



SCHOOL OF SOCIAL WORK
NEW MEXICO STATE UNIVERSITY



MASTER OF SOCIAL WORK PROGRAM
APPLICATION

ACADEMIC YEAR 2009/2010



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

www.nmsu.edu/~socwork

EARLY APPLICATION DEADLINE – NOVEMBER 28
APPLICATION DEADLINE – JANUARY 15
(For Best Consideration)

TABLE OF CONTENTS

THE UNIVERSITY 1

ACCREDITATION 1

THE PROGRAM 1

APPLICATION DEADLINES 1

THE CONCENTRATION 1

PROGRAM LOCATIONS..... 2

Las Cruces 2

Albuquerque 2

TECHNOLOGY EXPECTATIONS AND REQUIREMENTS 2

JOINT DEGREE PROGRAM AND INTERDISCIPLINARY GRADUATE MINORS 3

Joint MSW/MPH Degree Program 3

Minor in Alcohol and Drug Counseling 3

Minor in Gerontology 3

CURRICULUM OPTIONS..... 3

COURSE OF STUDY: FULL TIME PROGRAM 4

COURSE OF STUDY: FULL TIME PROGRAM 4

COURSE OF STUDY: ADVANCED STANDING 4

COURSE OF STUDY: PART TIME PROGRAM 5

SCHOOL OF SOCIAL WORK MSW ADMISSION AND RETENTION POLICIES 6

ADMISSION TO THE MSW PROGRAM 6

APPLICATION PROCESS 6

Application is a two-step process. 6

Application to the Graduate School 6

ADMISSION REQUIREMENTS..... 7

Two-Year Full Time Program or the Three-Year Part Time Program..... 7

Advanced Standing or Part-Time Advanced Standing Program 7

APPLICATION MATERIALS REQUIRED FOR EVERY APPLICANT TO THE MSW PROGRAM..... 8

APPLICATION WITHDRAWAL..... 9

PERSONAL INTERVIEWS 10

FELONY OR OTHER CRIMINAL RECORD 10

NO CREDIT FOR LIFE OR WORK EXPERIENCE..... 10

FIELD PRACTICUM..... 10

EXEMPTION AND EXAMINATION WAIVER POLICY 11

THESIS 11

ADVISEMENT 11

GRADUATE ASSISTANT EMPLOYMENT 11

FINANCIAL AID 11

RESIDENCE REQUIREMENTS..... 12

TRANSFERS..... 12

NON-DISCRIMINATION 12

MSW PROGRAM APPLICATION 13

CONFIDENTIAL LETTER OF REFERENCE

CONFIDENTIAL LETTER OF REFERENCE

CONFIDENTIAL LETTER OF REFERENCE

MSW APPLICATIONS PACKET - CHECK LIST

MASTER OF SOCIAL WORK NEW MEXICO STATE UNIVERSITY

THE UNIVERSITY

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

ACCREDITATION

The Council on Social Work Education (CSWE) accredits the MSW Program at NMSU.

THE PROGRAM

The MSW Program is designed to provide academic and fieldwork education with an emphasis on advanced generalist practice with populations of the southwest. Social work education is built on two components: classroom education and field practice experience. **The field practice component requires students to spend specified hours in a social service agency each week.** In the first year, students are in the field for a total of 450 hours over two semesters. Second year students are in the field for a total of 500 hours over the course of two semesters. Students can expect to spend a minimum of 15-18 hours a week in their field practice experience. Part-time students follow the same application procedures, are evaluated by the same criteria, and take the same classes as full-time students.

Students need to be aware of the time commitment required to attend school. Students in the full time program will have four academic courses each semester and a practicum. This will entail 12 hours per week in the classroom and 15 to 18 hours per week in the practicum. Part time students take two academic courses and in their last two years will also spend 15 to 18 hours per week in the practicum. Thus, given the demands of 24 hours per week doing direct school work and time needed for studying, part time students will find it difficult to work a full 40 hour per week job. Part time students employed in the field of social services may find that they can arrange to do their practicum at their place of employment. This is subject to a number of criteria that must be met and it is not possible in all agencies to implement this type of practicum. If these are issues you have questions about, you are urged to discuss them with the Graduate Coordinator in advance of your completing the application.

The curriculum has been designed according to the requirements of the Council on Social Work Education. The educational model upon which the Program is built proposes that there are two levels of social work education—foundation and an advanced concentration. A common core of social work values, knowledge and methods unifies practice at both levels. The foundation is centered on values, knowledge, and skills central to generalist practice with individuals, families, groups, organizations and communities.

