646-4347	Rm. 203G	egerger@nmsu.edu
Gherardi, Stacy	Assistant Professor	646-6319	Rm. 203F	sgherard@nmsu.edu
Gurrola, Maria	Assoc. Prof./BSW Prog. Coord.	646-4830	Rm. 210C	gurrola@nmsu.edu
Moseley, Ana	Coll. Assoc. Professor/SBIRT	646-3227	Rm. 241	amoseley@nmsu.edu
Nedjat-Haiem, Frances	Associate Professor	646-1243	Rm. 203D	haiem@nmsu.edu
Nelson, Anna	College Assist Prof/MSW Field	646-0320	ABQ Ctr.	anelson8@nmsu.edu
Ortiz, Maria	College Asst. Prof./BSW Field	646-7599	Rm. 207	maria0@nmsu.edu
Whittlesey-Jerome, Wanda	Assoc. Prof/MSW Prog Coord	642-0322	ABQ Ctr.	wkjerome@nmsu.edu

Family and Child Welfare Scholars Program Staff

Montoya, Monica	Child Welfare Scholars Prog Mgr	646-6342	Rm. 232D	monicamo@nmsu.edu
Pearce, Dana	Senior Fiscal Assistant	646-4551	Rm. 232F	dspearce@nmsu.edu

ABQ Center Staff

Chavez Neuman, Veronica	ABQ Center Director	646-0316	ABQ Ctr.	vcneuman@nmsu.edu
-------------------------	---------------------	----------	----------	--

Contents

OVERVIEW	5
School of Social Work at New Mexico State University	5
Mission	5
Program Focus	5
History	5
Master of Social Work Program	6
MSW CURRICULUM	6
Social Work Competencies	6
Foundation Sequence: Generalist Social Work Practice	6
Concentration Sequence: Advanced Generalist Social Work Practice	7
Field Work	7
Technology Expectations and Requirements	8
MSW PROGRAMS OF STUDY	9
Course Load	9
Course and Program Withdrawal	9
Credit for Life or Work Experience	9
MSW Two-Year Foundation Plus Concentration Plan	10
MSW Three-Year Foundation Plus Concentration Plan	11
Advanced Standing One-Year Plan	12
Changing Program Completion Plan	13
Special Social Work Programs	13
Child Welfare Scholars Program	13
Dual MSW/MPH Degree Program	13
UNIVERSITY, GRADUATE SCHOOL, AND SOCIAL WORK POLICIES	14
Graduate School Provisional Status	14
Transfer of Credits	14
Redundancy Policy	15
Appeal of Grades	16
Code of Conduct	16
Academic Misconduct	16
Felony, DUI/DWI or other Criminal Record	16
Counseling in – Problem Resolution Process	17
School of Social Work’s Policies on Academic Misconduct	18
Dismissal from the Program	19
Reinstatement	19
ACADEMIC, BEHAVIORAL AND PROFESSIONAL STANDARDS	21
Grades	21
Behavioral and Professional Standards for MSW Students	21

Professional Conduct	22
NMSU Student Accessibility Services (SAS)	22
Students' Rights and Responsibilities Regarding Title IX	23
POLICIES FOR STUDENT PROTECTION IN THE FIELD	23
Liability Insurance	23
Personal Use of Automobile	23
Safety and Risk Management	23
Safety Plans at Field Agency	23
Dual Relationships	23
Sexual Harassment and Other Forms of Prohibited Discrimination	24
Procedures in the Field	24
ADVISEMENT	25
MSW Academic Advising	25
MSW Faculty Advising	25
Advisor Roles	26
Changing Advisors	27
Changing Registration	27
GRADUATING AND ADVANCEMENT TO CANDIDACY	27
Graduate Forms	27
Check List for Master Degree Candidates	27
Final Examination	28
Research Option: Thesis	28
HUMAN RESEARCH PARTICIPANTS	29
STUDENT RELATED POLICIES OF THE SCHOOL OF SOCIAL WORK	30
Students' rights and responsibilities	30
School Governance and Graduate Students	30
Mail and Announcement Notification	30
Communication with Faculty and Staff	30
FINANCIAL AID AND GRADUATE ASSISTANTSHIPS	31
Scholarship Opportunities	31
APPENDIX I: MSW COURSE CATALOGUE DESCRIPTIONS	33

OVERVIEW

School of Social Work at New Mexico State University

The School of Social Work at New Mexico State University is located within the College of Health and Human Services. 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.

The curriculum is designed per the requirements of the Council on Social Work Education (CSWE) and uses the foundation competencies developed by CSWE. The educational model upon which the program is built proposes that there are two levels of social work education-- foundation and the concentration. A common core of social work values, knowledge and methods unifies practice at both levels. This core is based on a liberal arts education and draws heavily from the social sciences. All of the programs of the School of Social Work are accredited by the Council on Social Work Education.

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.

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.

History

In 1969, New Mexico State University began offering baccalaureate courses in social welfare. In 1972, with the help of Dr. Corinne Wolfe and a Section 707 grant, the University developed a baccalaureate social work program within the Sociology and Anthropology Department. In 1975, the BSW Program was accredited by the Council on Social Work

Education, and in 1980 Social Work became a separate academic department. The move to departmental status was part of an overall university reorganization that created the College of Human and Community Services, now known as the College of Health and Social Services.

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

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

Master of Social Work Program

The MSW program is composed of a foundation sequence of 30 credit hours and a concentration sequence of an additional 30 credit hours. The program can be completed in either two or three years. Students who are admitted as Advanced Standing complete four credit hours of coursework prior to entry into the concentration sequence, resulting in a total of 34 credit hours. Advanced Standing students may complete their program in either three semesters or five semesters, including summers. Advanced Standing is offered only to graduates of CSWE accredited BSW programs who meet specific admissions criteria.

MSW CURRICULUM

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

Social Work Competencies

In accordance with the Council on Social Work Education, the School of Social Work follows the Educational Competencies as described in the Educational Policy and Accreditation Standards (EPAS 2008).

Foundation Sequence: Generalist Social Work Practice

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

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

Concentration Sequence: Advanced Generalist Social Work Practice

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

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

Field Work

The field program of the School of Social Work integrates classroom study with agency practice with individuals, families, groups, organizations and communities. Students complete 225 hours of Foundation fieldwork for two semesters, for a total of 450 hours. Students complete 250 hours of Concentration fieldwork for two semesters, for a total of 500 hours.

Students receive multiple levels of supervision while completing their field experience. All students are assigned to a qualified MSW field instructor for instruction. Students are also assigned to a faculty field liaison that oversees the learning experience and provides instruction to small groups within field seminars. The student, the field instructor, and the field liaison jointly develop an individualized learning contract that identifies the learning opportunities and practice experiences to assist the students in developing the MSW social work competencies. Complete information regarding the field experience is provided in the MSW Field Education Manual.

