WESTERN
NEW MEXICO UNIVERSITY

SCHOOL OF SOCIAL WORK
STUDENT HANDBOOK

Academic Year 2026- 2027

WESTERN NEW MEXICO UNIVERSITY

PHELPS DODGE BUILDING

(575) 538-6421

School of Social Work Website

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Welcome, new student!

On behalf of our faculty and staff, welcome to the School of Social Work at Western New Mexico University! We are glad you have chosen WNMU to pursue your bachelor's or master's degree, and we look forward to guiding you on your journey toward earning your degree in social work.

You will have a program advisor and a faculty mentor/advisor to assist you in developing your degree plan and deciding on your class schedule. While you bear primary responsibility for setting your schedule, our advisors are your mentors and guides who can help you understand course rotations, degree plans, the course schedule, and can answer questions that arise with respect to your course of study and the logistics of planning your own unique pathway to obtaining your degree.

BSW students: To obtain information about your current faculty mentor, please visit the following link: Who is My Advisor?

MSW Students: To obtain information about your current faculty mentor please visit the following link: Who is My Advisor?

Our staff and faculty members take a personal interest in your success as a student. Also, when you are ready to prepare for your field practicum and internship placements, you will work closely with our Field faculty members to schedule and participate in them.

You are not alone – we are here to help you every step of the way!

Non-Discrimination Policy

The WNMU School of Social Work has adopted a non-discrimination policy that is broader than the University's and encourages equal treatment for all students, faculty, or staff in regard to age, race, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, religion, or sexual orientation. Any deviation from such equal treatment is violating student, faculty, or staff rights or disregarding acceptable standards of conduct of the School. A report of any violation can then be filed with the Associate Dean of the School of Social Work.

WNMU's policy on non-discrimination is included in the University Student Handbook

The WNMU SSW Diversity, Equity, Inclusion (DEI) Statement

The Western New Mexico University School of Social Work is committed to anti-racism, diversity, equity, and inclusion in our implicit and explicit curricula to align with the NASW Code of Ethics, the CSWE EPAS 2022, WNMU SSW standards and expectations, and social work values in general. We will support and actualize these guidelines and values through a collaborative, constantly iterative process of reflection and action that includes: culturally responsive social work practice; cultural humility; recognition and support of the experiences of those with intersectional identities; critical thinking, self-reflection, and awareness; recruitment and retention of diverse faculty, staff, and students; professional development; accountability; and monitoring and evaluation of our change efforts.

The WNMU SSW is committed to:

Critical Social Work/ Culturally Responsive Social Work Practices (CRSWP)

> Culturally Responsive Social Work Practice (CRSWP), which is responsive and supportive of the cultures of the students we serve both inside and outside of the state, now and in the future, as evidenced by equitable communication and service, a focus on individual and group needs, and the recognition of the right to self-determination within the contexts of an individual's or group's own historical and cultural norms, beliefs, and values.

Constant Process

> A constant iterative process of reflexivity, growth, and learning as evidenced by our interactions with colleagues and students in the classroom, so that we may work together to address power differentials and social injustices within our communities and beyond.

Intersectionality

> Recognizing that the people with whom we interact may experience a multitude of identities that intersect and interconnect in diverse and complex ways within various systems of oppression, as evidenced by open support of identity expression, and our inclusion of texts and materials by authors and creators from diverse and intersecting identities in our curriculum, our syllabi, and our professional development.

Recruiting

> Recruitment and retention of diverse faculty, staff, and students from a wide variety of backgrounds, that is representative of the communities where social workers live and work. This is evidenced by diverse marketing efforts that relay an intent to promote and support students, faculty, and staff from all walks of life.

Professional Development

> Professional development and advancement of all students, faculty, and staff. This includes the research and marketing of existing workforce and leadership development

programming aimed at diversifying the field of social work and higher education as evidenced by development and evaluation of initiatives that address barriers and gaps to career advancement for faculty, staff, and students.

Anti-oppressive practices

Anti-Oppressive practices recognize the inherent power imbalance that can occur in higher education settings and the importance of diminishing these imbalances to support an equal and just learning environment as demonstrated by promoting identity affirmation and inclusivity as well as empowering all stakeholders to actively contribute to teaching, learning, and decision making.

Cultural Humility

Cultural humility which embraces an unwavering process of self-reflection of one's own cultural identity and the commitment to learn from others as evidenced by supporting, acknowledging, and respecting beliefs, customs, and values that are essential to ethical service delivery to individuals of intersecting social identities.