APPLICATION DEADLINES

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

- Early applications received by November 28th will be given first consideration for Graduate Assistantships.
- For a Graduate Assistantship you must request and fill out a GA application. In order to be considered you must have a cumulative GPA of 3.0 or higher.
- Late applications that are complete will be considered when received between January 16th and May 15th on a space available basis.

THE CONCENTRATION

The concentration in the Master of Social Work Program at New Mexico State University is *advanced generalist social work practice with populations of the southwest*. Building on the liberal arts perspective and foundation courses, students develop advanced skills and knowledge in enhancing the strengths of individuals, families, groups, communities and organizations. Students will develop skills and knowledge necessary and effective interventions in the different sized systems listed above. These advanced skills and knowledge incorporates cultural responsiveness to the needs of diverse individual, families, groups and communities found within the southwest. This strengths based collaborative practice approach is built on the foundation of social work values.

PROGRAM LOCATIONS

Las Cruces

The main campus site offers both the full two year and Advanced Standing MSW programs. The MSW program is offered on both a full time and part time basis. The Advanced Standing Program is offered on both a full time and part time basis. Advanced standing is offered only to graduates of CSWE accredited BSW programs who meet specific admissions criteria (See Admissions page for listing of criteria). Advanced standing students can complete their MSW degree by taking 36 credit hours [over approximately 15 months]. Students enrolled in the part-time MSW program take a reduced number of courses each semester and complete the program over a three-year period. In addition, courses for the part-time program are scheduled after 5:00 p.m. to allow students who work during the day to attend classes. Full time and part-time students begin their MSW program in the fall semester. Advanced standing students begin in summer session II. For a current schedule of courses, program information, and advisement please contact the graduate program coordinator, Dr. Alice Chornesky. Dr. Chornesky can be contacted by email at achornes@nmsu.edu or by calling (505) 646-2846. You may also receive this information from the NMSU School of Social Work by calling Student Services at (505) 646-3529/646-2143 or e-mail at socwork@nmsu.edu.

Albuquerque

Please note that both the full time two year program and the full time Advanced Standing programs are now offered in Albuquerque in addition to the part-time MSW programs. Both the MSW Regular Part-time Program and the Advanced Standing Part-time Program are available. Advanced standing is offered only to graduates of CSWE accredited BSW programs who meet specific admissions criteria (See Admissions page for listing of criteria). Classes and faculty/staff offices are located in the NMSU Albuquerque Center. This facility is located in the Compass Bank Building at 2444 Louisiana NE, Suite 101. **Courses are offered in a variety of formats that include a compressed learning format taught all day on Saturdays, evening classes offered during the semester, web-based only instruction, and a blended format using the web and face to face instruction on Saturdays and/or weekday evenings.** For a current schedule of courses, program information, and advisement please contact the Albuquerque Site/Field Coordinator. The Site Coordinator can be contacted by email (socwork@nmsu.edu) or by telephone at (505) 830-6936. You may also receive this information from the NMSU School of Social Work by calling Student Services at (505) 646-3529/646-2143 or the Graduate Program Coordinator, Dr. Alice Chornesky (achornes@nmsu.edu), at (505) 646-2846.

TECHNOLOGY EXPECTATIONS AND REQUIREMENTS

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

Many of the courses in the program will make use of WebCT, NMSU's online instruction environment. Increasingly, some courses in both Las Cruces and Albuquerque may only be offered via the web on WebCT. 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).

The School provides basic training in how to access and utilize NMSU's electronic resources. These trainings are provided to students both in Albuquerque and in Las Cruces. In addition, 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/>

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 deep discount, Microsoft programs to students. Students may also find educational discounts on software at the NMSU bookstore. The student-teacher package of Microsoft Office, priced much lower than the full business package, is available at both internet and local retailers with the appropriate proof of student status.

JOINT DEGREE PROGRAM AND INTERDISCIPLINARY GRADUATE MINORS

Joint MSW/MPH Degree Program

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

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

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

Interdisciplinary Graduate Minors

Minor in Alcohol and Drug Counseling

This minor involves the departments of: Counseling and Educational Psychology; Criminal Justice; Family and Consumer Science; Health Science; Nursing; and Social Work. Completion of this minor will prepare students for completion of the coursework necessary to take the exam for state licensure as a drug and alcohol counselor in the State of New Mexico. If you are interested in the minor please request an information sheet from the Graduate Program Coordinator that will outline the program requirements and specify the application process.

Minor in Gerontology

The Department of Health Science offers an on-line Graduate Minor in Gerontology. The Minor in Gerontology program is designed in part for non-traditional, location-bound students, who are working or otherwise occupied on a full-time basis. Health and human service professionals, current students, and others who are interested in acquiring basic knowledge in a cross-cultural context about gerontology and geriatrics are encouraged to consider this program. If you are interested in the minor please request an information sheet from the Graduate Program Coordinator that will outline the program requirements and provide contact information.

