



FACUNDO VALDEZ SCHOOL OF SOCIAL WORK

MASTER OF SOCIAL WORK
ADVANCED STANDING PROGRAM APPLICATION
DEADLINE JANUARY 17, 2019

ADVANCED STANDING APPLICATION REQUIREMENTS

- 1. Must have completed a Bachelor of Social Work degree from a Council on Social Work Education (CSWE) accredited School of Social Work awarded within five years from the date of admission into the MSW program.
2. Must have a minimum of a 3.5 GPA on a 4.0 scale in their Bachelor of Social Work courses.
3. Submission of three professional references as follows: one reference from field practicum supervisor, one reference from a current or former social work professor, and one reference from a current or former employment/volunteer supervisor.
4. Submission of graduate application, narrative statement, client assessment, resumé (including volunteer, employment and field practicum/internship experience - include hours per week), references, and transcript by the deadline date, January 17th.
5. Application fee of \$35.00 (check, cashier's check, or money order) for current NMHU students, and \$50.00 for non-NMHU graduates payable to NMHU School of Social Work, Box 9000, Las Vegas, New Mexico 87701

DEMOGRAPHIC INFORMATION - PLEASE PRINT LEGIBLY

Name _____ Date of Birth: ____/____/____
Social Security #: ____/____/____ HU ID if applicable @00 Gender: Male Female

Address _____
City State Zip Code

If your educational records are in a name other than given above (such as maiden name), please list:

Name _____

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

Home Phone _____ Cell Phone _____

Work Phone _____ Email _____

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 No Response

Race: Please select one or more that apply:

- White African American American Indian or Alaska Native
 Asian Native Hawaiian or Other Pacific Islander No Response

AREA OF CONCENTRATION – PLEASE CHOOSE ONLY ONE CONCENTRATION

Clinical Practice– Fall admission (offered at all sites, check one only)

Las Vegas Albuquerque Farmington Rio Rancho Roswell (includes Hobbs, Artesia & Clovis) Santa Fe

Bilingual/Bicultural Clinical Practice

Albuquerque

Leadership & Administration – Courses are offered in person at the Albuquerque Center and via Zoom teleconference to all sites.

Las Vegas Albuquerque Farmington Rio Rancho Roswell (includes Hobbs, Artesia & Clovis) Santa Fe

If not admitted to Advanced Standing will you accept admission to the two year program if offered? Yes No

For additional information about the program concentrations, curriculum, field practicum requirements, student stipends and other university programs/services, visit our web site: www.nmhu.edu/socialwork

EDUCATIONAL HISTORY & RECORDS

Last **high school** attended: _____

City _____ State _____

Did you graduate from high school?

Yes If so, date of graduation: _____

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

If GED earned, date of issue: _____ Issuing Agency: _____

List all colleges, universities or other post-secondary schools attended.

INSTITUTION	CITY/STATE	DATES ATTENDED	DEGREE OR CERTIFICATE EARNED	DATE DEGREE CONFERRED OR EXPECTED

Undergraduate degree major(s) _____

Graduate degree major (if applicable) _____

Language(s) spoken (other than English) _____

CITIZENSHIP & RESIDENCY

U.S. Citizen Yes No

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 _____

Do you reside in New Mexico or Colorado? Yes No If yes, for how long? (yrs.) _____

State of current residence _____ County of current residence _____

How long have you been living continuously in the state of New Mexico? _____

INTERNATIONAL STUDENTS ONLY

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 send an email to Frances Herrera, International Student Coordinator, at mfherrera@nmhu.edu).

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

Country of Citizenship: _____ Where are you currently a resident? _____

Your passport has been or will be issued by which 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 a 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(s)? _____

By what method do you intend to demonstrate English proficiency? _____

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

Non-U.S. citizens: Last school attended before Bachelor degree: _____

AFFIDAVIT

PLEASE READ CAREFULLY & 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.) Through this affidavit the applicant acknowledges that the School seeks candidates into its graduate programs that demonstrate a personal and professional commitment to a career in social work. A candidate acknowledges a commitment to work with multicultural and diverse populations regardless of differences in social class, economic status, gender, sexual orientation, age, physical disabilities, ethnicity and culture.