Reflection, Evaluation, and Change Efforts

Rigorous monitoring and evaluation of diversity, equity, and inclusion efforts. This will include the ongoing feedback and tracking of experiences, outcomes, and feedback for programmatic improvement efforts from students, faculty, and staff stakeholders as evidenced by qualitative and quantitative data being used to inform program adjustments and improvements.

Critical Thinking

Critical thinking which intertwines with self-reflection and awareness, as demonstrated by a focus on teaching and learning about implicit and explicit biases, disparity, inequity, and systems of oppression.

Accountability

Accountability to our colleagues, our students, and ourselves to exhibit professional behavior in order to promote the environment that embraces DEI, as demonstrated by creating a culture of collaborative monitoring within implicit and explicit curriculum.

Collaboration

Collaborative action with our colleagues and students to increase our awareness, attentiveness, and responsiveness to DEI issues as demonstrated by open communication and partnership with WNMU SSW members in the classroom, departmental meetings, and work groups.

School of Social Work Mission Statement

The WNMU Social Work Program prepares and empowers students for culturally responsive and sustaining generalist (MSW advanced generalist) practice that promotes social, racial, economic, and environmental justice.

School of Social Work Goals

1. Prepare students for effective, professional, advanced generalist social work policy practice and anti-racist and anti-oppressive practice with individuals, families, groups, organizations, and communities.
2. Prepare students for lifelong learning, including graduate education and awareness of their responsibility to continue their professional growth and development.
3. Prepare students by incorporating the liberal arts perspective in the program's pedagogy, which emphasizes development of critical thinking skills and a liberal arts perspective and incorporates a broad range of interdisciplinary and multi-disciplinary knowledge and skills.
4. Prepare students to conduct themselves ethically and engage in ethical decision making in order to ensure human rights and social, racial, economic, and environmental justice.
5. Prepare students to engage in research-informed practice and practice-informed research to assess, intervene, and evaluate.
6. Prepare students to engage in equitable and inclusive practice with diverse populations.
7. Prepare students to integrate technological advancement in their practice.
8. Prepare students for self-reflective practice by teaching the skills of self-reflection, self-evaluation, self-care, and self-correction for effective practice at multiple system levels.

School of Social Work BSW Mission Statement

The mission of the WNMU BSW program is to prepare students for culturally humble generalist practice through a person-in-environment framework, a global perspective, respect for human diversity, and scientific inquiry. The program is committed to fostering social work values and competencies that promote:

- Social, economic, racial, and environmental justice
- Individual and community well-being by preventing conditions that limit human rights
- The elimination of poverty through advocacy and systemic change
- The enhancement of quality of life for all individuals and communities

Through this mission, the program equips students with the knowledge, skills, and ethical foundation necessary to address complex social issues and create meaningful change.

School of Social Work MSW Mission Statement

Grounded in a global perspective and respect for human diversity, the WNMU MSW Program equips graduate students for advanced generalist practice through scientific inquiry, self-reflection, and guided practice experiences. Through this program, students cultivate the knowledge, skills, values, cognitive and affective processes, and cultural humility required to improve the well-being and quality of life for all individuals as champions of social, racial,

economic, and environmental justice.

History and Accreditation

The idea of a Social Work Program at WNMU was conceived by faculty members of the Department of Social Sciences in 1987. The Social Work Program was initiated during the 1990-91 academic year when Department of Social Sciences faculty, working together with members of the community, determined that a Social Work Program would be a valuable resource for the undergraduates of WNMU and would be of service to the people of southwestern New Mexico and throughout the State of New Mexico. The program's founders envisioned a small-scale program that focused on the unique needs of the rural and the ethnically diverse population in the southwest.

The Department of Social Sciences began offering social work courses through the Social Work Program in Fall semester, 1991. Initially, fifteen students expressed interest in majoring in social work, and another fifteen requested additional information about the program, including degree requirements. The BSW Social Work Program at WNMU was officially granted final accreditation in 1994 by the Council on Social Work Education and has been successfully reaffirmed as required since then.

In the Spring Semester of 2009, the department began offering the MSW program. In February 2010 the department was approved by the Vice President for Academic Affairs as a School of Social Work, effective July 2010. The MSW Social Work Program at WNMU was officially granted candidacy status in June of 2011 by the Council on Social Work Education. The program received final accreditation in July 2013 and has been successfully reaffirmed as required since then.

