



NEW MEXICO  
**HIGHLANDS**  
UNIVERSITY®

## School of Social Work

2013-2014

### Graduate Admission Information Application Deadline: January 15, 2013

The mission of the School of Social Work is to educate students to practice Social Work sensitively and competently with the diverse, multi-cultural populations of New Mexico and the southwest. The School has a primary commitment to Hispanic and American Indian people. Its curriculum grounds students in Social Work knowledge, skills, values, ethical principles and awareness and respect for cultural and gender differences.

School of Social Work  
PO Box 9000  
Las Vegas, New Mexico 87701  
(505) 454-3310  
[www.nmhu.edu/socialwork](http://www.nmhu.edu/socialwork)  
E-mail: [socialwork@nmhu.edu](mailto:socialwork@nmhu.edu)



Dear Prospective Student:

I am pleased that you are considering our School to pursue your graduate education. Our school offers the MSW degree at four locations in New Mexico. Classes are scheduled to meet the student's family and work schedules. Our school has been accredited by the Council on Social Work Education for over 30 years and is the oldest School of Social Work in New Mexico.

Our graduate program offers three distinct areas of program concentration/specialty: Clinical Practice, Leadership and Administration and Bilingual/Bicultural (Spanish/English) Clinical Practice. In addition, the School offers a Dual Degrees, Master of Social Work/Master of Business (MSW/MBA) program focusing on educating students to assume management/administrative positions in public and private human service agencies.

The multiple program locations and the range of concentrations we offer, affords students interested in pursuing a career in social work to focus their graduate education in an area that compliments their career aspirations.

I invite you to visit us on the web at [www.nmhu.edu/socialwork/](http://www.nmhu.edu/socialwork/) or e-mail us your questions and inquiries at [socialwork@nmhu.edu](mailto:socialwork@nmhu.edu).

I wish you the best and hope that you choose our School to pursue your educational goals.

Sincerely,

Alfredo A. Garcia, Ph.D., Dean  
School of Social Work

## Admission Requirements

### Applicants for the MSW degree must meet the following:

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\*The Graduate Record Examination (GRE) is not required.

1. A Bachelor degree or equivalent from an accredited college or university.
2. An overall GPA of 2.7 and a minimum of 3.0 in the major on a 4.0 scale.
3. Volunteer/work experience in human services.

### Applicants for Advanced Standing:

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In addition to meeting the above requirements, applicants for Advanced Standing must meet the following criteria:

1. Must have a Bachelor of Social Work degree from a CSWE accredited School of Social Work awarded within 5 years from the date of admission into the MSW program.
2. **Completion of the common core curriculum.** Applicants who are in their last semester of undergraduate study may apply for Advanced Standing if the expected date of graduation is during the regular Spring term. **A prospective student is not eligible to apply for Advanced Standing if the core curriculum has not been completed by the regular Spring graduation date (the core curriculum cannot be completed in Summer).** Students taking Summer classes in the Social Work major may apply for Advanced Standing if the Bachelor of Social Work degree is awarded in the Summer term prior to starting Master of Social Work courses in the Fall.
3. Must have a minimum of a 3.5 GPA in their Bachelor of Social Work courses.
4. Completion of a professional paper Narrative Statement.

**Note:** Applicants who have been convicted of a felony or have charges pending are required to disclose and explain the circumstances of the convictions/charges. In addition applicants **MUST** complete an Authorization for Release of Information Form prior to the School's review of the application. The Authorization for Release of Information Form will be sent to you upon request only. Contact Lawrence M. Montaño, Coordinator, Graduate Admissions & Recruitment, (505) 454-3310, or e-mail [socialwork@nmhu.edu](mailto:socialwork@nmhu.edu).

The School of Social Work seeks candidates into its graduate programs that demonstrate a personal and professional commitment to a career in Social Work. A candidate must also possess the interpersonal qualities to work with multicultural and diverse populations regardless of differences in social class, economic status, gender, sexual orientation, age, physical disabilities, ethnicity and culture.

All applications are reviewed on a competitive basis based on GPA, human services work/ volunteer experience, references, the quality of the responses to the questions in the Career Statement of Goals, Narrative Statement (Advanced Standing Applicants Only), and overall essential attributes to the program. Once all of the application is complete and rated, a recommendation for admission or denial is made to the school Dean. Applicants will be notified in writing of the final decision.

### No Credit for Life Experience:

The school of Social Work will under no circumstances substitute any portion of the Master of Social Work curriculum in exchange for life/work experience

### Application Deadline

Early application is strongly encouraged. January 15, 2013 is the priority deadline for submitting application materials and securing your position for entrance in the fall semester of that same year. Non-priority admission will be considered for those who apply after this date. However, the school often has more qualified candidates than available space. As a result, non-priority applicants cannot be assured of admission. Based on the recommendation of the Admissions Committee, late applicants may be placed on a waiting list, or may be admitted to another concentration area. Application files are not reviewed until all materials have been received. It is the responsibility of the student to follow-up with staff to assure all application materials have been received and that the application is ready for review. Incomplete applications will not be considered for admission. Call Lawrence M. Montaño, Coordinator, Graduate Admissions & Recruitment, (505) 454-3310 or e-mail [socialwork@nmhu.edu](mailto:socialwork@nmhu.edu) for application status.