Technology Expectations and Requirements

In this advanced degree program, students are expected to demonstrate basic proficiencies in the use of word processing, presentation, and email. All program, scholarship, graduation, and other important announcements are only made via the School's online student listserv. All students must provide a current NMSU email address at the time of admission and are responsible for keeping the School notified of any email address changes. All students admitted to the program are required to obtain an NMSU email address which will be utilized for all school related purposes.

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.

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

There are help resources provided by the university to students by NMSU Information and Communication Technologies (ICT) through their website at: <http://ict.nmsu.edu/> and by telephone: Help Desk 575-646-4433. NMSU is best equipped to provide technical assistance to those individuals using Windows-based systems; some limited assistance is available to Mac OS users. NMSU is also a Microsoft Licensed campus and makes available, at a discount, Microsoft programs to students. Students may also find educational discounts on software at the NMSU bookstore. The full version of Microsoft Office 365, is available to NMSU students at no charge by logging into <http://www.office.com/getOffice365> and entering your NMSU email and following directions.

MSW PROGRAMS OF STUDY

Course Load

Graduate students should take into consideration any outside workload and commitments in planning their course load. The maximum credits that a graduate student may take in any semester is 15. During a six-week summer session, the maximum is 6 credits. Students in the two-year program will have three academic courses each semester and a practicum. This will entail 9 hours per week in the classroom and 16 to 20 hours per week in the practicum in addition to time to study. Three year students take two academic courses and in their last two years will also spend 16 to 20 hours per week in the practicum. There are also six credit hours which must be taken in the summer session after the 2nd year in the part-time program. Thus, given the demands of 24 hours per week doing direct school work and time needed for studying, in both two and three year programs students will find it difficult to work a in a full-time position (40 hour per week).

Course Format

The MSW program at NMSU offers course delivery methods ranging from online, partially online (blended), and standard face to face classes. The combination of course delivery formats may vary each semester dependent on the course content.

Course and Program Withdrawal

Students may withdraw from the School of Social Work program or social work courses during the period in which withdrawals are permitted by NMSU policy. However, continuation in the program will be evaluated on an individual basis with the Coordinator of the MSW Program. Because the course of studies is designed to build knowledge and skills progressively, students will need to wait until the next required courses are offered, typically one year. In other words, if a student withdraws from a course(s) during fall semester, they may not be allowed to enroll in spring courses as the fall courses are typically prerequisites to courses in the following semester.

Credit for Life or Work Experience

The MSW Program at New Mexico State University does not grant academic credit for life or work experience in lieu of social work course or field content.

FULL-TIME/2017

MSW Two-Year Foundation Plus Advanced Generalist Year

Students selecting this plan begin their program during the fall semester and complete four semesters, graduating in spring of their second year. They complete 15 credit hours each semester for a total of 60 credit hours. Field experiences include 225 hours for two semesters for the Foundation sequence and 250 hours for two semesters for the Advanced Generalist Year sequence.

Two-year Foundation Plus Advanced Generalist Year	
Generalist Foundation	
Year One <i>Fall Semester</i>	Credits
MSW 509 Socio-cultural Concepts and Populations of the Southwest	3
MSW 510 Human Behavior and Social Environment	3
MSW 520 Social Work Practice I	3
MSW 549 Generalist Field Practicum I	3
MSW 566 Generalist Field Seminar I	<u>3</u>
	15
Year One <i>Spring Semester</i>	
MSW 500 Social Problems and Social Welfare Policy	3
MSW 521 Social Work Practice II	3
MSW 560 Social Work Research	3
MSW 550 Generalist Field Practicum B	3
MSW 567 Generalist Field Seminar II	<u>3</u>
	15
Advanced Generalist Year	
Year Two <i>Fall Semester</i>	
MSW 524 Practice III: Advanced Practice with Individuals	3
MSW 525 Practice IV: Advanced Practice with Groups	3
MSW 547 Social Work Mental Health Practice	3
MSW 556 Advanced Generalist Field Practicum A	3
MSW 568 Advanced Generalist Field Seminar I	<u>3</u>
	15
Year Two <i>Spring Semester</i>	
MSW 503 Policy Analysis and Change	3
MSW 526 Practice V: Advanced Practice with Families	3
MSW 527 Practice VI: Advanced Practice with Organizations and Communities	3
MSW 557 Advanced Generalist Field Practicum B	3
MSW 569 Advanced Generalist Field Seminar II	<u>3</u>
	15
	60 credit hours

PART-TIME/2017

MSW Three-Year Foundation Plus Advanced Generalist Year

Students selecting this plan enroll during the fall semester and complete a total of eight semesters of coursework, including summers. Graduation is in spring of the third year, and requires 60 credit hours. Field experiences include 225 hours for two semesters for the Foundation sequence and 250 hours for two semesters for the Advanced Generalist Year sequence.

Three-year Foundation Plus Advanced Generalist Year	
Generalist Foundation	
Year One <i>Fall Semester</i>	Credits
MSW 509 Socio-cultural Concepts and Populations of the Southwest	3
MSW 510 Human Behavior and Social Environment	<u>3</u>
	6
Year One <i>Spring Semester</i>	
MSW 500 Social Problems and Social Welfare Policy	3
MSW 560 Social Work Research	<u>3</u>
	6
Year Two <i>Fall Semester</i>	
MSW 520 Social Work Practice I	3
MSW 549 Generalist Field Practicum I	3
MSW 566 Generalist Field Seminar I	<u>3</u>
	9
Year Two <i>Spring Semester</i>	
MSW 521 Social Work Practice II	3
MSW 550 Generalist Field Practicum B	3
MSW 567 Generalist Field Seminar II	<u>3</u>
	9
Advanced Generalist Year	
Year Two <i>Summer Semester</i>	
MSW 503 Policy Analysis and Change	3
MSW 525 Practice IV: Advanced Practice with Groups	<u>3</u>
	6
Year Three <i>Fall Semester</i>	
MSW 524 Practice III: Advanced Practice with Individuals	3
MSW 547 Social Work Mental Health Practice	3
MSW 556 Advanced Generalist Field Practicum A	3
MSW 568 Advanced Generalist Field Seminar I	<u>3</u>
	12
Year Three <i>Spring Semester</i>	
MSW 526 Practice V: Advanced Practice with Families	3
MSW 527 Practice VI: Advanced Practice with Organizations and Communities	3
MSW 557 Advanced Generalist Field Practicum B	3
MSW 569 Advanced Generalist Field Seminar II	<u>3</u>
	12
	60 credit hours

ADVANCED STANDING (FULL-TIME)/2017

Advanced Standing One-Year Plan

Students admitted as Advanced Standing may select the one-year plan to complete their 34-credit hour degree. These students begin in the summer and complete three semesters, including 250 hours of Advanced Generalist Year sequence field experience during each of two semesters. They graduate in the spring of their first year.