Currently, as a result of demand for distance education courses by students who live locally and those across the country, both the BSW and MSW are available completely online. The School of Social Work has experienced exponential growth and now has approximately 166 BSW students, 336 MSW students, 6 full- time staff members, 1 part-time staff member, 13 full- time faculty members, and approximately 40 adjunct instructors.

Generalist Social Work Practice (BSW)

The BSW program believes that the generalist social work framework provides the most appropriate educational approach for our students because our students live and work in a

variety of settings all over the United States and the world. The BSW program envisions a social work generalist as a person who can look at complex situations in their entirety, deeply analyze the interaction of persons in the systems connected to the focal individual, family, group, network, organization, or community and initiate highly skilled interventions in those situations as needed. We believe that the generalist is skilled at identifying, coordinating, and mobilizing the knowledge and skills of the profession and resources of the community for the benefit of the individual client or client system.

Thus, BSW program goals, expected educational outcomes, and curriculum content are structured to produce professional social workers educated in generalist social work practice. The curriculum is based on a liberal arts foundation built within and, in addition to, the general education requirements. It is designed to enable students to integrate the knowledge, values, and skills of the social work profession so they can provide competent entry-level practice.

The content of social work courses reflects the belief that clients need to be viewed as individuals in the nexus of a variety of interacting situations. Client needs may require our students to draw upon knowledge and perspectives outside their social work course. Thus, we require our students to take a variety of courses, in addition to social work, to develop their generalist orientation toward social work practice.

The faculty in the School of Social Work at Western New Mexico University believe that the generalist practitioner can be defined as follows:

> *The generalist practitioner operates within the NASW ethical code utilizing a broad spectrum of knowledge and skills based on a problem-solving model that is infinitely flexible. The assessment process of the generalist practitioner is grounded in a systems and person-in-environment framework which suggests multiple points of intervention (individual, families, groups, organizations, institutions and other social systems). The primary focus of the generalist social worker is to prevent or solve difficulties as well as enhance and strengthen the inherent capacities of diverse client systems and is transferable among populations and client systems. This approach encourages advocacy, incorporates an appreciation of human diversity; and strives for the acquisition of social justice.*

Advanced Generalist Social Work Practice (MSW)

The MSW program believes that the advanced generalist social work framework provides the most appropriate educational approach for our students because our students live and work in a variety of settings all over the United States and the world. The MSW program envisions an advanced social work generalist as a person who can look at complex situations in their entirety, deeply analyze the interaction of persons in all the systems connected to the focal individual, family, group, network, organization, or community and initiate highly skilled interventions in those situations as needed. We believe that the advanced generalist is skilled at identifying, coordinating, and mobilizing the knowledge and skills of the profession and resources of the community for the benefit of the individual client or client system.

Thus, MSW program goals, expected educational outcomes, and curriculum content are structured to produce advanced level professional social workers educated in generalist social work practice. The curriculum is based on a liberal arts foundation built within and, in addition to, the general education requirements. It is designed to enable students to integrate the knowledge, values, and skills of the social work profession so they can provide competent entry-level advanced practice.

The content of social work courses reflects the belief that clients need to be viewed as individuals in the nexus of a variety of interacting situations. Client needs may require our students to draw upon knowledge and perspectives outside their social work course. Thus, we require our students to take a variety of courses, in addition to social work to develop their advanced generalist orientation toward social work practice.

The faculty in the School of Social Work at Western New Mexico University believes that the advanced generalist practitioner can be defined using the definition of Sheafor et al. (2010) as follows:

> *The advanced generalist social worker engages in more difficult practice tasks [than those encountered at the initial generalist level of practice] and, therefore, operates from an expanded knowledge base about individuals, groups, organizations, and communities. The advanced generalist must . . . develop increased skills to intervene in direct service provision with individuals, families, and groups at one end of the multiple-level practice spectrum, and, at the other end, address more complex indirect practice situations such as*

supervision, administration, and policy or program evaluation. . . . the advanced generalist . . . approach(es) social work practice from an eclectic, but disciplined and systematic, stance and . . . simultaneously engage(s) in both theoretical research and practice evaluation.

Sheafor, B., Morales, A., & *Scott,* M. (2010). *Social work: A profession of many faces*. Boston, MA: Allyn and Bacon.