### How to Apply

ALL of the following information is required to be submitted in order for the application to be complete for review and evaluation. A \$50.00 non-refundable application fee is required of all applicants who have never attended NMHU or the School of Social Work. Applicants who have attended NMHU must submit a \$35.00 non-refundable application fee. The application fee is waived for active members of the U.S. armed forces and veterans. Submit a check or money order with your application made payable to: **NMHU - School of Social Work, Attn: Lawrence M. Montaño, Box 9000, Las Vegas, New Mexico 87701**

1. **Graduate Application for the School of Social Work.** Download and print the application from [www.nmhu.edu/socialwork/](http://www.nmhu.edu/socialwork/). The application is a READ-ONLY document that must be filled in manually. Mail the application, Statement of Goals, Narrative Statement (for AS only), and résumé to the address given above.
2. **Official transcript(s).** One from each post-secondary institution. Please request electronic transcripts when possible and email to: [socialwork@nmhu.edu](mailto:socialwork@nmhu.edu). Otherwise, all transcripts must be mailed directly from the institution Attn: School of Social Work (a student copy showing the conferred degree may be sent until official transcripts are received).
3. **Reference Forms.** Three references should be mailed directly to the School of Social Work or faxed to (505) 454-3290 (use provided form). References may also be scanned to email: [socialwork@nmhu.edu](mailto:socialwork@nmhu.edu). Applicants should provide references from individuals who are familiar with their academic achievement and the social work potential of the applicant. Faculty members, supervisors, field practicum supervisors, individuals who can attest to your work habits, collegiate relationships, or an individual who can attest to working relationships with clients are acceptable references. It is necessary to submit a reference form from your **Field Practicum Supervisor for Advanced Standing Applicants only**. **References from relatives are not accepted.**

4. **Résumé/Employment and Volunteer Experience.** Please include the month and year of employment. List the paid positions you have held and provide a brief description of your duties. If you have not held a position in the human service field, list the 3 most recent paid employment positions.
5. **Statement of Goals.** Please respond to the questions asked on the application in narrative form (use APA style if citing any references). Answer each question honestly and fully. Limit your responses to total 6-8 typewritten, double-spaced pages. Make sure that answers are clearly numbered to correspond with each question. Responses should be approximately 2 pages per question except Question #5, which requires no explanation if answered “no” and a full narrative if answered “yes”. Include your name on each sheet. The written quality and content of this narrative is a critical part in reviewing the application (6-8 pages).

**Statement of Goals: Your responses to the following questions provide the Admissions Committee with information to evaluate your application and determine your suitability for the social work profession. Please answer all questions fully. A minimum of six and a maximum of eight typewritten, double-spaced pages for all five questions is recommended.**

- A. Prepare a statement about your academic and professional background and life experiences as they relate to your interest in the profession of Social Work. Include any specific work or volunteer experience you have had in helping other persons. Explain how these experiences may have: (1) contributed to your decision to seek a career in Social Work; and (2) influenced you to continue your professional education.
- B. Describe any life volunteer, work, or school experiences that have contributed to your understanding of and desire to work with disadvantaged groups, ethnic and cultural minorities and other diverse populations.
- C. Discuss your professional goals in relation to the area of concentration you have selected. Indicate which field of practice, client groups, and special social problems interest you and why.
- D. Discuss your understanding of the Social Work profession and the characteristics you have that you believe will make you an effective Social Worker. What skills and knowledge do you want to develop through your Social Work education? What do you currently see as your strengths and limitations?
- E. Have you ever been convicted of a crime?  No  Yes  
Include any misdemeanors, felonies, or suspensions from other universities. If yes, please provide an explanation specifying the sentence or other remedy imposed. An Authorization for Release Form will need to be completed. This form can be obtained by calling the Social Work Admissions Office at 505.454.3310, or request by email to socialwork@nmhu.edu. It will only be given to the student upon request.

6. \*Advanced Standing Applicants Only: A Narrative Statement (professional paper) is required.
7. \*Bilingual Applicants Only: You will be contacted by the Bilingual/Bicultural chair for an interview that will be conducted individually for all students applying to the Bilingual/Bicultural Clinical Concentration.
8. Submit application fee \$50.00 for non-Highlands students and \$35.00 for Highlands students.
9. Follow-up with Lawrence M. Montaña, Coordinator, Graduate Admissions & Recruitment, (505) 454-3310, or e-mail socialwork@nmhu.edu for application status.
10. Upon admission, all students are required to file a field practicum application.

## **Licensure**

All MSW graduates are required to test for licensure in order to practice social work in the state of New Mexico. For further questions or for an application, please contact the New Mexico Board of Social Work Examiners at (505) 476-4890 or visit their website at <http://www.rld.state.nm.us/SocialWork/index.html>. You may be interested in becoming familiar with the licensing requirements in your state.

### **Advanced Standing Applicants: Instructions for Writing a Narrative Statement**

Applicants for Advanced Standing in the Clinical Concentration, Bilingual/Bicultural Concentration or Leadership and Administration Concentration must submit a narrative statement with their application addressing the questions under Section I or II.

I. Applicants for the Clinical Practice and the Bilingual/Bicultural Practice Concentration must address the following:

A. Select a case that you worked with; i.e., individual, family or group, in your BSW practicum or at your place of employment and address the following questions: (**Do not provide information that may identify your case/client**). If you have no direct service experience with clients from employment or in a social work practicum, see the directions below under **Alternate Narrative Statement Instructions**.