One-year Advanced Standing Plan	
Advanced Generalist Year	
Year One <i>Summer Session II</i>	Credits
MSW 559 Social Work Practice & Research for Advanced Standing	<u>4</u> 4
Year Two <i>Fall Semester</i>	
MSW 524 Practice III: Advanced Practice with Individuals	3
MSW 525 Practice IV: Advanced Practice with Groups	3
MSW 547 Social Work Mental Health Practice	3
MSW 556 Advanced Generalist Field Practicum A	3
MSW 568 Advanced Generalist Field Seminar I	<u>3</u> 15
Year Two <i>Spring Semester</i>	
MSW 503 Policy Analysis and Change	3
MSW 526 Practice V: Advanced Practice with Families	3
MSW 527 Practice VI: Advanced Practice with Organizations and Communities	3
MSW 557 Advanced Generalist Field Practicum B	3
MSW 569 Advanced Generalist Field Seminar II	<u>3</u> 15
	34 credit hours

Changing Program Completion Plan

Students who wish to change their schedule for program completion must first discuss this with their academic advisor and then write the MSW Program Coordinator requesting approval for the change. The MSW Program Coordinator will review the request and respond to the student at which time the decision is official.

SPECIAL SOCIAL WORK PROGRAMS

Child Welfare Scholars Program -Title IV-E

The Child Welfare Scholars is offered in partnership with the New Mexico Children, Youth & Families Department (CYFD). A student who is selected as a Scholar receives financial support and agrees to work for CYFD as a child welfare protective services social worker following graduation with full pay and benefits. Various special topic classes in child welfare practice and policy are offered and are part of the required curriculum for a student who is a Child Welfare Scholar. The School of Social Work encourages all students interested in family and child welfare as a career choice to consider applying to be a Child Welfare Scholar. For information, please contact Monica Montoya, Child Welfare Scholar Coordinator, 575-646-2846 or by email monicamo@nmsu.edu

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

Dual MSW/MPH Degree Program

The School of Social Work and the Department of Health Science offer a dual MSW/MPH degree program. The two degrees are the Master of Social Work (MSW) and Master of Public Health (MPH) in Community Health Education. The programs complement each other. Public Health focuses on populations of people and is highly analytical and Social Work focuses on individual, groups, and communities within the social environment. Both programs heavily emphasize cross-cultural content in classes and have an emphasis on social justice.

Many students find this combined degree appealing, particularly if they are interested in community development and outreach. Students from other countries and students who have served in the Peace Corps find that this degree furthers their interest and careers in international service.

Separately the MSW and MPH degrees require a total of 108 credit hours; (48 for the MPH + 60 for the MSW). However, the dual MSW/MPH degree program can be completed with a total of only 96 credit hours. Students interested in pursuing the dual degree program must:

1. Prepare and submit separate admissions applications to both programs
2. Notify each program in writing of the intent to complete the dual degree program
3. Be officially admitted to both degree programs
4. Notify the NMSU Graduate School of the intent to complete the dual degree program
5. Complete all course requirements for both degree programs
6. Complete a capstone requirement (final examination) for each of the two degree programs.

If you are interested in pursuing this option, please speak to your MSW Academic Advisor. It is anticipated that students in this program will take three full academic years to complete their programs of study.

UNIVERSITY, GRADUATE SCHOOL AND SOCIAL WORK POLICIES

Several policies apply to all graduate programs. Please review information found on-line for the Graduate School: <http://gradschool.nmsu.edu/> for policies regarding

1. residency requirements,
2. time limits for degree completion
3. withdrawal from the university
4. delaying admission,
5. leaves of absence and readmission to the program, and
6. adding or dropping courses.

Detailed information regarding grade scales, incomplete grades, and GPA requirements are also provided by the graduate school. MSW students should refer to the Graduate Catalog: <http://nmsu.smartcatalogiq.com/en/2016-2017/Graduate-Catalog> and to on-line information found at: <https://distance.nmsu.edu/degree-programs/?id=32>.

Graduate School Provisional Status

A student admitted to the MSW program that has either a cumulative GPA of less than 3.0 and/or has not completed a prerequisite is admitted on provisional status. 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 to continue in the program or will subject to dismissal.

Transfer of Credits

At the master's level, the student must take at least 50 percent of the work required for the degree at New Mexico State University. If you are transferring from another CSWE accredited MSW program and want your courses to substitute and replace NMSU required coursework, you may request a transfer of credits. A request for transfer of credit must be indicated on the Application for Admission to the Graduate School. Transfer credit requests and required departmental/college forms must be completed prior to the beginning of the first semester of work taken at NMSU. Transfer credit requests and forms must be submitted to the MSW Academic Advisor and MSW Program Coordinator for approval. 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. Please refer to the current NMSU Graduate Catalog at <https://catalogs.nmsu.edu/nmsu/graduate-school/#text> for more information.

The request for transfer of credit must follow the procedure above along with providing a course description/syllabus from the institution where you took the course. The MSW Academic Advisor will collect these materials and submit them to the MSW Program Coordinator for review.

The School has the right to accept transferred credits based on whether the work meets Graduate School standards, and fits into the MSW program of study.

1. The School may require the work be validated by examination.
2. Credit granted for work completed at another institution is tentative until proven by satisfactory work in residence.
3. Transfer credits must meet the same time limit requirements as those set for course work taken at New Mexico State University.

Redundancy Policy

To avoid redundancy and/or repetition of social work content for students applying to the MSW program, students have two options. The first option is for students graduating from an CSWE accredited BSW program within the past five years and who meet the admission requirements can apply for Advanced Standing which gives them entry directly to the Advanced Generalist Practice Concentration year of the MSW program. The second option for either students graduating from an accredited BSW program and who do not meet the admission requirements for Advanced Standing or graduates from other majors who feel that they have had content similar to that in the Foundation Year of the MSW program can make application for a course waiver(s).

A student who successfully has a course(s) waived, does not get credit for the waived course but can replace the waived course with other selected courses. Suggested related graduate electives for students who are waived from taking required courses under the Redundancy Policy may include graduate courses from the following disciplines:

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

Students not admitted or eligible for Advanced Standing and who wish to apply for a waiver (s) from taking Foundation Year courses need to follow the process below:

1. To be eligible to request a course waiver you must have a grade of B (no B-) or better in the course your are submitting to indicate content for the course you are requesting to be waived.
2. Complete a Course Waiver Form for each course being waived.
 - a. Indicate on the form the Foundation Year course that you are wanting to waive (See Program of Study plans)
 - b. Attach to each form a copy of the syllabus and a listing of the course assignments from the course being used to qualify for the waiver.
3. Submit the above materials to the Graduate Advisor no later than August 1.
4. Materials will be reviewed and you will be notified of whether the waiver is granted or not in time for you to register. If approved you can work with the Graduate Advisor to select other courses from the areas listed above.