School of Social Work Faculty Committees

Admissions Committee

The Admissions committee's purpose is to periodically review and recommend updates to the current SSW application and supplemental materials as well as the Admission Application Assessment Tool (AAAT). The Admissions committee is also responsible for constructing guidance documents for faculty reviewers and for making recommendations for SSW admission policy changes as needed. The committee consists of WNMU School of Social Work faculty members and the Admissions Coordinator.

Assessment Committee

The Assessment committee's purpose is to facilitate and engage in ongoing assessment activities within the SSW. This includes CSWE Competency Outcomes Reports every semester, yearly Student Learning Outcome reports for the University Assessment committee, biennial Program Assessment reports for the University, maintenance of the Accreditation Curriculum Matrix, yearly program evaluation stakeholder surveys, and alumni surveys. In addition, the Assessment committee assists with the CSWE Reaffirmation process as needed. The committee consists of WNMU School of Social Work faculty members.

Diversity, Equity and Inclusion Committee (DEI)

The DEI committee's purpose is to enhance the School's DEI explicit and implicit curricular activities. The DEI committee aims to facilitate dialogue and planning efforts to create an educational environment that fully embodies Competency 3 (Engage Anti-racism, Diversity, Equity, and Inclusion in Practice) of the 2022 Educational Policy and Accreditation Standards. In the light of DEI's efforts, the committee consists of WNMU School of Social Work faculty, staff, and students.

Admission Policies (BSW)

The admissions process at WNMU is a two-step process. Candidates for consideration to the BSW program must first be admitted with final or provisional admission status by the University. Admission to the Bachelors of Social Work Program requires compliance with selective criteria which are reviewed by an admissions Committee who makes the final determination of program acceptance.

Eligibility

Applying to the B.S.W. program is easy, and we accept applications year-round.

Applicants to the program should meet the following criteria: be admitted to Western New Mexico University and have at least a 2.5 cumulative grade point average.

Students who have a cumulative grade point average below 2.5 may be considered for provisional admission status.

Provisional Admission: A student may be provisionally admitted to the BSW program when all requirements for admission have not been met at the time of application. A student who is provisionally admitted will be informed of the stipulations that must be met for full admission. These stipulations may include, but are not limited to, the successful completion of prerequisite course work, maintaining a minimum 2.5 grade point average for the semester of study. Provisional admission is revoked if a stipulation is not met within the given timeframe.

Students must be admitted to the program prior to enrolling in SWK 386, Social Work Micro Practice.

Procedure for Admission

The Admissions Coordinator maintains a file of incoming applications and tracks additional documents required for consideration of BSW candidates. Once an application is complete, the Admission Coordinator notifies the Admissions Committee, and a date is set to review completed, pending applications. Thus, the Admissions Committee meets on an as-needed basis to review applications as they are received. Each candidate is asked to provide a written narrative answering a standard set of admission questions. Additional information may be requested to assist the Admissions Committee in making a final determination.

Admissions Reviews

Two faculty members review each application. Committee members consider the School of

Social Work's mission and goals when reviewing application materials as well as considering the applicant's life experiences, employment history, references, felony convictions (if applicable), and professional license revocation (if applicable). Both objective and subjective material are utilized in determining whether applicants are qualified to become professional social workers at the beginning level of practice. After reviewing application documents, Faculty Reviewers make a recommendation for final admission or non-admission to the Social Work program based upon their evaluation of the following criteria: written and verbal communication skills, the applicant's ability to self-reflect, the applicant's personal philosophy of ethical human interactions, the desire to become a professional social worker, the applicant's understanding of social work values, a willingness to integrate and abide by the values and ethics of the social work profession, and the congruency between the applicant's perspective of social problems and the perspective of the social work profession. A simple majority of recommendations constitutes the decision made by Faculty Reviewers.

Notification of Admission

Applicants will be notified of their admissions status via the email address they provided on their application form. Decisions regarding admission are made by the School of Social Work Program Admissions Committee. All admissions decisions are final. Upon admission to the School of Social Work, students are assigned to a program advisor and a faculty mentor. The program advisor and faculty mentor/advisor will be the contact people for the student regarding any questions or concerns they may have, in addition to providing academic advising to assigned students.

BSW Program Policy on Transfer Credits

Western New Mexico University's School of Social Work requires that all transferrable core social work courses being considered must come from a CSWE accredited social work program. All transfer credit hours must be approved by the program faculty and the Associate Dean of the School of Social Work regarding content and requested credit hours.