1. Briefly describe the client system: age, race, ethnicity, gender, informal support system, environment, socioeconomic status, physical health status, mental health status, substance abuse status, spiritual belief system, work/school history and any other descriptor that is important to understand the client system within its environment.
2. Describe the problem as presented by the client: the history of problem, prior attempts to solve the problem. Discuss the client's strengths.
3. Physical/behavioral observations: physical appearance, grooming, indications of organic problems, mood, and unusual habits.
4. Developmental history: childhood, adolescence, adulthood, education, relationships, parent-hood or not; divorces/separations; losses, history of oppression, abuse and trauma.

B. Describe and address the following:

1. The social work knowledge and skills relative to engagement, assessment, intervention and termination that that you utilized in assisting the client.
2. The theoretical approach(s) you used to help guide you with this case. Describe the theory you used to help you explain your intervention with this case.
3. The social work values that guided your intervention with the client.

C. Describe the outcomes that resulted from your intervention with the client system:

1. In what ways did the intervention help the client?
2. Comment on your perception of the strengths and limitations of your approach in helping the client.

D. Summarize what you learned from your involvement in this case and why you selected this case to present as part of your application for admission.

**Alternate Narrative Statement Instructions (for applicants who have no direct service experience with clients in their employment or social work practicum):**

A. View the film “**Precious**” and for this narrative consider your client to be the character Precious in the film.

1. Briefly describe the client system: age, race, ethnicity, gender, informal support system, environment, socioeconomic status, physical health status, mental health status, substance abuse status, spiritual belief system, work/school history and any other descriptor that is important to understand the client system within its environment.
2. Describe the problem as presented by the client: the history of problem, prior attempts to solve the problem. Discuss the client’s strengths.
3. Physical/behavioral observations: physical appearance, grooming, indications of organic problems, mood, and unusual habits.
4. Developmental history: childhood, adolescence, adulthood, education, relationships, parenthood or not; divorces/separations; losses, history of oppression, abuse and trauma.

B. Describe and address the following as if you were the social worker intervening with Precious within the environment depicted in the film:

1. The social work knowledge and skills relative to engagement, assessment, intervention and termination that that you would utilize in assisting the client.
2. The theoretical approach(s) you would use to help guide you with this case. Describe the theory you would use to help you explain your intervention with this case.
3. The social work values that would guide your intervention with the client.

C. Critical analysis

1. Comment on your perception of the strengths and limitations of the approach or approaches that you chose in attempting a positive intervention with this client.
2. Critically comment on the approach and interventions used by the social worker depicted in the film (character played by Mariah Carey) and state why you believe she was effective or ineffective.

D. Summarize what you would expect to learn from an experience working with Precious within the environment depicted in the film and how that experience would assist you in future interventions with other clients.

## **Applicants for the Leadership and Administration Concentration MUST address the following:**

- A. Choose an agency you are familiar with, either having worked for the organization or where you conducted your undergraduate field practicum and address the following questions as it relates to the agency of your choice.
1. Describe the organizational structure, what population does it serve, staffing, types of personnel, is it private, public, non-profit government, etc.
  2. What is the articulated mission? How does it carry out its mission? Is there another agency in the community provides the same services?
  3. Describe the source(s) of funding and how decisions are made regarding the allocation of resources within the agency, to include financial and personnel?
  4. What type of management style best describes the Director/CEO? Provide an example.
  5. Given your knowledge of the agency, address how the Leadership and Administration Concentration will enhance your knowledge and understanding of agency structure, personnel management, budgeting and policy development.

### **Instructions:**

Responses to I or II above should not exceed 5-8 type written pages. You should use references/citations as appropriate and narrative response should follow APA style format. Your responses will be rated by the Admissions Committee on its completeness and your understanding of the subject matter.

### **Field Practicum**

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The MSW program requires all students to complete 4 semesters of Field Practicum during their program of study. A total of 12 credit units of Field Practicum are required during the 2 years of the program. Students placed within an agency are required to complete 2 full days (16 hours per week), for the Fall/Spring or Spring/Summer semesters, or 5 full days (40 hours) per week for the Summer block semester. The Field Practicum provides the student with an opportunity to apply classroom knowledge and experience within an agency setting. Students are supervised by an Agency Instructor (a licensed MSW practitioner). The agency instructor and Field Consultant monitor the student's performance.

Two-Year and Advanced Standing students begin their Field Practicum in the fall semester and are in the same practicum setting for two semesters. Part-Time students begin their first year practicum placement during the second year of their program. **The second year field practicum must be completed in the student's chosen area of concentration.**

**All students are required to file a field practicum application upon admission.** Please contact field staff for further details:

- Main Campus: Elizabeth Esquibel, Field Education Assistant, (505) 454-3294 or e-mail [orozco\\_e@nmhu.edu](mailto:orozco_e@nmhu.edu)
- Albuquerque Center: June Silva, Senior Administrative Associate, (505) 260-6182 or e-mail [junesilva@nmhu.edu](mailto:junesilva@nmhu.edu)
- San Juan College: Faith Eldridge, (505) 566-3047, or e-mail [feldridge@nmhu.edu](mailto:feldridge@nmhu.edu)
- Roswell Center: Becky Thomas, School Secretary, (575) 624-7458, or e-mail [bthomas@nmhu.edu](mailto:bthomas@nmhu.edu)

### **Child Welfare Stipends**

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The school offers stipends to students who wish to pursue a career in Child Protective Services under the Title IV-E Stipend Program in partnership with the Children Youth and Families Department (CYFD). Students awarded a stipend must conduct their Field Practicum with an office of the Children Youth and Families Department for one academic year. The average stipend amount for a full-time student is \$11,000 per academic year. The amount is pro-rated for part-time program students. Stipend amounts are subject to change.