Note regarding New Mexico Cultural Competency Requirement for NM Licensure

Students who plan on applying for licensure in New Mexico must provide verification that they have completed a course on New Mexico cultures. This requirement can be completed by one of the following:

1. a three-credit hour course in New Mexico cultures listed on the applicant's transcripts;
2. a board approved course, workshop or seminar in New Mexico cultures (BSW 309 and MSW 509 for students graduating from NMSU);
3. proof of previously passing the New Mexico cultural examination;

Advanced Standing students who obtained their BSW degree from an institution other than New Mexico State University or have not completed a three-credit hour course in New Mexico cultures (as evidenced on their BSW transcript) must obtain a board approved course, workshop. These requirements are referenced on the NM Board of Social Work Examiners on the following website: http://www.rld.state.nm.us/boards/Social_Work.aspx A board approved workshop in New Mexico cultures is provided by the Intercultural Institute: http://www.rld.state.nm.us/boards/Social_Work_Requirements_and_Continuing_Education.aspx

Appeal of Grades

Students may appeal an unsatisfactory grade through the procedure described in the "The NMSU System Academic Regulation" section of the Las Cruces Academic Catalog:

<http://catalog.nmsu.edu/>

Code of Conduct

Students at NMSU are expected to observe and maintain not only the highest academic standards of conduct, but also high ethical and professional standards. Students should review the university's information regarding the rules of conduct and definitions of misconduct. Details on the administration of discipline in the case of nonacademic conduct violations by the University can be found in the New Mexico State University Student Handbook:

<https://studenthandbook.nmsu.edu>

Academic Misconduct

According to the NMSU Student Code of Conduct, allegations regarding academic misconduct of graduate students shall be brought immediately to the attention of the Graduate Dean. The Graduate Dean shall conduct a preliminary investigation with the appropriate professional bodies within the University. At the Dean's discretion, the case may be referred to the student's instructor or department head who will then follow the procedure outlined for all undergraduate and graduate general cases that occur at the course or academic department level. This is outlined in the NMSU Student Handbook

<https://studenthandbook.nmsu.edu/student-code-of-conduct/academic-misconduct>

Felony, DUI/DWI or other Criminal Record

Applicants to the program are asked at the time of admission if they have ever been convicted of a felony, DUI/DWI, child maltreatment and/or other criminal offense other than a minor traffic violation, or have such charges currently pending. Based upon the information provided, the Admissions Committee will consider the nature of the offense, disposition, rehabilitation efforts and other relevant information to make an admissions decision. The committee can make the following recommendations: deny admission to the program, admit with conditions, or admit without conditions.

If admitted to the program, students with such backgrounds may be subject to conditions, such as restrictions on the choice of area of study and field placement. Students must disclose

this information to the field coordinator prior to placement.

Students who rightfully answer that they do not have a felony conviction due to having entered a deferred sentence or prosecution, need to be aware that a background check may still show your felony arrest record. This may limit your ability to be placed in certain agencies. Students are advised that if they have been in this type of legal situation in the past to know what will show up in a background check and to proactively deal and disclose this information.

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

Students 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 of a felony, in this or another state.

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

Counseling in--Problem Resolution Process

The School of Social Work encourages the identification of problematic behavior at the earliest possible time. Problematic behavior in the classroom may include failing performance, disruptive behavior or frequent absences from class. Problematic behavior in the field may include failing performance, unethical conduct, violation of agency policy and procedures, personal behavior which conflicts with professional comportment or other behaviors that may cause risk of harm. Counseling-in is most effective when initiated as soon as difficulties are experienced or perceived. Carrying out this process in a timely manner is critical if the process is to be meaningful. Corrective action is preferable to dismissal from the program. The counseling in problem resolution process is **not** to be used for students wishing to make a **grade appeal**.

The *first* step in the Counseling-in process is to seek a solution between the parties most directly involved:

1. Whenever problematic behavior occurs in the classroom, it is the responsibility of both the student and the course instructor to meet to discuss the problem and to seek acceptable resolution of the problem.
2. Whenever problematic behaviors occur in the field practicum setting, it is the responsibility of the student, agency field instructor and field liaison to meet to discuss the problem and to seek acceptable resolution of the problem.

These meetings between the student and the relevant parties must be documented in writing and clearly identify:

1. the problem
2. the agreed upon resolution,
3. the appropriate timeline for remediation of the problem. (It is the responsibility of the faculty member or field instructor and field liaison to ensure that this documentation is done)

When the above process fails to rectify the problem, the following formal process may be initiated by any of the concerned parties:

- Step 1:** The concerned party (student, classroom faculty or field faculty) should notify the Graduate Program Coordinator in writing, of the request to hold a problem resolution meeting. A clear statement of the problematic behavior and documentation of previous attempts to deal with the concern must accompany this request
- Step 2:** Upon receiving the request, the Graduate Program Coordinator will ask that the student's faculty advisor convene, within two (2) weeks, a session that will include all faculty and instructors currently working with the student in class and field.
- Step 3:** The purpose of the session is to develop a specific plan with a time line for promoting student success that will be agreed to by all parties. The faculty advisor will submit the plan to the Graduate Program Coordinator and is responsible for monitoring the student in carrying out this plan.
- Step 4:** If the problematic behavior is not remediated within the agreed upon timeline, the faculty advisor will convene a second meeting of all the parties to make a recommendation for either continuance with conditions in the program or for dismissal from the program. This recommendation will be submitted in writing to the Graduate Program Coordinator. If the decision is for continuance in the program with conditions, the faculty advisor will follow up with the student for implementation of the plan. If a recommendation for dismissal is made or if conditions for continuing in the program are not met, the Graduate Program Coordinator will notify the Director of the School of Social Work.

The Director of the School of Social Work will notify the student of the final action and provide the student with the appropriate steps for filing an appeal of the action if desired. Problem resolution is most effective when initiated as soon as difficulties are experienced or perceived. Corrective/remedial action is preferable to dismissal from the program

School of Social Work's Policies on Academic Misconduct

Allegations of academic misconduct of graduate students shall be brought immediately to the attention of the Graduate Dean (see Academic Code of Conduct here:

<http://studenthandbook.nmsu.edu/student-code-of-conduct/academic-misconduct/> If the Dean of the Graduate School refers the case back to the School of Social Work to impose a sanction or for further action, the following process will be implemented:

1. The School of Social Work Director will constitute an Academic Standards Committee that shall consist of three School of Social Work faculty members.
2. The faculty member stating the complaint of misconduct will submit in writing to the SSW Academic Standards Committee a description of the misconduct and any

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

Dismissal from the Program

The faculty of the School of Social Work has the responsibility to require a student to be dismissed from the social work program at any time prior to completion of the program when the student fails to maintain minimum academic, behavioral or professional ethical standards in the classroom or in the field practicum.

1. A student will be dismissed from the social work program if one or more of the following occurs:
2. Receives two "D's" in the social work professional core classes;
3. Receives one "F" in the social work professional core classes;
4. Receives one "U" in the field practicum;
5. Earns below the minimum 3.0 cumulative grade point average at the end of two consecutive grading periods; if a student is on provisional status, dismissal occurs at the end of one grading period;
6. Inappropriate conduct; or
7. Fails to comply with National Association of Social Workers (NASW) code of values and ethics;
8. Fails to demonstrate professional behavior that reflects a commitment to the ethics of the social work profession.