CURRICULUM OPTIONS

Changes may take place as the curriculum is refined and improved in response to accreditation standards and community needs. Both Programs listed below are available either as full time or part time courses of study.

Two-Year Program or (Part-time Three Year Program)

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

Total clock hours in Field Practicum = 950

Advanced Standing Program or (Part-time Advanced Standing)

Total minimum credit hours for completion of Advanced Standing Program = 36

Total clock hours in field Practicum = 500

COURSE OF STUDY: FULL TIME PROGRAM

Deadline for application for admission is **January 15**.
Late applications will be processed on a space available basis.

Year One

Fall Semester

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

Spring Semester

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

Year Two

Fall Semester

MSW	The second year courses are under revision	3 credits
MSW		3 credits
MSW		3 credits
MSW Practicum I		3 credits
MSW 561 Research or MSW 599 Graduate Thesis		<u>3 credits</u>
		15 credits

Spring Semester

MSW	The second year courses are under revision	3 credits
MSW		3 credits
MSW 555 Practicum		3 credits
Related Electives		<u>6 credits</u>
		15 credits

(60 credit hours for the full time program)

COURSE OF STUDY: ADVANCED STANDING – SS II

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

SS II

MSW	The curriculum is under revision	3 credits
MSW		<u>3 credits</u>
		6 credits

(36 credit hours for advanced standing)

COURSE OF STUDY: PART TIME PROGRAM/PART TIME ADVANCED STANDING PROGRAM

Part Time Program –Year One

Fall Semester

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

Spring Semester

MSW 511 HBSE II	3 credits
MSW MSW Elective	3 credits

SS I

MSW 500 Social Welfare Policy	3 credits
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SS II

MSW 509 Socio-Cultural Concepts	3 credits
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Part Time Program - Year Two

Fall Semester

MSW 551 Generalist Field Practicum I	3 credits
MSW 520 Social Work Practice I	3 credits
MSW 560 Social Work Research	3 credits

Spring Semester

MSW 521 Social Work Practice II	3 credits
MSW 552 Generalist Field Practicum II	3 credits
MSW 561 Research or MSW 599 Graduate Thesis	3 credits

SS I

MSW	3 credits
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SS II

MSW	3 credits
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Part Time Program - Year Three

Fall Semester

MSW	3 credits
MSW	3 credits
MSW 554 Practicum	3 credits

Spring Semester

MSW	3 credits
MSW 555 Practicum	3 credits
MSW Elective	<u>3 credits</u>
	60 credits

Part Time Advanced Standing – Year One

Fall Semester

MSW 509 Socio-Cultural Concepts	3 credits
MSW Elective	3 credits

Spring Semester

MSW	3 credits
MSW 561 Research or MSW 599 Graduate Thesis	3 credits

SSI

MSW	3 credits
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SSII

MSW	3credits
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Part Time Advanced Standing – Year Two

Fall Semester

MSW	3 credits
MSW	3 credits
MSW 554 Practicum	3 credits

Spring Semester

MSW	3 credits
MSW 555 Practicum	3 credits
MSW Elective	<u>3 credits</u>
	36 credits

The second year of the program will be under revision during the 2008-2009 academic year to reflect the development of the advanced generalist curriculum.

SCHOOL OF SOCIAL WORK MSW ADMISSION AND RETENTION POLICIES

ADMISSION TO THE MSW PROGRAM

Social work is a profession that is committed to serving individuals, families, groups, organizations and communities representing the fullest diversity of our society. This diversity may be evidenced on the basis of race, color, sex, sexual orientation, age, religion, national origin, marital status, political belief, mental or physical handicap, 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, previous practicum evaluations, a personal assessment 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) and, personal characteristics which will enable the student to render effective assistance to those in need. Applicants are individually rated by members of the Admissions Committee and the committee then makes the recommendation of acceptance or denial. As professional social workers, the admissions committee renders not only an objective appraisal of the applicant based upon grades and courses taken, but also renders a professional judgment about the applicant's overall fit and suitability for the profession. Data for making this appraisal come from the applicant's admission statement, letters of recommendation, field evaluations, and academic record materials.