Upon completion of the MSW program, stipend recipients must work for CYFD for a period of 18 months for each academic year a stipend is received. Stipend application information is provided to all students at the time of notification of admission. Applications can also be downloaded from the School of Social Work website. The application deadline is June 15th for the following academic school year. Students admitted after the June 15th deadline are not eligible to apply for a CYFD stipend until the following year.

### **Financial Aid**

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If you will be applying for financial aid, you are required to submit the Free Application for Federal Student Aid (FAFSA). This form is required for any financial aid, scholarships, loans, etc. The NMHU office of Financial Aid awards financial aid according to individual need. The deadline for submitting the FAFSA is March 1, and is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **The NMHU code is 002653.** You may want to contact the Financial Aid Office at 1-800-379-4038 if applying after the deadline.

**Colorado Students:** Colorado residents may be eligible for in-state tuition rates. For additional information contact the Office of the Registrar at 1-877-850-9064 or on-line at [www.nmhu.edu](http://www.nmhu.edu).

**Navajo Tribe Members:** Registered members of the Navajo tribe who reside anywhere on the reservation are eligible for lower in-state tuition. Each year, the BIA provides grants to assist eligible Native American students in meeting their educational costs. The amounts of the grants vary according to the student's financial need. The funds are available through the student's BIA area office or tribal scholarship office. Check with the tribal agency to ascertain program requirements and deadlines.

## Graduate Assistantships

The School has a limited number of Graduate Assistantships available. For more information, please contact Lawrence M. Montaño, Coordinator, Graduate Admissions & Recruitment, (505) 454-3310, or email [socialwork@nmhu.edu](mailto:socialwork@nmhu.edu) for an application. Details are available on page 22 of the NMHU Graduate Catalog.

## Transfer Applicants

Students wishing to transfer into the School of Social Work must meet the general admission requirements along with the following:

1. Must be transferring from a CSWE accredited Social Work Program.
2. Courses must be completed within five years from the date of enrollment.
3. Transfer students must complete at least the equivalent of one academic year at NMHU or one of our Center sites (Only courses with an earned “A” or “B” are transferrable).

The School will accept up to one year of graduate credits from another institution towards the MSW degree. The School of Social Work does not accept transfer of course credit from non-accredited schools of Social Work. For complete details see page 31 of the NMHU Graduate Catalog.

## International Students

International students must be admitted to the University Graduate School prior to, or in conjunction with their application to the School of Social Work. All international applicants are subject to the University’s requirements, including the financial statement and the TOEFL (Test of English as a Foreign Language) examination. International students may attend the main campus only. For complete details please see page 15 of the NMHU Graduate Catalog.

## Concentration Descriptions

The four areas of concentration are:

- **Leadership and Administration** – will prepare students for leadership and professional careers in federal, state and local government and private and non-profit organizations. This concentration will focus on course content in the areas of policy analysis, management, budgeting, finance, human resource development, economics and research.
- **Dual Degrees MSW/MBA** –will prepare students for leadership and professional careers in federal, state, and local government, private, and non-profit organizations. This concentration will focus on course content in the areas of policy, analysis, management, budgeting, finance, human resource development, economics and research. The student can then continue on into the School of Business and complete an MBA for a total of seven semesters.
- **Bilingual/Bicultural Clinical Practice** – will provide the student with social work clinical and community skills necessary to work with Latino individuals, groups, and families in a bilingual/bicultural setting. Requires an interview with faculty prior to admission.
- **Clinical Practice** – will provide advanced clinical skills and knowledge to be an effective clinical practitioner to work with individuals, families and groups from diverse backgrounds.

The areas of concentration and program timeframe differ by site.

The Advanced Standing Program is two semesters (3 semesters if you apply to the Bilingual Program) and offered at the Las Vegas, Farmington, Roswell, and Albuquerque Campuses.

Location	Area of Concentration				Program Timeframes		
	Clinical Practice	Leadership and Administration	Dual Degrees MSW & MBA	Bilingual/Bicultural Clinical Practice (interview required)	Advanced Standing 1 year or 2 semesters (Full-time)	2 Years or 4-5 semesters (Full-time)	Part-time 3 years or 7-8 semesters
Albuquerque Center	X	X	X	X	X	X	X
Las Vegas Campus	X				X	X	X
NMHU @ San Juan	X				X	X	X
NMHU @ Roswell	X				X	X	X

## MSW Course Sequencing 2013-14

FALL (SEMESTER 1)			SPRING (SEMESTER 2)			SUMMER (SEMESTER 3)		
541	Social Policy & Services	3	530	Evaluative Research	3	664	Organizational Theory (required for GNP Concentration)	3
533	Law Ethics & SW Practice	3	534	Field Practicum II	3		Elective courses	
565	Social Work Practice I	3	566	Social Work Practice II	3			
585	HBSE I	3	546	SW Practice with Diverse Populations	3			
551	Field Practicum Seminar I	1	586	HBSE II	3			
532	Field Practicum I	3						
		Total	16		Total	15		