The Director of the School of Social Work will notify the student, in writing, of dismissal when any of the above deficiencies occur.

Reinstatement

Upon receipt of a dismissal notice, students who believe there are extenuating circumstances that have led to the noted deficiencies may make a written request to the School of Social Work Director requesting to be reinstated into the program. This letter must also include the reasons he or she believes that extenuating circumstances contributed to the deficiencies leading to dismissal. Requests must be made within ten working days after receipt of notice of dismissal. Upon

receipt of a reinstatement request, the following process will occur:

1. The Director will constitute a Reinstatement Committee that shall consist of three School of Social Work faculty members;
2. The committee shall deliberate in private and transmit recommendations to the Director within five working days after the meeting and;
3. The Director shall consider the recommendation and notify in writing the student of his/her decision within three working days of receipt of the committee's recommendation, including steps to be taken in an appeal process.

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

ACADEMIC, BEHAVIORAL AND PROFESSIONAL STANDARDS

Grades

Graduate students are expected to apply themselves intensively to the study of the material covered by the courses in which they are enrolled. Accordingly, a high level of performance is required. Students must maintain a cumulative grade point average of at least 3.0 in *all* courses taken as a graduate student (excluding undergraduate deficiencies).

1. Students must maintain a cumulative grade point average of at least 3.0 in *all* courses taken as a graduate student (excluding undergraduate deficiencies).
2. Courses graded S or PR will not be counted in determining grade-point averages.
3. Students unable to maintain a cumulative GPA of at least a 3.0 for two (2) consecutive semesters will be dismissed from the MSW program.
4. Students admitted on provisional status will be dismissed after one semester if unable to attain a 3.0 GPA. (See section below on Dismissal from the Program)
5. Students must earn a minimum grade of a “C” in all required social work courses including a grade of “S” in practicum and seminar courses.
6. Students who receive a “D” in a required social work course must repeat the class in the next semester it is offered. Students may not register for courses that require the course in which the “D” was received if the course is a prerequisite or co-requisite. Students must wait to take these courses until such time the course in question has been retaken and a grade of “C” or better has been earned.
7. Students receiving a grade of “F” in any social work course will be dismissed from the MSW program. Students wishing to be considered for re-admission to the program must reapply. Note: Students admitted, as Advanced Standing who fail or receive a grade of “D” in the summer bridge course may not continue in the concentration sequence.
8. Students who receive a grade of “D” in a required social work course may not continue in the Concentration Sequence. In both cases, Advanced Standing students may request admission to the Foundation sequence. If a student fails a class during their Concentration Sequence, they will be dismissed as per the dismissal policy in this handbook.

Behavioral and Professional Standards for MSW Students

Students are expected to meet the ethical and behavioral standards detailed below. Further statements of student behavior and performance are found within the Graduate Catalog <https://catalogs.nmsu.edu/nmsu/regulations-policies/> , the NMSU Student Handbook (<https://studenthandbook.nmsu.edu/>) and the NMSU Student Code of Conduct (<http://studenthandbook.nmsu.edu/>)

Professional behavior is one of the core competencies for social work programs. This competency is based in the Code of Ethics put forth by the National Association of Social Workers (NASW). The code guides the NMSU School of Social Work and all students must strive to abide by the standards. The NASW Code of Ethics can be found online: <http://www.naswdc.org/pubs/code/default.asp> In the event of academic or non-academic misconduct, students are held to the rules that are found in the NMSU Student Handbook. Student grievance and appeals processes are outlined in the General Rules and Regulations and Special Grievance Policies sections of this handbook.

Professional Conduct

In addition to the academic expectations, social work students are expected to demonstrate professional behavior that reflects a commitment to the core values of the social work profession. Behavior contrary to the ethical standards of social work will be cause for review of the student's admission to the program or continued future within the MSW Program.

Examples of behavior that would warrant such a review include:

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

Since the role of social worker involves helping people from a variety of backgrounds and with a range of problems, it is important that social work students not permit personal issues to interfere with this role. Students must have the emotional and psychological resources necessary to render effective assistance to those in need. In instances where MSW students demonstrate behaviors that suggest that their own difficulties are not sufficiently resolved to be able to help and support others at the time, they may be denied admission to the program or once admitted may be dismissed from the program.

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

NMSU Student Accessibility Services (SAS)

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues related 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. 208, Phone: (575) 646-6840 (V/TTY), E-mail: sas@nmsu.edu . SAS website is: sas.nmsu.edu .

MSW students who believes she or he may need to obtain accommodation to be successful in this academic program are encouraged to contact the SAS office prior to the start of their first semester or early in the semester. Students who are approved for accommodations by SAS will be notified by email along with their instructors. Accommodations can only be given by an instructor if officially notified by SAS.

NMSU policy prohibits discrimination based on age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veteran's status.

Students' rights and Responsibilities Regarding Title IX (Applies to classroom and field settings)

Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment, and retaliation. For more information on discrimination issues, Title IX or NMSU's compliant process contact: Lauri Millot, Executive Director and Title IX Coordinator or Agustin Diaz, Associate Director and Deputy Title IX Coordinator, Office of Institutional Equity (OIE) O'Loughlin House, Phone: (575) 646-3635, E-mail: equity@nmsu.edu, Website: www.nmsu.edu/~eeo/.

POLICIES FOR STUDENT PROTECTION IN THE FIELD

Liability Insurance

New Mexico State University, through New Mexico State Risk Management, provides professional liability coverage for students enrolled in health care instructional programs for the academic year. Students are not required to obtain additional insurance coverage.

Personal Use of Automobile

Students shall not use their automobile for transporting clients in their private vehicles. Any accident or injury incurred while doing so is the student's responsibility and is subject to the student's private auto insurer.

Safety and Risk Management

The School of Social Work is committed to preparing social work students for potential dangers they may encounter in the agency, field, or client home environment and their responsibilities for confidentiality. All students should learn the details of HIPPA (see HSS web site <http://www.hhs.gov/ocr/hipaa>

Safety Plans at Field Agency

Each student is responsible for becoming informed as to the safety policies of his/her field agency. In addition, students should know the safety plan for their agency. For example, where will you go in a fire, what do you do if a client seems dangerous, what are the agencies safety plans for visiting clients, etc.? Each agency should have its own plan.

Dual Relationships

Social workers who function as educators or field instructors for students should not engage in dual or multiple relationships with students, because the educator or field instructor's position of authority creates a risk of exploitation or potential harm to the student, as well as risk of liability to the institution. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries (NASW Code of Ethics <http://www.naswdc.org/pubs/code/default.asp>)

Dual relationships include pre-existing personal and/or professional relationships that overlap with field education responsibilities.

Such relationships can create conflicts of interest or have a negative impact upon field education goals. Thus, it is the policy of the School of Social Work that when such a relationship exists between the student and the field instructor, the student and the liaison, or the liaison and the field instructor, the Field Coordinator must be notified immediately. See Also NMSU Policy 3.22.