The School of Social Work cannot guarantee acceptance of transfer credits prior to admission to the program, however, Social Work Courses from a CSWE accredited institution that were taken within the past 7 years may be transferrable for some Social Work Core courses. Courses outside the Social Work Core Curriculum may transfer in for elective credit; however, those transfers must be approved by the relevant department and cannot be guaranteed by the School

of Social Work as the WNMU's Registrar's Office makes all final determinations on transfer credits. Before it is assumed that requested transfer credits have been accepted, a WNMU Degree Plan Change form must be submitted with all transfer credits listed along with appropriate signatures indicating approval.

Admission Policies (MSW)

Admission applications for the MSW Program at WNMU are processed by both the School of Social Work and the Graduate Admissions Office. We strongly encourage prospective students to apply and submit the requisite information as SOON AS POSSIBLE. Students must apply no later than four months prior to the first day of classes for the term in which they seek enrollment for admission review. Please check online for current deadlines. Individuals who submit applications and materials after the recommended deadline will not be admitted to the MSW Program for the identified term.

Admission to the Master of Social Work Program requires compliance with selective criteria. These criteria include oral and written communication skills, a personal philosophy of ethical human interactions, a desire to provide service to clients, and a willingness to abide by the values and ethics of the social work profession.

Eligibility – Traditional MSW (Non-Advanced Standing)

Admission to the School of Social Work is contingent upon final admission to the Graduate Studies Division of WNMU. Students considered for admission to the Master of Social Work program must meet the following criteria to be admitted to the Graduate Division:

1. An earned bachelor's degree from a college or university accredited by a recognized regional accrediting body.
2. For *final* admission, a minimum grade point average of 2.75 for the most recent 64 semester credit hours of undergraduate/graduate work.
3. Applicants with a GPA below 2.75 have other options they can explore prior to pursuing *final* admission and should contact the School of Social Work Admissions Coordinator for the most current information regarding their options.

Eligibility – Advanced Standing MSW

Advanced standing is awarded only to graduates holding degrees no older than eight years from baccalaureate social work programs accredited by CSWE, or those recognized through its International Social Work Degree Recognition and Evaluation Service or covered under a memorandum of understanding with another international social work accreditation body. The

Advanced Standing Program consists of 39 credit hours. For *final* admission, a minimum grade point average of 3.0 for the most recent 64 semester credit hours of undergraduate/graduate work is required. Applicants with a GPA below 3.0 have other options they can explore prior to pursuing *final* admission and should contact the School of Social Work Admissions Coordinator for the most current information regarding their options.

The MSW Application Form:

The MSW Application form must be completed in its entirety to be considered for admission. The application requires all of the following:

- Submission of a completed professional/personal statement per instruction provided.
- Contact information for three references. References **MUST** be academic or professional. **Personal references will NOT be accepted. In other words, NO Co-worker or Colleague references will be accepted.**
    - For Applicants without a BSW, at least three references must be professional (an individual who supervised applicant's performance in a work, field practicum or volunteer setting) or academic (a college professor or academic advisor).
    - For Advanced Standing Applicants, at least **one** reference must be from a full-time faculty member from the institution where they received their BSW and **one** reference from a field instructor for their BSW field experience. The third required reference could be from either an academic or professional (employment or volunteer supervisor) source.
- Resume, including history of volunteer or work experience.
- Official copies of all academic transcript(s)

Notification of Admission

Applicants will be notified of their admissions status via the email address they provided on their application form. Decisions regarding admission are made by the School of Social Work Program Admissions Committee. All admissions decisions are final. Upon admission to the School of Social Work, students are assigned a program advisor and a faculty mentor/advisor. The program advisor and faculty mentor/advisor will be the contact people for the student regarding any questions or concerns they may have, in addition to providing academic advising to assigned students.

Admissions Reviews

Two faculty members review each application. Committee members consider the School of Social Work's mission and goals when reviewing application materials as well as considering the applicant's life experiences, employment history, references, felony convictions (if applicable), and professional license revocation (if applicable). Both objective and subjective

material are utilized in determining whether applicants are qualified to become professional social workers at the beginning or advanced level of practice. Additional information may be requested to assist the Admissions Committee in making a final determination.