FALL (SEMESTER 2)				SPRING (SEMESTER 4)				
<b>CLINICAL PRACTICE</b>								
665	Adv. Multicultural Practice I	3		666	Adv. Multicultural Practice II	3		
601	DSM for Clinicians	3		652	Clinical Supervision	3		
633	Advanced Clinical Research	3		644	Group Work	3		
632	Field Practicum III	3		634	Field Practicum IV	3		
*2	Elective Courses	4		*2	Elective Courses	4		
		Total	16			Total	16	
<b>LEADERSHIP AND ADMINISTRATION</b>								
651	Leadership & Supervision	3		609	Political Economy	3		
630	Advanced Research	3		605	Public Budgeting	3		
632	Field Practicum III	3		642	Advanced Social Policy	3		
*2	SW Elective Courses	4		634	Field Practicum IV	3		
		Total	13	*2	SW Elective Courses	4		
<b>BILINGUAL/BICULTURAL PRACTICE</b>								
FALL (SEMESTER 3)			SPRING (SEMESTER 4)			SUMMER (SEMESTER 5)		
602	DSM (Bilingual)	3	616	Bilingual/Bicultural Immersion for SW II	3	634	Bilingual/Bicultural Practicum II	3
615	Bilingual/Bicultural Immersion for Social Work	3	632	Bilingual/Bicultural Practicum I	3	662	Field Seminar II	1
631	Advanced Qualitative Research	3	654	The Latino Family	3	646	Group Work (Bilingual)	3
667	Advanced Bilingual Practice I	3	661	Field Seminar I	1			
			668	Adv. Bilingual Practice II	3			
		Total	13		Total	13		Total
								7

\*Elective courses are offered during Fall, Spring, and Summer semesters  
Effective: Fall 2012

**SCHOOL OF SOCIAL WORK**  
**MSW/MBA DUAL DEGREES PROGRAM**  
**Leadership and Administration & Human Resource Management**  
**CURRICULUM/COURSE SEQUENCING**  
**2013-14**

Fall (Semester 1)			Spring (Semester 2)			Summer (Semester 3)		
SW 532	Field Practicum I	3	SW 530	Evaluative Research	3	<b>Prerequisites for Business courses</b>		
SW 541	Soc. Policy & Services	3	SW 534	Field Practicum II	3	Bus 500	Principles of Business Administration <u>and</u>	3
SW 533	Law, Ethics & SW Pract.	3	SW 546	SW Practice with Diverse Populations	3	Bus 501	Business Analytical Techniques	3
SW 551	Field Practicum Sem. I	3	SW 566	Social Work Practice II	3	SW 664	Organizational. Theory	3
SW 565	Social Work Practice I	3	SW 586	HBDE II	3			
SW 585	HBSE I	3						
	Total	16		Total	15		Total	9

**Leadership and Administration Concentration**

Fall (Semester 4)			Spring (Summer 5)			Summer (Semester 6)		
SW 630	Advanced Research	3	SW 642	Adv. Social Policy	3	Bus 500	Principles of Business Administration <u>and</u>	3
SW 651	Leadership & Superv.	3	SW 605	Public Budgeting	3	Bus 501	Business Analytical Techniques	3
Mgmt 665	Personnel Law	3	SW 609	Political Economy	3	<b>NOTE: The above two courses must be taken during semester 3 or 6 prior to taking MBA courses in semester 7.</b>		
SW 632	Field Practicum III	3	SW 634	Field Practicum IV	3			
			SW	Elective(s)	2			
	Total	12		Total	14			

**8 credit units of Social Work electives are required for completion of MSW degree.**

Fall (Semester 7)			Spring (Semester 8)					
Mktg 684	Marketing Mgmt.	3	Mgmt 689	Business Strategies	3	<b>SW Licensure Elective Course Offerings</b>  <b>The SSWK recommends students in this concentration may wish to take DSM and Psychopharmacology as elective courses which helps prepare for the LMSW exam.</b>		
Acct 605	Financial . Acct. or	3	Fin 607	Managerial Finance	3			
Acct 606	Managerial Acct.	3	<b>Bus 696</b>	<b>Business Case Study</b>	1			
Mgmt 687	HR Management	3						
	Total	9		Total	7			

NOTE: Students complete the MSW degree in two full time academic years in Leadership and Administration. Upon completion of the MSW degree students proceed to complete the 19 credit units for degree completion of the MBA in Human Resource Management. **Most Business courses are offered Fall, Spring and Summer semesters** Both degrees **Must** be completed in 5 calendar years.

Students seeking the completion of both degrees MSW/MBA will complete the MSW degree in Leadership and Administration Concentration and an MBA in Human Resource Management concentration. The following courses needed for completion of both degrees.