Sexual Harassment and Other Forms of Prohibited Discrimination

Sexual discrimination, including sexual misconduct or sexual harassment shall not be tolerated. Any student who believes that they have been subjected to any form of prohibited discrimination, including sexual harassment or misconduct, should report it to a supervisor within chain of command or to the NMSU Office of Institutional Equity. Similarly, any field supervisor/ instructor, employee, faculty, academic administrator or other representative of the field agency shall report to the Office of Institutional Equity upon receipt of any report by a student or employee that indicates an incident relating to discrimination or harassment. All forms of prohibited discrimination, e.g. age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, serious medical condition, sex, sexual orientation, spousal affiliation or protected veteran status as outlined in federal and state anti-discrimination statutes. Harassment in the same forms as described for sexual harassment (jokes, slurs, etc.) is just as illegal if based on race, religion, ethnicity, sexual orientation... including sexual harassment generate a harmful atmosphere that seriously undermines the trust that essential to the learning environment. Such conduct has the effect of unreasonably and substantially interfering with an individual's welfare, academic, or professional performance, or creates an intimidating, hostile, offensive, and demeaning work or educational environment. The field instructor has an affirmative duty to maintain a workplace free of discriminatory harassment and intimidation.

Sexual Harassment encompasses a wide range of unwanted, sexually-directed behaviors, including verbal harassment or abuse (perhaps in the guise of humor); subtle pressure for sexual activity; sexually directed remarks about a worker's clothing, body, or sexual activities; unwanted touching, patting, or pinching; leering or ogling of a worker's body; demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, or letters of recommendation; physical assault, etc.

Examples of Prohibited Behavior:

1. Threats or intimidation of a sexual nature or sexual contact. Continual or repeated verbal assault of a sexual nature including graphic commentaries about person's body; sexually degrading words to describe the person, or propositions of a sexual nature.
2. Threats or insinuations that the person's employment, grades, wages, promotional opportunities, classroom or work assignments, or other conditions of continued placement may be adversely affected by not submitting to sexual advances.

Procedures in the field

When a student believes that he/she has been the subject of sexual harassment in the field agency setting, the student should notify his/her supervisor/instructor and field liaison or the NMSU Office of Institutional Equity. If the student notifies someone in the MSW program, that person will notify the Office of Institutional Equity and follow the guidance from that office for resolution.

Students should read NMSU Policy 3.25, "Discrimination, Harassment and Sexual Misconduct on Campus". The student is encouraged to report to the Office of Institutional Equity, and may also bring the matter to the attention of the MSW Administrative Team, the College of Health and Social Service Grievance Committee, the NMSU Dean of Students or appropriate state and federal agencies charged with investigating illegal discrimination. No student will be subject to retaliation for having contacted one of these offices or for having

made a report or complaint, or for cooperating with any investigation into alleged discriminatory misconduct.

ADVISEMENT

The School of Social Work emphasizes the importance of the advisor/advisee relationship, striving to develop a relationship which is mutually respectful and satisfying. The principle objective of advising is to enable students to achieve their educational goals, consistent with the objectives of the School and the profession. The student is placed at the center of her/his learning and has primary responsibility for the educational effort. Advisors are responsible for fostering an integration of the total educational experience and facilitating student progress toward educational and career goals.

Advising includes an ongoing assessment of each student's aptitude, motivation, and suitability for a professional career in social work. The Advisement is designed to assist students in clarifying all aspects of the MSW Program. In addition, academic and faculty advisement will assist students in:

1. Submitting university forms, with academic advisor's signature, as required. (Academic Advisor)
2. Mapping out a semester-by-semester plan of study, with a schedule of courses prior to the registration period; (Academic Advisor)
3. Developing a program of study that includes approving elective courses; (Academic Advisor)
4. Personal, professional, and career development. (Faculty Advisor)

The School of Social Work offers students two types of advising – **Academic Advising** and **Faculty Advising**:

MSW Academic Advising

Academic advising is provided at both Las Cruces and Albuquerque campus locations. Academic advising includes inquiry about the MSW program, STAR audits, transfer credits, advisement regarding course selections, all necessary paperwork related to graduation and recruitment, responsible for coordination concerning academic performance.

MSW Faculty Advising

Faculty advising is also provided in both locations. MSW Faculty Advisors provide advising related to professional development and issues related to academic success (e.g. conflicts with instructors, other students, life events that interfere with academic success). All MSW students are assigned a full time MSW Faculty member as their faculty advisor.

While it is expected that students first seek assistance from their academic and/or faculty advisors, if an academic or professional advising issue cannot be resolved at that level, the issue will be referred to the MSW Program Coordinator for consideration and resolution.

For successful advisement, students are expected to

1. meet with their academic advisor at least once per semester, i.e. registration periods to discuss and decide matters related to programmatic requirements, scheduling of

- classes, course registration, elective choices, etc.;
2. contact their academic advisor if considering a leave of absence, withdrawing from the program, or making plans that are outside of the standard student Program of Study;
 3. meet with their faculty advisor, if requested, to discuss academic or professional performance issues that may jeopardize their continuation in the MSW program;
 4. collaborate with their faculty advisor in reviewing options and alternatives regarding problem solving, including taking a leave of absence, continuation and/or withdrawal from the program, or participating in a Counseling-in Process that includes the student's instructors, field director and field instructor. The academic advisor is available to guide students in this process and inform them about available options.

Advisor Roles	Faculty Advisor	Academic Advisor
Provide advice and counsel advisees when they are experiencing difficulties	X	
Assist students on matters pertaining to the university and community, career/employment planning, special projects, practicum experiences, and possible problems impinging on academic performance	X	
Initiate a Counseling-in Process and work with the advisee to find appropriate solutions to problems		X
Help the student plan a program of study during registration, including helping in course selection; orientation to the substance and structure of the MSW curriculum; and explanation of the expectations entailed in the role of the student		X
Sign student Add/Drop forms, candidacy forms, and other forms as required		X
Monitor student progress ensuring that all degree/curriculum requirements are fulfilled in an orderly, timely and satisfactory way		X
Consult with advisee's instructors about problems impacting the student's performance, discussing the matter with the student and maintaining accurate and up-to-date student records with relevant and regular notations	X	X
Support and protect the rights of students by informing them of grievance procedures	X	X
Conduct a thorough and final "audit" of their advisee's academic records certifying that all MSW degree requirements have been satisfactorily completed for graduation.		X
Answer questions about the admission process		X

Changing Faculty Advisor

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

Changing Registration

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

GRADUATING FROM THE MSW PROGRAM -ADVANCEMENT TO CANDIDACY

Graduate Forms

All graduate forms can be accessed at the Graduate School website. Go to <http://gradschool.nmsu.edu/>, click on "current students" and then click on "graduate forms." You may also access them by going to <http://gradschool.nmsu.edu/graduate-forms/>. The admission of a student to the Graduate School does not imply admission to candidacy for an advanced degree. The School in which the student intends to become a candidate for a master's degree must be satisfied as to the student's sound basic training and the ability to pursue studies at the graduate level. Departments may require a comprehensive qualifying examination before officially approving any candidate for the master's degree.