APPLICATION PROCESS

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

Application to the Graduate School

All admission and application information for the Graduate School can be found on NMSU Graduate School website. <http://gradschool.nmsu.edu/> Please use this website for all current information related to your Graduate School application. International students will find additional information and the international student application on the NMSU Graduate School website. You may also contact the Graduate School by email at gradinfo@nmsu.edu or by telephone at (505) 646-2736. You are encouraged to apply to the Graduate School no less than 45 days prior to the School's application deadline date. This gives the Graduate School time to process your application to them and issue a referral to the School. **If you are applying to the dual MSW/MPH degree program please clearly mark this on the Graduate School application form.**

Your application must include **one** official transcript from **each** college or university you attended. These transcripts must come from the Registrar of each institution. (The Graduate School does not accept unofficial 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. Admission to the program cannot be granted without an official transcript indicating receipt of a bachelor's degree. Allow plenty of time when requesting transcripts. Your Graduate School application cannot be reviewed until all transcripts are received.

ADMISSION REQUIREMENTS

Two-Year Full Time Program or the Three-Year Part Time Program

To be considered for admission, an applicant must have:

1. **Bachelor's Degree in a liberal arts major from an accredited institution.** Coursework for the 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.).
2. **Bachelor' Degree in a non-liberal arts major from an accredited institution.** Students must show evidence of having taken at least two [2] courses from the humanities, two [2] from the natural and biological sciences (with one [1] course containing content in human biology), and three [3] from the behavioral and social sciences with at least one [1] course in sociology or psychology).
3. An overall grade point average of 3.0 on a 4.0 scale. In some instances, the School of Social Work will consider a 2.5 to 2.9 GPA for admission on a provisional basis. Students admitted on provisional standing must maintain a 3.0 GPA in the first semester in order to continue in the program. Applicants, who have been out of school for three or more years and have a cumulative undergraduate GPA below a 2.5, can demonstrate their capacity for graduate level work by taking 9 credit hours of graduate level coursework and obtaining a grade of B or better in each course. Courses taken for this purpose will not be applied toward the degree program.
4. Completion of steps under **Application Materials Required for the MSW Program** listed below.

Advanced Standing or Part-Time Advanced Standing Program

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

1. Completed a Bachelor of Social Work Degree from a program accredited by the Council on Social Work Education within *seven [7] years* beginning the first semester of the Advanced Standing program.
2. Send a copy of the last field practicum evaluation with the application packet*.
3. A cumulative GPA of at least 3.0. Preference will be given to those applicants whose cumulative GPA is 3.2 or higher. **There is no provisional admission to the Advanced Standing program based upon low grades or the student's GPA in the last 60 hours.**
4. In addition to the three required general references referenced below, the applicant must provide two (2) additional references. One of these additional references must be from the last field supervisor and the other from the last field liaison. (If these are not available, please contact the Graduate Coordinator to develop an alternative means for the evaluation of your practice experience). The applicant should make two additional copies of the reference forms provided for use by these additional references. You should request that these two references specifically address your level of performance and maturity in the field.
5. An applicant applying to the Advanced Standing program may also request to be considered for the full time 2 year program or the part time 3 year program.
6. Completion of all steps under **Application Materials Required for the MSW Program** listed below.

APPLICATION MATERIALS REQUIRED FOR EVERY APPLICANT TO THE MSW PROGRAM

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

1. A completed application form (see pages 13 to 15).
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.
3. **Three (3) letters of reference for Full time Program and five (5) letters of reference for the Advanced Standing Program (See #4 on page 7)**. The forms are included on the last three pages of the application packet (including one academic and one from a current employer or supervisor of volunteer work.). **The applicant must include the required references with the other application materials. You are to give the reference form to your reference and instruct them to place the form in a sealed envelop and to then sign their name across the sealed flap of the envelope.**
4. **Write your personal statement**
Social workers must be able to communicate in writing as part of their work. The personal statement is the only writing sample required as part of your application. It is your opportunity to share your information with the Admissions Committee. It will be used to evaluate your suitability for the MSW program at NMSU and the profession of social work.
 - a. It should be written thoughtfully and address all of the questions in a clear manner
 - b. It should demonstrate your ability to write at the graduate level by addressing the questions in a manner that demonstrates your ability to follow directions, write ideas coherently, use abstract thinking and use proper grammar and syntax.
 - c. The personal statement must be typewritten; 5-8 pages in length, size 12 font and be double spaced.
 - d. Include each letter and question in your personal statement to clearly indicate your response to each item.
 - e. You must follow and address each section of the Personal Statement Outline (below).