Pre-Requisites						
<b>Social Work Pre-Requisites</b>				<b>Business Pre-requisites</b> <i>(For Students with no Business background)</i>		
<b>Completion of 1st year MSW Courses</b>				Bus 500	Principles of Business Administration	3
	<b>Total Credit Units</b>	<b>31</b>		Bus 501	Business Analytical Techniques	3
Students who take Bus.500 and 501 from the NMHU/SOBA will be credited as having taken 6 credit units of social work elective courses for degree completion of the MSW in Leadership and Administration Concentration.						
The SOB will accept Acct. 1110 offered at CNM or MGMT 202 offered at UNM as meeting Bus. 501 and BUS 1133 at CNM and MGMT 222/322 at UNM as meeting Bus. 500.						
*Cross Listed Courses						
(These courses will count towards credit in either School)						
<b>Social Work Courses</b>				<b>Business Courses</b>		
<b>Leadership and Administration Concentration</b>						
SW 630	Advanced Research	3	or	Mgmt 604	Quantitative Methods	3
SW 605	Public Budgeting	3	or	Acct 601	Public Budgeting	3
SW 609	Public Economics	3	or	Econ 609	Public Economy or ECON 510	3
SW 651	Leadership & Supervision	3	or	Mgmt 553	Organizational Leadership	3
SW 664	Organizational Theory	3	or	Mgmt 664	Organizational Theory	3
SW 642	Advanced Social Policy	3				
SW 632	Field Practicum III	3				
SW 634	Practicum IV	3				
Students may take these cross listed courses through the SSWK or SOBA and will be given credited as meeting the course requirements for the MSW or MBA degree.						
Required MBA/Human Resource Mgmt. Concentration Courses						
Fin. 607	Managerial Finance	3				
Acct 605 or Acct 606	Financial Acct. or Managerial Acct.	3				
Mgmt 665	Business Strategies	3				
Mkt 684	Marketing Mgmt.	3				
Mgmt 687	Human Resource Mgmt.	3				
Bus 696	Business Case Study	1				
<b>Completion of both MSW and MBA degrees requires the following:</b>						
31 credits	1st year MSW courses					
32 credits	Second year MSW courses in Leadership and Administration Concentration					
19 credits	Required MBA courses in HR Management					

Students are to meet with a faculty advisor upon admission into the dual degrees program to complete a Program of Study

Revised: 9/12

<b>Part-Time MSW</b> <b>Course Sequence 2013-14</b> (Students may take Elective Courses upon completion of all 1st year classes) 8 credit units or 4 elective courses are required											
<b>Required First Year MSW Courses</b>											
553	Law & Ethics	3	530	Research Methods	3	532	Field Practicum I	3	534	Field Practicum II	3
541	Social Policy & Services I	3	546	Research Methods Diverse Populations	3	551	Field Practicum Seminar I	1	566	SW Practice II	3
						565	SW Practice I	3	586	HBSE II	3
						585	HBSE I	3			
<b>Total</b>		<b>6</b>		<b>Total</b>		<b>6</b>		<b>Total</b>		<b>6</b>	

<b>2<sup>ND</sup> Year MSW Courses</b> (By Concentration)												
	<b>Summer (Semester 5)</b>				<b>Fall (Semester 6)</b>				<b>Spring (Semester 7)</b>			
	<b>Clinical Practice</b>	644	Group Work	3	633	Adv. Clinical Research	3	634	Field Practicum IV	3		
		Elective Courses (2)	4	632	Field Practicum III	3	644	Group Work	3			
				601	DSM for Clinicians	3	652	Clinical Supervision	3			
				665	Adv. Multicultural Practice I	3	666	Advanced Multicultural Practice II	3			
					Elective Courses (2)	4		Elective Courses (2)	4			
<b>Total</b>		<b>7</b>		<b>Total</b>		<b>16</b>		<b>Total</b>		<b>16</b>		
<b>Leadership and Administration</b>	664	Organizational Leadership	3	630	Advanced Research	3	634	Field Practicum IV	3			
	Bus 500	Principles of Bus.	3	632	Field Practicum III	3	642	Advanced Social Policy	3			
	Bus 501	Business Techniques	3	651	Leadership & Supervision	3	605	Public Budgeting	3			
		Elective Courses	2		Electives (1)	2	609	Political Economy	3			
								Electives (1)	2			
	<b>Total</b>		<b>11</b>		<b>Total</b>		<b>11</b>		<b>Total</b>		<b>14</b>	

Elective courses are offered Fall, Spring & Summer semesters.

Revised 5/11



NEW MEXICO HIGHLANDS UNIVERSITY®

SCHOOL OF SOCIAL WORK

MASTER OF SOCIAL WORK APPLICATION FOR ADMISSION

Program of Study	AREA OF CONCENTRATION	PROGRAM LOCATION
<input type="checkbox"/> Two Year (4-7 Semesters)  <input type="checkbox"/> Part-Time (7-8 Semesters)  <input type="checkbox"/> Advanced Standing (2-3 Semesters)	<input type="checkbox"/> Clinical Practice (Offered at all Sites)  The three selected concentrations below are for the Albuquerque campus only:  <input type="checkbox"/> Bilingual/Bicultural Clinical Practice  <input type="checkbox"/> Leadership and Administration  <input type="checkbox"/> Dual Degrees MSW/MBA (2 year applicants only)  Rank in order of preference if your concentration is undecided: 1st, 2nd, 3rd	<input type="checkbox"/> Las Vegas, N.M.   <input type="checkbox"/> Albuquerque, N.M.  <input type="checkbox"/> Farmington, N.M.  <input type="checkbox"/> Roswell, N.M.
If not admitted to Advanced Standing, do you want to be considered for admission to the Two Year Program?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Studies to begin: <input type="checkbox"/> Summer Semester <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester  Year _____	Application Fee Enclosed: Check # _____  \$35.00 (NMHU Student) \$50.00 (Non-NMHU Student)

Name \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female

Address: \_\_\_\_\_  
City State Zip Code

If your educational records are in a name other than given above, such as a **Maiden Name**, please list:

Name: \_\_\_\_\_

In order to protect your privacy, please identify the best way to contact you:

Home Phone: \_\_\_\_\_  
 OK to leave a detailed message.  
 Leave general message with callback number only.