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 in nonrefundable.

WAIVER OF RIGHT OF ACCESS FOR REFERENCE FORMS

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 the reference 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.

Printed Name: _____

Signature _____ **Date:** _____

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. REV: 09/13

NARRATIVE STATEMENT

In a separate document, please respond to the questions below in narrative form (use APA style if citing any sources). Answer each question honestly and fully. Do not omit any of the questions from the narrative statement. You must respond to each question on the narrative. Limit your narrative statement to no more than 3-4 typewritten, double-spaced pages (total). Make sure that your answers are clearly numbered to correspond with each question.

1. Describe your personal, professional, and academic 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/advocating for other persons. Explain how these experiences have contributed to your decision to pursue graduate study in the profession of social work.
2. Describe any life, volunteer, work, or school experiences that have contributed to your understanding of and desire to work with vulnerable or marginalized groups, ethnic and cultural minorities, and other diverse populations.
3. Discuss your understanding of the social work profession and address how your experience and character will benefit you in becoming 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?
4. Have you ever been convicted of a felony? If yes, please explain and provide information 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 provided to the applicant upon request).
5. Have you ever received disciplinary action or been suspended from other universities? If yes, please explain.

CLIENT ASSESSMENT

All applicants for advanced standing must complete a client assessment based on the case below.

This is a case scenario based on the character Olivia, a 43-year-old, Native American woman living in Albuquerque, New Mexico. This scenario depicts intergenerational processes in a Native American family within an urban New Mexico setting. (The scenario on Olivia is included at the back of this application packet).

Note: You will have to creatively insert yourself into the story as the character's social worker. Your assessment will be reviewed by the School's Admission Committee to determine whether you have demonstrated mastery of the social work competencies and your ability to apply them in the case you have chosen. Your assessment must address all of the questions within Parts I through IV below.

Please make sure that your assessment is structured to indicate which part and which corresponding question of this assessment outline you are addressing, e.g., Part I, Question 1; Part I, Question 2, etc. all the way through to Part IV, Question 1. Your assessment should be a minimum of 6 pages and a maximum of 8 pages, typewritten and double-spaced.

Part I: Engagement

1. Describe the steps you would take to prepare to engage the various systems of the client's life. Which social work roles might you use to help this client?
2. Define and give examples in your own words on how you might employ the core relational conditions of empathy, warmth, authenticity and unconditional positive regard as described by Dr. Carl Rogers and key interviewing skills to engage this client.
3. How would you begin to engage in personal reflection and self-correction in working with this client?
4. Discuss possible value dilemmas that might arise in your work with this client? How might you utilize the standards of the social work code of ethics in working with this case?

Part II: Assessment

1. Utilize relevant theoretical and developmental frameworks to assess the client's developmental history, emotional, cognitive, social, and behavioral functioning to include the client's strengths and limitations. What environmental factors impinge on the client's functioning?
2. Discuss notions of privilege and power as they apply to this case – both in terms of the ways that the client and client system has been marginalized and the ways in which you work to reduce the power differential between the client and yourself. Discuss the ways in which the client has been affected by social injustice. What policy action(s) might you support to enhance social justice for this client system?
3. Develop a treatment plan of three or four goals and related tasks, based on the theory-based client assessment above.

Part III: Intervention

1. Discuss specific steps that you will take to achieve client treatment goals as detailed above (Part II, Question 3) to help client enhance her/his capacities and resolve problems. Discuss how you might negotiate, mediate, and advocate for this client.
2. Discuss specific steps that you will take to facilitate a positive transition or ending of your work with this client.