Personal Information

- i) Explain how you developed an interest in the profession of social work. Describe the relationships and experiences (personal, political, social, professional, therapeutic, and educational, etc) that you feel have contributed to the development of your interest in the profession of social work.
 - What aspect of social work interests you the most?
 - Identify a social issue of concern to you and describe how you would respond to it. Write in a manner that demonstrates your skill in scholarly writing.
 - What other professions have you considered? Why have you chosen social work over the others?
 - If you have prepared for or have been employed in a field(s) other than social work, discuss why you want to change to the field of social work.
 - Discuss your interest and motivation in working with individuals, families, groups, communities and organizations.
- ii) What special skills, knowledge, and personal qualities do you have that would make you a good social worker? Give examples.
- iii) What are your personal (physical, emotional, and intellectual) strengths and limitations? Are there any personal issues you want to share about your background that would give the admissions committee a better idea of who you are?

- iv) The social work profession is governed by the NASW code of ethics. This Code articulates the value of respect for individuals regardless of age, culture, class, ethnicity, disability, gender, national origin, race, religion, or sexual orientation. Social work's core values are service, social justice, dignity and worth of the person, importance of human relationships, integrity and competence.
 - How are your personal values compatible or incompatible with the social work profession's core values?
 - How will you reconcile any conflicts between your personal values and the requirements of the profession?
- v) Explain your financial and life management plan for the successful completion of graduate school? What social support systems do you have available to you in meeting your educational goals?
- vi) Discuss your professional social work career goals.

Volunteer and/or work Experience

- i) Give an example of a meaningful experience as a volunteer or employee in the human services.
 - ii) Discuss your experiences with diverse cultures. Give examples of your experience with some if not all of the following: different age groups; people from different ethnic, cultural, religious and/or national origin backgrounds; people with different sexual orientations, disabled people, people family structure, gender, and marital status. With which of these populations would you have the most difficulty? Explain?
5. If applying for **Advanced Standing** you must include your **BSW field evaluations**.
 6. Foreign student applicants must submit a Certificate of Support (GS Form 00) and TOEFL (Test of English as a Foreign Language) score if the applicant is from a non English-speaking university.
 7. Send materials to:
 - MSW Program Application
 - School of Social Work, MSC 3SW
 - New Mexico State University
 - P.O. Box 30001
 - Las Cruces, New Mexico 88003-8001

DEADLINE: The application deadline for all MSW programs is January 15. Please insure that all of your materials for both the Graduate School and School of Social Work have been turned in by the deadline date. **No incomplete applications will be considered.** Late applications will be considered between January 16 and May 15 on a space available basis. Early applications received by November 28th will be given first consideration for Graduate Assistantships (Note: You must have a cumulative GPA of a 3.0 or higher to be eligible for a GA position).

APPLICATION WITHDRAWAL

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

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

PERSONAL INTERVIEWS

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

FELONY OR OTHER CRIMINAL RECORD

Applicants to the program will be asked at the time of admission if they have ever been convicted of a felony, DUI/DWI and/or other criminal offense other than a minor traffic violation, or have such charges currently pending. If the applicant indicates an affirmative response to the above, the applicant will be asked to supply documentation on the nature of the offense and its disposition and explicit proof of rehabilitation if applicable. If admitted to the program, conditions may be placed on that person, such as restrictions on the choice of area of study and field placement. Applicants are further advised that some state boards of social work examiners, including New Mexico's, may refuse to issue a license or certificate of registration to any person who has been convicted in this or another state of a felony.

Based upon the information provided, the Admissions Committee will consider the nature of the offense, disposition, rehabilitation efforts and other relevant information to make an admissions decision. The committee can make the following choices: deny admission to the program, admit with conditions, or admit without conditions. Once admitted to the program, students must notify the School if they become convicted of a felony or other criminal offense. They are also required to provide relevant documentation as to the nature of the offense and its disposition. Once the School is notified, a formal counseling-in process will be implemented to review the nature of the felony, disposition, rehabilitation plans, and other relevant information. Based upon this review process a student can be terminated from the program, allowed to continue with conditions, or allowed to continue without conditions.

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

NO CREDIT FOR LIFE OR WORK EXPERIENCE

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

FIELD PRACTICUM

An integral part of a graduate social work program is completing the practicum experiences. For students enrolled in the Full time Program, four semesters (12 credit hours) of practicum placements are required at two different sites. The student spends 950 hours in the field. For students enrolled in the Advanced Standing Program, two semesters (6 credit hours) of practicum placements are required. The student spends 500 hours in the field.

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

The following are some examples of field placements for generalist and for advanced generalist practice students.

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

Locations: Albuquerque, El Paso, Truth or Consequences, Lordsburg, Anthony/Sunland Park, Ruidoso, Alamogordo, Roswell & Las Cruces

Placements for students enrolled at the Las Cruces campus are within a 50-mile radius of the New Mexico State University campus. Students are expected to have access to reliable transportation during the period of time they are in the field practicum.