After reviewing application documents, Faculty Reviewers make a recommendation for final admission or non-admission to the Social Work program based upon their evaluation of the following criteria: written and verbal communication skills, the applicant's ability to self-reflect, the applicant's personal philosophy of ethical human interactions, the desire to become a professional social worker, the applicant's understanding of social work values, a willingness to integrate and abide by the values and ethics of the social work profession, and the congruency between the applicant's perspective of social problems and the perspective of the social work profession. A simple majority of recommendations constitutes the decision made by Faculty Reviewers.

Applicants who are not recommended for admission must wait one calendar year from the semester they originally applied for and were denied to reapply to the WNMU School of Social Work.

Graduate Division NON-DEGREE Student Admission

A non-degree student is a student who is not seeking a degree by choice. Available coursework for the student interested in an M.S.W. in this situation includes SWK 501, SWK 502, and SWK electives. Graduate students who enter or take courses as NON-DEGREE students are not eligible to receive financial aid through WNMU. To be admitted as a NON-DEGREE graduate student, an applicant must complete the online application as "Graduate Non-Degree".

The M.S.W. program also requires that the student sign a memorandum of understanding (MOU) regarding this status and courses taken while under this classification. The M.S.W. program welcomes professionals to enroll under this status for purposes of professional development and CEU credits. The MOU is required in all cases. If a NON-DEGREE student later chooses to seek a degree, they must re-apply to the Graduate Division and their intended program of study. Courses taken by students with NON-DEGREE status must be approved by the student's advisor and Chair/Associate Dean in the intended degree program in order to be counted toward the degree. The student must submit a petition to their intended program and, if approved by the program, subsequently to the Graduate Division.

Graduate Admissions: Please visit the Grad School website for further information.

International Students: Please go to the International Students website for specific requirements for admission.

Readmission: Any former graduate student wishing to be readmitted to a WNMU graduate program must complete the Application for Readmission form available online from the Admissions Office, along with any other requirements as directed by that office. Any student who has attended other colleges or universities prior to submitting the application for readmission to WNMU must submit complete academic transcripts from those institutions as part of the application procedure.

MSW Program Policy on Transfer Credits

A total of 33% of the hours needed to complete an MSW degree may be transfer credits from another CSWE accredited MSW program. For the 39-credit hour advanced standing MSW program, that would mean a possible total of 13 credit hours. For the non- advanced standing MSW program consisting of 60 credit hours, that would mean that 20 credit hours could be transfer credits. All transferred courses must reflect a grade of "B" (3.0) or higher from the granting institution.

The following courses must be taken at WNMU: SWK 681, and SWK 682, unless the student receives approval in writing before entering the program.
All transfer credit hours must be approved by the program faculty and the Associate Dean of the School of Social Work regarding content and requested credit hours.
The School of Social Work cannot guarantee acceptance of transfer credits prior to admission to the program, however, Social Work Courses from a CSWE accredited institution that were taken within the past 7 years may be transferrable for some Social Work Core courses. Courses outside the Social Work Core Curriculum may transfer in for elective credit; however, those transfers must be approved by the relevant department and cannot be guaranteed by the School of Social Work as the WNMU's Registrar's Office makes all final determinations on transfer credits. Before it is assumed that requested transfer credits have been accepted, a WNMU Degree Plan Change form must be submitted with all transfer credits listed along with appropriate signatures indicating approval.

**For students seeking licensure in New Mexico, SWK 501 Cultural Competence must be taken at WNMU or student must acknowledge in writing that they will be required to meet the requirements of the licensing board in terms of cultural competence.*

No Credit for Experience

As per CSWE standards, the WNMU School of Social Work BSW and MSW Programs do not grant social work credit for life experience or previous work experience.

Curriculum

"Each annual catalog is effective Summer through Spring. Students pursuing an undergraduate/graduate degree may choose to graduate under the catalog which was in effect when they entered WNMU, or any subsequent catalog, provided the catalog is not more than eight years for undergraduate and six years old for graduate when the degree requirements are completed. Students may not use more than one catalog to complete degree requirements." Choice of Catalog webpage

Please contact your academic advisor for additional assistance with degree plans.

*__Important Note__: Students must be admitted into the BSW program in order to be eligible to complete SWK 386, SWK 398, SWK 460, SWK 461, SWK 487, SWK 488, SWK 492, and SWK 499.

*__Important Note__: All graduate credit, including transfer credit, must have been earned within the past seven years prior to issuance of the graduate degree.