Cell Phone: \_\_\_\_\_  
 OK to leave a detailed message.  
 Leave general message with callback number only.

Work Phone: \_\_\_\_\_  
 OK to leave a detailed message.  
 Leave general message with callback number only.

Fax  OK to fax to this number: \_\_\_\_\_

Email  OK to send email to this address: \_\_\_\_\_

Contact (Optional)

If we are unable to speak directly with you, please list someone to whom we can speak to:

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ok to send contact email to this address: \_\_\_\_\_

**Ethnicity:**

In compliance with the US Department of Education for Title IV federal requirements, please indicate your ethnic origin:

- Hispanic or Latino       Non-Hispanic or Latino

**Race:**

Please select one or more that apply:

- 1 White  
 2 Black/African American  
 4 American Indian or Alaska Native  
 5 Asian  
 8 Native Hawaiian or Other Pacific Islander

Language spoken (other than English): \_\_\_\_\_

**CITIZENSHIP AND RESIDENCY:**

U.S. Citizen:       Yes    No

Foreign (please submit a copy of the passport Form I-94 showing appropriate current student visa status, and refer to the application for International Admission Instructions for further requirements, or email Frances Herrera, International Student Coordinator, email mfhererra@nmhu.edu).

Permanent Resident (An official copy of Form I-551 is required).

NOTE: A member of the U.S. Armed Forces assigned to active duty within the exterior boundaries of New Mexico, or spouse of dependent may claim residency for tuition purposes during the period of active duty assignment within the state. Information concerning documents required to support a claim of residence for tuition purposes on this basis is available in the Office of Admissions.

If you are claiming New Mexico residency for in-state tuition classification, you must complete the following section. Failure to provide complete information will result in automatic non-resident status.

Place of Birth (city) \_\_\_\_\_ (State) \_\_\_\_\_ (Country, if parents are U.S. Citizens) \_\_\_\_\_

Are you a resident of New Mexico or Colorado?  Yes    No   If yes, how long? (yrs.): \_\_\_\_\_

State of legal residence: \_\_\_\_\_ County of legal residence: \_\_\_\_\_

As of the date of this application, how long have you been living continuously in the state of New Mexico: \_\_\_\_\_

**INTERNATIONAL STUDENTS ONLY: (Not U.S. Permanent residents or citizens)**

Country of Citizenship: \_\_\_\_\_ Where are you currently a resident: \_\_\_\_\_

Your passport has been or will be issued by what country: \_\_\_\_\_

\*If transferring from a U.S. institution, please submit a copy of the passport Form I-94 showing appropriate current student visa status.

Do you hold any current U.S. Visa?  Yes    No   If yes, which visa and when does it expire: \_\_\_\_\_

If you will be coming to NMHU from within the U.S., when did you arrive?

If you have been studying in the U.S., do you have a current I-20:    Yes    No

If yes, from which institution and when does it expire? \_\_\_\_\_ What is your native language? \_\_\_\_\_

By what method do you intend to demonstrate English proficiency? \_\_\_\_\_

Permanent Resident    Asylee, and    Refugee must provide copies of documentation.

**Educational History and Records:**

Last high school attended: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

a. Did you graduate?:    Yes   If so, date of graduation: \_\_\_\_\_

b.                                     No   If no, have you earned a high school equivalency (GED) certificate?       Yes    No

If GED earned, date of issue: \_\_\_\_\_ Issuing Agency: \_\_\_\_\_

Non-U.S. citizens: Last school attended before Bachelor's degree: \_\_\_\_\_

Institution	City/State	Dates Attended	Degree or Certificate Earned	Date Degree conferred or Expected

Undergraduate degree major(s) \_\_\_\_\_ Graduate degree major (if applicable) \_\_\_\_\_

Statement of Goals: Your responses to the following questions provide the Admissions Committee with information to evaluate your application and determine your suitability for the social work profession. Please answer all questions fully. A minimum of 6 and a maximum of 8 typewritten, double-spaced pages for all 5 questions is recommended.

1. Prepare a statement about your academic and professional background and life experiences as they relate to your interest in the profession of Social Work. Include any specific work or volunteer experience you have had in helping other persons. Explain how these experiences may have: (1) contributed to your decision to seek a career in Social Work; and (2) influenced you to continue your professional education.
2. Describe any life volunteer, work, or school experiences that have contributed to your understanding of and desire to work with disadvantaged groups, ethnic and cultural minorities and other diverse populations.
3. Discuss your professional goals in relation to the area of concentration you have selected. Indicate which field of practice, client groups, and special social problems interest you and why.
4. Discuss your understanding of the Social Work profession and the characteristics you have that you believe will make you an effective Social Worker. What skills and knowledge do you want to develop through your Social Work education? What do you currently see as your strengths and limitations?
5. Have you ever been convicted of a crime?  No  Yes  
 Include any misdemeanors, felonies, or suspensions from other universities. If yes, please provide an explanation specifying the sentence or other remedy imposed. An Authorization for Release Form will need to be completed. This form can be obtained by calling the Social Work Admissions Office at 505.454.3310, or request by email to socialwork@nmhu.edu. It will only be given to the student upon request.