EXEMPTION AND EXAMINATION WAIVER POLICY

For students entering the first year of the full MSW program, the following policy applies for students who may have had the content of the first year foundation courses.

An **exemption** is only for those students who have received a BSW degree within seven (7) years at the time of enrollment, meet the required GPA requirement (cumulative GPA of 3.0), and have earned a grade of A for the course indicated. To be considered for exemption, course content material taken at another university other than NMSU, must be submitted for review as to how the course taken covers the content of the NMSU course.

An **examination waiver** is for those students who do not meet the requirements for exemption. In this case the student may opt to take a written waiver examination. A listing of those first year courses that are available for an exemption or a waiver is found below.

Exemption and Examination Waiver Requirements

Semester	Course Number	Course	Exemption*	Waiver**
Fall				
	MSW 500	Social Problems and Social Welfare Policy	Grade of A	Yes
	MSW 509	Socio-cultural Concepts	Grade of A	NO
	MSW 510	HBSE I	Grade of A	NO
	MSW 520	Social Work Practice I	Grade of A	NO
	MSW 551	Generalist Field Practicum I	NO	NO
Spring				
	MSW 511	HBSE II	Grade of A	NO
	MSW 512	Family Centered Theories	NO	NO
	MSW 521	Social Work Practice II	Grade of A	NO
	MSW 552	Generalist Field Practicum II	NO	NO
	MSW 560	Social Work Research	Grade of A	NO

*Exemption: Must have received BSW degree within 7 years at time of enrollment and meet the GPA requirement (cumulative GPA of 3.0). To be considered for exemption, course content material must be submitted for courses taken at a university other than NMSU.

**Examination Waiver: If the student does not meet the requirements for exemption, the student may opt to take a written waiver examination.

If a student qualifies for the exemption or examination waiver option, he/she must still meet the full credit hour requirements of the degree program. **Students may not get credit for courses they are exempt from or for which they pass the waiver examination. Credits must be obtained by taking elective courses approved by the faculty academic advisor.**

THESIS

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

ADVISEMENT

All students will be assigned an advisor upon admission to the Program. Students are urged to meet regularly with their advisors to ensure proper registration of courses.

GRADUATE ASSISTANT EMPLOYMENT

A limited number of graduate teaching assistantships are available to selected students. If interested in this option when applying to the program, request an "Application for Financial Support". This form should be submitted along with your application for admission. You are encouraged to apply by the early application deadline of November 28th if you want a Graduate Assistantship.

FINANCIAL AID

There are many forms of financial assistance. Check with the Office of Financial Aid located in the Educational Services Center building or call (505) 646-4105 for further information. You can also apply for financial aid and get many of your questions answer online at <http://www.nmsu.edu/~finaid>. The priority deadline for fall semester financial aid is March 1.

RESIDENCE REQUIREMENTS

A candidate for a master's degree must be enrolled at New Mexico State University for a minimum of two regular semesters, or one semester and two six-week summer sessions, or four six-week summer sessions.

TRANSFERS

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

NON-DISCRIMINATION

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

Thank you for your interest in our program.

Mailing Address:

School of Social Work, MSC 3SW
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001

Albuquerque Address:

NMSU Albuquerque Center
School of Social Work
2444 Louisiana NE, Ste. 101
Albuquerque, NM 87110-4387

Located in the Compass Bank Building
Near the Corner of Manual and Louisiana

(Revised 6/8/2006)

Delivery Address for UPS/FEDEX/DHL:

NMSU School of Social Work
Health and Social Services Bldg. – Ste. 210
1335 International Mall
Las Cruces, NM 88003-8001

Located off University Avenue near the intersection
with Solano.

**New Mexico State University
School of Social Work
MSW PROGRAM APPLICATION**

I. PERSONAL INFORMATION

Name: _____ Social Security #: _____

Mailing Address:

Street/PO Box _____ City _____ State _____ Zip _____

Home Phone: (____) _____ Work Phone: (____) _____ E-Mail: _____

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

Ethnic Background: (check one of the following)

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

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

III. APPLICATION INFORMATION – Please check the program you are applying for:

Albuquerque Programs: Full-time Program: _____ Part-time Program: _____
Full-Time Advanced Standing: _____ Part-time Advanced Standing: _____

Las Cruces Programs: Full-time Program: _____ Part-time Program: _____
Full-Time Advanced Standing: _____ Part-time Advanced Standing: _____

Dual Degree Program: Part-time MSW/MPH _____ Part-time Advanced Standing MSW/MPH: _____

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

Bachelor's Degree Awarded From: _____
Name of Institution

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

Major: _____ Minor: _____

VI. Felony Record

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

If you answer "Yes", please provide documentation on the nature of the offense and its disposition and a statement containing proof of rehabilitation if applicable.