BSW Core Courses

SOWK 2110 Introduction to Social Welfare and Social Work
SOWK 1110 Ethics in Social Work & Human Services
SWK 304 Writing for Social Work
SWK 320 Diversity in Social Work Practice
SWK 342 Human Behavior and the Social Environment
SWK 345 Theoretical Foundations and Techniques Social Work
*SWK 386 Micro Practice in Social Work
*SWK 398 Pre-Practicum Skills Lab SWK
SWK 403 Social Welfare Policy
*SWK 460 Research Methods
*SWK 461 Research Project
*SWK 487 Mezzo Practice in Social Work
*SWK 488 Macro Practice in Social Work
*SWK 492 Social Work Field Practicum I

*SWK 499 Social Work Field Practicum II

Courses marked with a * require admission into the BSW program

BSW Electives

SWK 404 Introduction to Social Work Practice with the Military

SWK 405 Advanced Social Work Practice with the Military

SWK 406 Social Work in the School Setting

SWK 407 Advanced School Social Work Practice

SWK 408 Social Work Interventions in the School Setting

SWK 413 Human Trafficking

SWK 414 Disabilities and Empowerment

SWK 415 Psychopharmacology for Social Workers

SWK 416 Medical Social Work Practice

SWK 420 Understanding the Rural Community

SWK 423 Introduction to Ecotherapy

SWK 424 Adventure/Experiential Therapy

SWK 426 Eco Social Work

SWK 470 Child Welfare

SWK 497 Field Practicum Supervision

Current MSW Core Courses

Non-Advanced – for students without undergraduate BSW degree

SWK 501 Cultural Competence in Social Work Practice
SWK 502 Introduction to Advanced Generalist Social Work

SWK 510 Human Behavior and the Social Environment

SWK 511 Generalist Social Work Practice

SWK 512 Professional Writing in Social Work
SWK 522 Group Dynamics in Social Work Practice

SWK 527 Theories and Techniques of Clinical Social Work

SWK 581 Foundation Field Practicum I

SWK 582 Foundation Field Practicum II

SWK 610 Social Work Supervision and Leadership

SWK 615 Clinical Intervention and Assessment

SWK 620 Advanced Psycho-Social Approaches to Social Work Practice

SWK 621 Community Organization and Development

SWK 630 Social Welfare Policy

SWK 640 Applied Social Work Research

SWK 681 Advanced Field Practicum I
SWK 682 Advanced Field Practicum II

Advanced – for students with undergraduate BSW

SWK 501 Cultural Competence in Social Work Practice
SWK 527 Theories and Techniques in Clinical Social Work
SWK 610 Social Work Supervision and Leadership
SWK 615 Clinical Intervention and Assessment
SWK 620 Advanced Psycho-Social Approaches to Social Work Practice
SWK 621 Community Organization and Development
SWK 630 Social Welfare Policy
SWK 640 Applied Social Work Research
SWK 681 Advanced Field Practicum I
SWK 682 Advanced Field Practicum II

Graduate Certificates

WNMU School of Social Work currently offers several graduate certificate options. MSW students are not required to complete a certificate, however, they allow our graduates to expand upon the advanced generalist curriculum. Curriculum for certificates is listed here.

Graduate Certificate Rural Community Social Work Services

SWK 520 Understanding the Rural Community
SWK 620 Advanced Psychosocial Approaches to Practice
SWK 621 Community Organizing and Development
SWK 630 Social Welfare Policy

Graduate Certificate Social Work Services Military Families

SWK 504 Introduction to Social Work Practice with the Military
SWK 505 Advanced Social Work Practice with the Military
SWK 509 Integrative Social Work Therapies with Veterans & Families
SWK 515 Psychopharmacology for Social Workers

Graduate Certificate School Social Work

SWK 506 Social Work in the School Setting
SWK 507 Advanced School Social Work Practice
SPED 508 Practical Applications of Special Education
SWK 570 Child Welfare

Graduate Certificate Ecotherapy

SWK 523 Introduction to Ecotherapy

SWK 524 Adventure-Experiential Therapy & Other Related Modalities
SWK 526 Eco Social Work
SWK 605 Dialectical Behavioral Therapy

Elective Courses

Courses listed above as a part of certificates are also available as individual elective courses