Part IV: Evaluation

1. Discuss specific steps you might take to monitor and evaluate the effectiveness of your work with the client.

APPLICATION CHECKLIST

- **Narrative Statement** – 3-4 typewritten, double-spaced pages (total document).
- **Client Assessment** – a minimum of 6 and a maximum of 8 typewritten, double-spaced pages required. Use APA formatting as appropriate.
- **Résumé/Volunteer and Employment History** - Please include the month and year of volunteer experience and employment and the length of time of your assignment in hours per week/month. Provide a brief description of your duties for each. List the three most recent paid employment positions. 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 and employment first.
- **Official Transcripts** – One from each degree-awarding institution (not required if currently attending Highlands). Please request electronic transcripts when possible and request that the educational institution email to: socialwork@nmhu.edu. Otherwise, all transcripts must be mailed directly from the institution to: NMHU School of Social Work, Attn: Lawrence M. Montaña, Admissions & Recruitment, Box 9000, Las Vegas, New Mexico 87701. **Note:** transcripts submitted to the general NMHU admissions office rather than directly to the School of Social Work may result in a delay in processing your application.
- **References** – Submission of three professional references. (See detailed instructions in Application Requirements, #3).
- **Signed Affidavit**

Please provide the names of three persons who will submit references as part of your application.

REFERENCE #1 : _____
REFERENCE #2: _____
REFERENCE #3: _____

January 17, 2019 is the priority deadline for submitting application materials. Applications received after the deadline will be considered for admission. However, enrollment priority is granted to applicants that applied on or before the deadline date. If an application is reviewed after the deadline date, the admission term may be deferred to a future term based on availability of courses. All applications are reviewed on a competitive basis based on GPA, human services work/volunteer experience, references, and the quality of the responses to the questions in the narrative statement and client assessment. Once the application is complete and rated, a recommendation for admission or denial is made to the school Dean. Applicants will be notified in writing by mail of the final decision.

Applications are not reviewed until **all materials** have been received. It is the responsibility of each applicant 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.

CLIENT SCENARIO – OLIVIA

Olivia is a 43-year-old bookkeeper/accountant who lost her job six months ago when her employer (the owner of an insurance underwriting company) retired and went out of business. She had worked at the company since she was 18 years old and worked her way up to being the principle person in charge of finances for the company. The company's owner never kept up with technological changes in the insurance business and always used the excuse that he was going to retire soon anyway. Olivia is well aware that this is likely a principal reason the company could not stay in business or be sold after the owner's retirement. Olivia never had the opportunity to become proficient with computer technology due to this.

Olivia is of Native American heritage and is the oldest of five children: two brothers ages 40 and 37 and two sisters ages 34 and 29. Her oldest brother lives in Albuquerque with his family. The younger male is homeless and lives mostly on the street in Albuquerque and Denver. Both of the sisters still reside in the home of her mother and father on the reservation. Olivia is Navajo from western New Mexico and even though she considers herself to be partly acculturated to the dominant culture of the United States, she maintains close ties to her tribal cultural values. She attends family and tribal events frequently and has a good relationship with her extended family except for her father.

Olivia is 5'1" tall and weighs 102 pounds. She has brown eyes and hair and light brown skin. She is meticulous in her dress though does not keep up with current trends in fashion. She had never left her apartment without makeup until she lost her job, even if it was just to the grocery store. Now she rarely uses makeup and her oldest brother remarked a few days ago that it looked as if she had slept in her clothes.

Olivia's childhood was marked by alcoholism in her nuclear and extended family. She remembers evenings at home when she was very young when she felt that there were no sober adults around to take care of her and her siblings. Olivia experimented with alcohol when she was in high school but did not enjoy the sensation of being out of control. She strictly avoids traditional events that may include alcohol and intoxicated persons.