Students are directed to the policy statement of the School regarding felony offenses (See page 10 of the Admissions Application Packet). Applicants must understand that convictions may limit opportunities for field education, professional licensing and future employment.

VII. PROFESSIONAL AND OTHER WORK EXPERIENCE

List all employment in chronological order listing most recent first. Please be specific in describing the positions and be accurate in giving the names and addresses of employers. List all paid positions held, including part-time and full-time positions. If more space is needed, use a separate sheet.

Name and Address of Employer	Dates: From - To	Position Held	Job Responsibilities

VIII. VOLUNTEER EXPERIENCES AND POSITIONS:

Please list below all significant volunteer experiences and positions. Be specific in describing the positions.

Name and Address of Organization	Dates: From – To	Position Held	Volunteer Responsibilities

IX. SERVICE

Have you ever served in the: _____ U.S. Armed Forces? _____ Peace Corps? _____ VISTA/Americorp?

Dates and Place of Service: _____

X. Language Proficiencies: Indicate your proficiency in any language(s) other than English:

Language: _____

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

Proficiency in: (low/med/high): Speaking _____ Reading: _____ Writing: _____

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

Additional experience: _____

Language: _____

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

Proficiency in: (low/med/high): Speaking _____ Reading: _____ Writing: _____

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

Additional experience: _____

XI. Emergency Contact:

Name: _____ Relationship: _____

Address: _____
Street City State Zip

Contact Numbers: Home: _____ Work: _____

Cell: _____

I certify that all factual information given in this application is accurate. I understand that if this information is found to be incomplete or untrue, my admission to the MSW program may be revoked or I may be dismissed from the program.

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

I also understand that the School, at the discretion of the School, may request an interview

Signature: _____ **Date:** _____

CONFIDENTIAL LETTER OF REFERENCE

NEW MEXICO STATE UNIVERSITY
SCHOOL OF SOCIAL WORK, MSC 3SW
P.O. BOX 30001
LAS CRUCES, NM 88003-8001
(505) 646-2143

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

Last First Middle

TO THE REFERENCE

The person named above is applying for admission to the MSW Program at New Mexico State University. Your assessment of the candidate will assist the Admissions Team in determining his/her qualifications for the Program. Please submit the completed form. In order to ensure confidentiality, please return the completed form directly to the applicant in a sealed envelope, which you have signed across the back flap. We look forward to receiving your observations and comments.

NOTE ON CONFIDENTIALITY

Applicants for admission do not have access to their application records. Under the provisions of the Family Education Rights and Privacy Act of 1974, only registered students and alumni have access to their educational records.

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

Applicant signature Date

LETTER OF REFERENCE

Please answer these questions and provide any other information you feel will help us assess this applicant's potential for pursuing a successful career in social work.

1. Please rate the applicant relative to other potential students.

Rate the applicant on each of the following items, using a five-point scale:

- | | |
|---------------------------------|----------------------------------|
| 1 = Truly outstanding (top 10%) | 4 = Average |
| 2 = Superior | 5 = Below average |
| 3 = Above average | 6 = Inadequate knowledge to rate |

- | | |
|----------------------------------|--|
| _____ Academic performance | _____ Communication skills: written |
| _____ Maturity and stability | _____ Sensitivity to cultural diversity |
| _____ Communication skills: oral | _____ Motivation for proposed program of study |

2. How long and in what connection have you known the applicant?

3. We believe that such personal qualities as intelligence, maturity, emotional stability, sensitivity, resourcefulness, sound judgment and a concern for the well-being of others are important for successful work in the field of social work. Please give a specific example.

4. What is the applicant's academic and professional promise within this context?

Name (please print): _____ Date: _____

Position: _____ Employer: _____

Business Address: _____
Street/PO Box
_____ Building/Suite
_____ City State Zip

Signature: _____ Date: _____

PLEASE RETURN THE COMPLETED FORM DIRECTLY TO THE APPLICANT. YOU ARE TO PLACE THIS FORM IN A SEALED ENVELOP AND SIGN YOUR NAME ALONG THE FLAP OF THE SEAL. DO NOT SEND OR FAX THIS FORM SEPARATELY TO THE SCHOOL.

Thank you.