Checklist for Master Degree Candidates

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

Following is a checklist to determine if essential paperwork is complete.

1. **STAR Degree Audit (Student Academic Requirements)** A degree audit check should be completed with your academic advisor prior to submitting the Final Examination form.
2. File **Transfer for Credit Form** in the first semester (if applicable).
3. Register for master's thesis or research project during appropriate semesters (if applicable). Obtain and read a copy of guidelines,
4. **Preparation of a Thesis or Dissertation**, (if applicable) from the Graduate School. This may help you decide which research option to select.
5. File **Application for Degree Form**. (See current Academic Calendar for deadlines). Students can submit their Application for Degree (Diploma) on your my.nmsu.edu site under the "Student" tab → "Student Records & Degree

Application” → “Application for Degree (Diploma). You will be charged a submission fee. If you are not able to complete all requirements by the deadline specified on the application for degree, you will forfeit any fees paid and will have to reapply and pay the fees again.

6. Complete the end of your second to last semester in the program, make arrangements with the program to schedule your final examination.

Final Examination

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

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

Information regarding the format and structure of the final examination will be provided to students. The final examination can only be taken in students’ final semester of the program.

Research Option: Thesis

Graduate students in Social Work have two program options, the thesis or the final exam/final project. The thesis option is typically selected by students who intend to pursue a Ph.D. degree.

There are several steps involved with the Thesis Track. First, a student secures a thesis chair, and then works with the chair to form a thesis committee. Next, the student works with the chair and committee to write a thesis proposal, which involves a rationale for conducting the proposed research and details the intended research design. A student should ideally choose a thesis chair by the end of the first semester of the program of study.

The master’s degree committee must consist of a minimum of three members. The thesis chair serves as the committee chair, and the second committee member must also be graduate faculty but can either be tenure-track or college-track faculty in the School of Social Work. A third member serves as the Graduate School Dean’s Representative, and must be from a different department. The Dean’s Representative ensures that the Graduate School policies and procedures are followed throughout the thesis process.

A student may elect to have more than (but not fewer than) three thesis committee members. The thesis chair works with a graduate student toward proposal approval and thesis defense. A thesis chair ultimately directs the student’s research activities, such as: choosing a topic, initial research design, suggestions for further reading, developing a theoretical foundation, completing the IRB process, providing critical feedback on emerging analysis and scholarly writing, and guiding both the proposal and defense process.

Once your committee is selected and you choose the thesis tract, you will need to register for the thesis option. Having once registered for a thesis, a student must continue to register for a minimum of one (1) credit of thesis or course work each regular semester (except summer unless you are defending during the summer) until the thesis is approved by the Graduate School. Anyone who fails to abide by this requirement will be considered withdrawn from the University and, to resume studies, must formally apply for readmission and satisfy the requirements in effect at the time of re-application.

The thesis is a piece of original research conducted in a systematic and rigorous manner. The thesis topic is in an area of personal or practice interest to the student. This can often be a topic arising from the student's field or practice experience. The thesis must be related to social work and advanced generalist practice. It may employ quantitative or qualitative approaches, determined by the questions and interests of the student. Should you choose the thesis option, listed below are required MSW program procedures:

1. With the support of the Chair, the student must complete a Thesis Proposal Form and formulate a proposal of 4-6 pages which includes:
 - a. the research question
 - b. the literature review to support the question
 - c. brief description of the research method
 - d. relevance to social work and advanced generalist practice
2. The proposal is reviewed by the proposal committee which either:
 - a. accepts the proposal
 - b. rejects the proposal
 - c. accepts conditionally on fulfillment of specific recommendations

For specific instructions on thesis preparation and format, the student should obtain the Guidelines for Preparing a Thesis or Dissertation from the Graduate School (<http://gradschool.nmsu.edu/theses-dissertations/>) and consult, as needed, with the thesis editor in the office of the Graduate School. Students are advised to submit to the editor, prior to typing in final form, a list of references, table of contents, figures, and tables so that the format may be checked for accuracy. Follow the graduate school policies and timelines to submit your thesis at the appropriate time to graduate within your individual program of study.

HUMAN RESEARCH PARTICIPANTS

The University's policy on the use of human subjects in research projects is covered in NMSU's *Administrative Policies and Procedures Manual*. These policies are strictly enforced by each college and by the Graduate School. A *Permission to Use Human Subjects in Research* form must be completed and approved prior to undertaking any research project involving human subjects (including interviews, surveys, etc.).

The forms are available at: <http://research.nmsu.edu/compliance.html>. Students must also complete the computer-based training for researchers and research staff found at the CITI site: <https://www.citiprogram.org>

STUDENT-RELATED POLICIES OF THE SCHOOL OF SOCIAL WORK

This section gives information about some of the student-related policy details of the School of Social Work. We hope the associations you make here with faculty, staff and fellow students will form the basis for the professional network essential for effective practice in the profession.

Students' rights and responsibilities

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

School Governance and Graduate Students

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

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

Mail and Announcement Notification

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

Communication with Faculty and Staff

Students are encouraged to use faculty/staff NMSU email to communicate with faculty or staff members when the individual cannot be reached in person. All School of Social Work faculty and staff are required to monitor NMSU email.

FINANCIAL AID AND GRADUATE ASSISTANTSHIPS

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

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

Scholarship Opportunities through CHSS and the School of Social Work

The School of Social Work and the College of Health and Social Sciences have scholarships available on a yearly basis. Students will receive notification via Email regarding these opportunities and may contact Sarah Baker, CHSS Student Program Coordinator, 575-646-4691 or sjbaker@nmsu.edu for application forms. Scholar Dollar\$ <https://scholarships.nmsu.edu/> is the singular online scholarship application, application processing and scholarship awarding system for New Mexico State University.

See a list of possible opportunities for MSW students below:

1. **Betty Jean and Thomas James Shinas, Jr. Endowed Scholarship (awarded to one graduate student)**
 - a. Must be pursuing a Master of Social Work degree.
 - b. Must maintain a minimum 3.5 cumulative GPA.

2. **FYI, Inc., Graduate Social Work Student Endowed Scholarship (awarded to one or more graduate students)**
 - a. Must be pursuing a Master of Social Work degree.
 - b. Must be a resident of New Mexico.
 - c. Must have a minimum 3.0 cumulative GPA
 - d. Financial need, as determined by current and official FAFSA results, may be a consideration but is not a requirement.
 - e. Preference is to students who are employed fulltime in a social work-related environment.
 - f. Must be committed to serving and meeting the needs of families, youth and children of New Mexico upon graduation.