At the age of 9, an uncle on her mother's side attempted to sexually molest her one evening at his home when her aunt was caring for her and her sisters. She was successful in avoiding the abuse and has not had contact with any of the members of that uncle's family since. Olivia was successful in elementary school and middle school and made friends normally. In high school, she always felt socially awkward, unattractive and did not make friends easily outside of a few female friends that she knew from the reservation. Her hope since the 10th grade was to leave the reservation and live in Tucson or Albuquerque.

Olivia had occasional boyfriends while in middle and high school but only one romantic relationship since she moved to Albuquerque after high school. It lasted 2 ½ years but ended when her boyfriend decided to break off the relationship. She had a son with the boyfriend when she was 20 years old and the son is now 23 and lives with his girlfriend in Rio Rancho. He is a great source of pride for her as he has been very successful in academics and is now in a management training program at Intel, Inc. He is very much acculturated to the dominant culture and Olivia is criticized heavily by her father and many in her extended family since her son does not speak Navajo nor is he attuned to the Navajo culture and values.

When ill or when she feels "out of balance" she will visit an aunt in Crownpoint who is a traditional Navajo healer and sometimes uses the services of a community clinic in Albuquerque that has a sliding fee scale. Olivia had health insurance at her previous job but now cannot afford it.

Client Scenario – Cont.

Olivia lives in an apartment that she has had for the last 7 years in a lower middle class neighborhood in the southeast quadrant of Albuquerque. She knows three of her female neighbors fairly well and they will occasionally have coffee together on Saturdays if they are all at home.

Olivia has been unemployed since losing her job and works part time for the small business of a friend doing payroll twice a month. Since the business and payroll is small, she can perform all of her duties with a simple adding machine/calculator and paper ledgers. She does this work from her home and has very little contact with persons outside of the tenants who live in the same apartment house. She supports herself on her savings and the small salary she earns in the part time job.

She spends most of her time at home alone and sleeps approximately 12 hours each day. She has lost weight and now weighs about 102 pounds (previously she weighed 130). She has very little energy and has trouble concentrating. Previously she enjoyed macramé and needle arts but has not done any of those activities since losing her job. Her friend (the one who employs her part time) visits about once a week due to her concern for her and often finds her sitting alone in a dark room with the curtains closed. Sometimes the TV is on but she is not watching it. For months she has resisted her friend's urging to go for an evaluation at the local mental health service agency stating "Nobody can help me. I'm no good to anybody anymore."

Olivia is worried about depleting all of her savings and not being able to pay her rent and expenses, but she does little about it. She finds herself calling up her oldest brother to argue with him about anything that comes to mind and also has found herself accusing one of her neighbors of being too nosy when she asks if she wants anything from the store or if she asks about her well-being.

Her friend finally brought Olivia (who agreed very reluctantly) to the outpatient mental health agency last week for an intake. During the intake she stated "I'll never find another job that I will like again" and "In this modern age, I can't learn all the technology that I need to get a good job". She agreed to come to one therapy session and "see what it is all about".

ONLINE REFERENCE SUBMISSION INSTRUCTIONS

Submission of three professional references as follows: one reference from field practicum supervisor, one reference from a current or former social work professor, and one reference from a current or former employment/volunteer supervisor (preferably in human services field). (If the applicant will not complete field practicum until after submission of application, a reference from an employment or volunteer supervisor in the human services field who has observed the applicant's work with clients must be submitted). **References from relatives, coworkers, subordinates, and personal friends will not be accepted.**

Step 1. You will need to know the email address of your recommender(s) prior to proceeding. Make an effort to use a professional/business email address such as, .edu, .org, and .net email addresses.

Step 2. Submit a reference request form found at: <http://www.nmhu.edu/current-students/graduate/social-work/admission-requirements-msw/>

Step 3. Your recommender will review and respond to your request as appropriate. Completed reference forms will be automatically submitted directly to the Facundo Valdez School of Social Work.

Please call or email, Lawrence M. Montaña, Graduate Admission Coordinator at 505/454-3310, socialwork@nmhu.edu if you need assistance or to request a PDF version of the reference form.