CONFIDENTIAL LETTER OF REFERENCE

NEW MEXICO STATE UNIVERSITY
SCHOOL OF SOCIAL WORK, MSC 3SW
P.O. BOX 30001
LAS CRUCES, NM 88003-8001
(505) 646-2143

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|---------------------------------|----------------------------------|
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| 2 = Superior | 5 = Below average |
| 3 = Above average | 6 = Inadequate knowledge to rate |

- | | |
|--------------------------------|--|
| ___ Academic performance | ___ Communication skills: written |
| ___ Maturity and stability | ___ Sensitivity to cultural diversity |
| ___ Communication skills: oral | ___ Motivation for proposed program of study |

2. How long and in what connection have you known the applicant?

3. We believe that such personal qualities as intelligence, maturity, emotional stability, sensitivity, resourcefulness, sound judgment and a concern for the well-being of others are important for successful work in the field of social work. Please give a specific example.

4. What is the applicant's academic and professional promise within this context?

Name (please print): _____ Date: _____

Position: _____ Employer: _____

Business Address: _____
Street/PO Box
_____ Building/Suite
_____ City State Zip

Signature: _____ Date: _____

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Thank you.

CONFIDENTIAL LETTER OF REFERENCE

NEW MEXICO STATE UNIVERSITY
SCHOOL OF SOCIAL WORK, MSC 3SW
P.O. BOX 30001
LAS CRUCES, NM 88003-8001
(505) 646-2143

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

Last First Middle

TO THE REFERENCE

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

Applicant signature Date

LETTER OF REFERENCE

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Rate the applicant on each of the following items, using a five-point scale:

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|---------------------------------|----------------------------------|
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| 2 = Superior | 5 = Below average |
| 3 = Above average | 6 = Inadequate knowledge to rate |

- | | |
|--------------------------------|--|
| ___ Academic performance | ___ Communication skills: written |
| ___ Maturity and stability | ___ Sensitivity to cultural diversity |
| ___ Communication skills: oral | ___ Motivation for proposed program of study |

2. How long and in what connection have you known the applicant?

3. We believe that such personal qualities as intelligence, maturity, emotional stability, sensitivity, resourcefulness, sound judgment and a concern for the well-being of others are important for successful work in the field of social work. Please give a specific example.

4. What is the applicant's academic and professional promise within this context?

Name (please print): _____ Date: _____

Position: _____ Employer: _____

Business Address: _____
Street/PO Box
_____ Building/Suite
_____ City State Zip

Signature: _____ Date: _____

PLEASE RETURN THE COMPLETED FORM DIRECTLY TO THE APPLICANT. YOU ARE TO PLACE THIS FORM IN A SEALED ENVELOP AND SIGN YOUR NAME ALONG THE FLAP OF THE SEAL. DO NOT SEND OR FAX THIS FORM SEPARATELY TO THE SCHOOL.

Thank you.

**NMSU SCHOOL OF SOCIAL WORK
MSW APPLICATIONS PACKET - CHECK LIST**

First:

___ **Apply to NMSU Graduate School. You should apply to the Graduate School at least 45 days prior to the application deadline date.** Application to the Graduate School can be done online at: <http://gradschool.nmsu.edu/admit-form.html> You can contact the Graduate School by phone at (505) 646-2736; Fax at (505) 646-7721 or by email: gradinfo@nmsu.edu

___ **International applicants** must go through the NMSU Foreign Student Admissions Office to process their university admission application. Please contact International Student and Scholar Services for assistance at: Phone # 505-646-3199; Fax: 505-646-2558 or web at: <http://www.nmsu.edu/~ip/ISSS/prospective.php>

Second:

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

- ___ 1. Completed **MSW Program Application**
- ___ 2. A current and **complete resume**
- ___ 3. Three (3) letters of reference, if you are applying for the MSW **full-time or part-time** program (60 credits). The letters should be sealed and signed across the back flap of the envelope by the person providing the reference. They should not be mailed directly to the School of Social Work unless the person is out of the country. Use the letter of reference forms provided.
- ___ 3a. Five (5) letters of reference if you are a **BSW graduate** and are applying for the MSW **Advanced Standing**, full or part-time program (36 credits). **You must also send the last field placement evaluation to be considered for Advanced Standing.**
- ___ 4. Complete **Personal Statement**: The statement must be typewritten, double spaced and 5-8 pages in length. Please follow the instructions for your statement in the application packet.

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

USPS:
MSW Program Application
School of Social Work, MSC 3SW
New Mexico State University
PO Box 30001
Las Cruces, NM 88003-8001

UPS or FED EX:
MSW Program Application
NMSU School of Social Work
Heath and Social Services Bldg. Ste 210
1335 International Mall
Las Cruces, NM 88003-8001

If you are applying to the Albuquerque Program, please send the application packet to:

**School of Social Work
NMSU Albuquerque Center
2444 Louisiana NE, Ste. 101
Albuquerque, NM 87110-4387**