3. **Lucille Allen Social Work Endowed Scholarship (awarded to one graduate student)**
 - a. Must be pursuing a Master of Social Work degree.
 - b. Preference is given to a female student.
 - c. Preference is given to a student who has entered the graduate level program after a period of time since earning an undergraduate degree.
 - d. Preference is given to a parent with a dependent child.

4. **Rose H. Praisner Memorial Endowed Scholarship (awarded to at least one graduate student and at least one undergraduate student)**
 - a. Must be majoring in Social Work.
 - b. Must be a resident of New Mexico.
 - c. **The undergraduate student must be a junior or senior.**
 - d. Must have a minimum 3.0 cumulative GPA. Preference is for students interested in public health and/or maternal-child health.

5. **Human and Community Services Social Work Scholarship (awarded to one or more students)**
 - a. No criteria; this comes from the Social Work general scholarship fund.

6. **MC Cowen Behavioral Health**
 - a. Preference given to a student specializing in behavioral health as evidenced by student field practicum.

APPENDIX I: MSW COURSE CATALOG DESCRIPTIONS

Course	Course Name	Course Description
MSW 500	Social Problems and Social Welfare Policy	An overview of social and economic problems in the United States and the historical and current social welfare policies aimed at alleviating these problems. Emphasis on developing an awareness and ability to change policies that impact vulnerable
MSW 503	Policy Analysis and Change	This course will emphasize policy practice focusing on policy analysis and creating and implementing policy change.
MSW 509	Socio-cultural Concepts and Populations of the Southwest	Theoretical and socio-historical perspectives on racism, sexism, ageism, heterosexism, classism, and other forms of discrimination and oppression. Cultural diversity, strengths and Southwest and border issues are emphasized.
MSW 510	Human Behavior and the Social Environment I	Major theories of human behavior and the life span from conception to adolescence. Focuses both on the areas of concern and risk for client systems and on the opportunities and strengths in the social environment.
MSW 520	Social Work Practice I	This is the first course of a two-course sequence. An introduction to the generalist cross-cultural, social work practice perspective with individuals and families, focusing on social work as a profession, social work knowledge base, professional development, relationship building and assessment with individuals and families within a framework of social work values and ethics.
MSW 521	Social Work Practice II	This is the second course of a two-course sequence. A continuation of the generalist cross-cultural, social work practice perspective with individuals and families, focusing on goal setting, contracting, implementation, and outcome assessment. The course also applies the generalist practice perspective and methods to larger systems: groups, organizations, and communities and includes relationship building, assessment, goal setting, contracting, implementation and outcome assessment within a framework of social work values and ethics.
MSW 524	Practice III: Advanced Practice with Individuals	This class builds on Foundation Year Practice courses (MSW 520, 521) by integrating theory and practice, and advancing skills in selecting, applying, and evaluating practice interventions in a culturally sensitive manner with individuals (children, adolescents and adults).
MSW 525	Practice IV: Advanced Practice with Groups	This course will address the knowledge, values and skills needed to work effectively with diverse populations in group settings. The course will build on Foundation Year courses (MSW 520 and 521) by integrating theory and practice, and advancing skills in selecting, applying and evaluating practice interventions in a culturally sensitive manner with social work groups.
MSW 526	Practice V: Advanced Practice with Families	This class builds on Foundation Year Practice courses (MSW 520 and 521) by integrating theory and practice, and advancing skills in selecting, applying, and evaluating practice interventions in a culturally sensitive manner with families.
MSW 527	Practice VI: Advanced Practice with Organizations and Communities	This class builds on Foundation Year Practice courses (MSW 520, 521) by integrating theory and practice, and advancing skills in selecting, applying, and evaluating practice interventions in a culturally sensitive manner with organizations and communities.

MSW 547	Social Work Mental Health Practice	This course is designed to add to the practice sequence for Masters Level students in Social Work. It addresses social work assessment of major mental health issues across the life span with an emphasis on resiliency and coping skills. Culturally responsive practices are applied to the major issues of mental health. Basic psychopharmacology, neurobiology, and the ways in which Social Workers interact with clients to aid education and effective treatment of medical interventions will be a prominent part of this course. Evidence-based practices useful for work in various disorders will be incorporated. Restricted to: MSW majors.
MSW 549	Generalist Field Practicum	Supervised professional practice in a community social service agency, providing experiential instruction and learning. 225 clock hours required. Seminar required. Grade S/U
MSW 550	Generalist Field Practicum B	Supervised professional practice in a community social service agency, providing experiential instruction and learning. 225 clock hours required. Seminar required. Letter grade.
MSW 551	Generalist Field Practicum I	Supervised professional practice in a community social service agency, providing experiential instruction and learning. 225 clock hours required. Seminar required. Grade S/U
MSW 552	Generalist Field Practicum II	Supervised professional practice in a community social service agency. 225 clock hours required. Seminar required.
MSW 554	Advanced Generalist Field Experience I	Supervised professional practice in a community social service agency providing experiential learning in advanced generalist practice. Seminar required. 250 clock hours required.
MSW 555	Advanced Generalist Field Experience II	Supervised professional practice in a community social service agency providing experiential learning in advanced generalist practice; seminar required. 250 clock hours required.
MSW 556	Advanced Generalist Field Practicum	Supervised professional practice in a community social service agency providing experiential learning in advanced generalist practice. Seminar required. 250 clock hours required. Letter grade.
MSW 557	Advanced Generalist Field Practicum B	Supervised professional practice in a community social service agency providing experiential learning in advanced generalist practice. Seminar required. 250 clock hours required. Letter grade.
MSW 559	Social Work Practice for Advanced Standing	This course is required for all advanced standing students and is aimed at providing the conceptual orientation for the concentration year graduate program. The goal of this course is to enhance social work practice theory, knowledge in preparation for concentration year courses in advanced generalist social work practice. The key themes and concepts presented, explored, and analyzed in this course include: the fit between the Social Work Code of Ethics and personal values and belief systems; analysis of theory, ethics, and conceptual frameworks for concentration year advanced evidenced based Social Work practice courses in diverse settings. Restricted to MSW majors
MSW 560	Social Work Research	Introduction to analytical skills used in social work research: problem formulation, research designs, measurement, instrumentation, data collection and analysis, use of human subjects in research, and application of research knowledge to social work practice.

MSW Special Program Courses		
Course #	Course Name	Course Description
MSW 590	Family and Child Welfare Policy	Historical review and evolution of child welfare policies, initiatives and factors that influence child welfare service. Child welfare policies and services specific to the state of New Mexico are infused throughout the course. Taught with SWK 490.
MSW 595	Independent Study	Individual study to augment depth of knowledge in area related to course of study. Prerequisite: consent of instructor. May be repeated for maximum of 6
MSW 597	Special Topics	Specific subjects to be announced in the Schedule of Classes. Open to graduate students in related disciplines and to community professionals in related disciplines and to community professionals in related fields. Prerequisite: consent of instructor. May be repeated for unlimited credit under different subtitles.
MSW 599	Graduate Thesis	Required for thesis option. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Restricted to MSW students.