**Field Practicum Experience**

List Field Practicum placements in a human service agency. Indicate the type of agency and the clock hours completed. Use additional sheets if necessary. List most recent placement first.

Name of Agency/City/State	Type of Agency Nature of Work	Number of Hours

References: Please provide the names of the three persons who will submit evaluations as part of your application. Family members are not acceptable.

IMPORTANT - Advanced Standing Applicants Only: It is necessary to submit a reference form from your Field Practicum Supervisor.

1. Reference: \_\_\_\_\_
2. Reference: \_\_\_\_\_
3. Reference: \_\_\_\_\_

How did you learn about of the Highlands University Graduate School of Social Work? \_\_\_\_\_

**Affidavit for Social Work Applicants**

Please read carefully and sign.

(Admission to NMHU is based on each candidate’s entire academic record. At no time may a student neglect to report any part of his/her coursework. Every institution attended and every course taken by the applicant beyond the secondary education level must be reported on this application. If complete information is omitted, admission will be denied; if falsified information is submitted, admission will be rescinded.)

I certify that the information I have given on this application is true and complete to the best of my knowledge and that I have attended no other institutions than those listed. I understand that I am responsible for forwarding all official school records, together with all other application materials, and that these documents become the property of New Mexico Highlands University and will not be returned, transferred or duplicated for any other purpose. I also understand that if I am accepted to Highlands University, my admission is subject to verification of all official records from the institutions I have attended, including notice of graduation, when appropriate, and is contingent upon satisfactory completion of all course work prior to entering Highlands University. I acknowledge that the application fee is for processing my application and that such fee is nonrefundable.

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*In accordance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, New Mexico Highlands University publishes the graduation/persistence rates of its student body. For specific information on persistence and graduation rates, please contact the Registrar’s Office at 505. 454.3233. Information concerning athletes’ graduation rates is available from the Athletic Director’s Office at (505) 454-3351. Information on campus security programs and statistics is available from the Campus Security Office at 505.454.3278.*

*New Mexico Highlands University provides educational and employment opportunities to qualified persons without discriminatory regard to race, sex, disability, age, marital status, religion, color, ethnic and national origin or other non-merit factors. If you are an individual who is in need of auxiliary aids or services in order to participate in our programs, please contact the University at (505) 454-3252 or TTY #454-3003 or in writing to the Registrar’s Office, New Mexico Highlands University, Box 9000, Las Vegas, New Mexico 87701.*

Revised: 08/12



NEW MEXICO HIGHLANDS UNIVERSITY°

SCHOOL OF SOCIAL WORK
REQUEST FOR REFERENCE FORM

This section to be completed by applicant:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant's Name: \_\_\_\_\_

Name of person providing reference: \_\_\_\_\_

WAIVER OF RIGHT OF ACCESS

Current Federal and State laws require us to make the contents of a student's file available for review, unless the student has waived the right to access. Indicate your choice regarding right to access below. If you waive your right to access, we will keep the information on this form confidential. If not, we must make it available to you for review upon request. Reference forms will not be duplicated, scanned, transferred to other institutions, or returned to the student at any time.

- I do waive my right of access to review the information contained in this reference form.
I do not waive my right of access to review the information contained in this reference form.

Applicant Signature

This section to be completed by the individual providing the reference. Reviewer - please complete the information on both sides of this form. Use additional sheets if necessary. Your candid completion of this evaluation is appreciated. Applications cannot be reviewed without this reference material. References should be professional colleagues or faculty. Family members will not be accepted.

- 1 In what capacity and length of time have you known the applicant?
2 Please rate the applicant in comparison with persons you have known who are similar in age and experience.

Table with 7 columns: Please rate the applicant using a five point scale, Exceptional 5, Above Average 4, Average 3, Below Average 2, Unable To Evaluate 1, and an empty column. Rows include Intellectual Ability, Emotional Maturity & Stability, Leadership Ability, Oral Communication Skills, Adheres to Ethical Standards, Ability to Accept Constructive Feedback, Ability to Work with Others, Work Experience with Diverse Populations, Technical Writing Skills, Advocacy Skills, Sensitivity to and capacity for accepting differences in diverse populations, and Totals.

1. What major strengths and skills does the applicant possess? How will these skills impact the applicant's ability to practice in the Social Work profession? If applicable, how does the applicant relate to clients?

2. In what area(s) does the applicant need further development?

3. We are interested in your comments regarding this applicant's aptitude for graduate study and a career in Social Work.

Please indicate your recommendation for this applicant's admission:

[4] Recommend Highly  
[3] Recommend

[2] Recommend with Reservation  
[1] Do Not Recommend

Name and Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
(Address) (City) (State) (Zip Code)

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please mail this form directly to the NMHU School of Social Work. Your prompt response will expedite the admission review process for this applicant. Thank you for your assistance.*

**Return completed Reference Form to:**

NMHU School of Social Work, Box 9000, Las Vegas, NM 87701  
Fax to: (505) 454-3290 or scan and email to socialwork@nmhu.edu