SWK 504 Introduction to Social Work Practice with the Military
SWK 505 Advanced Social Work Practice with the Military
SWK 506 Social Work in the School Setting
SWK 507 Advanced School Social Work Practice
SWK 508 Social Work Interventions in the School Setting
SWK 509 Integrative Social Work Therapies with Veterans & Families
SWK 513 Human Trafficking
SWK 514 Disabilities and Empowerment
SWK 515 Psychopharmacology for Social Workers
SWK 516 Medical Social Work Practice
SWK 518 SWK Practice and Client Sexuality (1 credit hour)
SWK 519 SWK Practice with Intimate Partner Violence (1 credit hour)
SWK 520 Understanding Rural Community
SWK 523 Introduction to Ecotherapy
SWK 524 Adventure/Experiential Therapy
SWK 526 Eco-Social Work
SWK 528 Spirituality in Social Work
SWK 570 Child Welfare
SWK 580 WKSP: Topics vary
SWK 583 Field Practicum Supervision (1 credit hour – for students in field)
SWK 605 Dialectical Behavioral Therapy
SWK 628 Clinical Reasoning & Case Formulation
SWK 650 Core Components and Skills for Trauma-Informed Social Work Practice

No duplication of BSW coursework in MSW

Advanced standing is awarded only to graduates holding degrees from baccalaureate social work programs accredited by CSWE in which the BSW degree was completed no more than

eight years prior to application to the WNMU MSW program, those recognized through its International Social Work Degree Recognition and Evaluation Service or covered under a memorandum of understanding with international social work accreditors.

The Advanced Standing Program currently consists of 39 credit hours. Admitted students begin their coursework in the program's advanced or second year, except for SWK 501 (Cultural Competence) and SWK 527 (Theories and Techniques). It is assumed that the coursework required to obtain the BSW degree from an accredited baccalaureate social work program is equivalent to the foundation coursework contained within the first year of the MSW program. For this reason, approved electives for Advanced Standing students may not include foundation core coursework except for SWK 512 Professional Writing. Students should select from the list of SWK electives or graduate level courses from related disciplines. All electives from related disciplines must be approved by the students' advisor.

Field Education

The Field Education manual and specific information about deadlines and how to apply for a field practicum placement and secure an appropriate field practicum site is available online at

BSW: Field Education

MSW: Field Education

Program Policies

Advising

Academic advising is provided by social work program faculty and Advising Center staff.

Advising Policies and Procedures

Academic advising goes beyond the clerical functions of scheduling classes and preparing degree plans. Good academic advising assists students in clarifying personal and career goals, developing consistent educational goals, and evaluating progress towards those goals. Academic advising utilizes the resources of the University and refers students to the appropriate academic support services. It is a decision-making process in which the sharing of information between student and advisor promotes responsible and appropriate choices and facilitates a successful academic experience.

Academic and Professional Advising, School of Social Work

Academic advising within the School of Social Work is based on the policies and procedures outlined in WNMU's Guide for Advising Handbook. Once a student declares their intention to obtain a Bachelor or Master of Social Work degree, the student is assigned a program academic advisor and a faculty advisor/mentor. As per WNMU policy, all faculty and professional staff advisors must complete a comprehensive advisor training course before being assigned advisees. Regular in-service training is provided to advisors through the University's Advising Office. The School of Social Work mentors the new advisors to assure compliance with advising standards and procedures and to assure student referrals to appropriate support services, as needed.

Advisors from the School of Social Work establish regular office hours and are available for individual appointments and/or phone contact on a regular basis each semester.

Effort is made to accommodate students' schedules using online communication systems. Social work students have the responsibility to contact their assigned social work advisors on a regular basis (as needed).

Records of advising are maintained electronically to facilitate information sharing between departments within the University, including Academic Affairs and the Registrar's Office.

Although the functions of the advisor vary for different students, the general advising duties are normally as follows:

- Assist in developing an appropriate degree plan for each student
- Assist students with course scheduling
- Monitor students' academic progress
- Provide guidance and mentoring regarding students' professional development and resolution of relevant personal concerns as needed
- Serve as a link between students and the University
- Assist students with the process of graduation

Professional advising for the WNMU BSW and MSW programs is provided through two distinct approaches: faculty mentorship and field seminar. Full-time faculty are assigned as faculty mentors to all enrolled BSW and MSW students. Faculty mentors play a key role in supporting students by:

- Guiding and mentoring students in their professional development and addressing relevant personal or academic concerns.

- Offering career, licensure, and post-graduation planning advice.
- Providing support during Student Performance Review meetings, if needed.
- Acting as a liaison between students and the University.

Students are informed about how to contact their faculty mentor upon admission to the BSW and MSW programs. Current mentor assignments are accessible in the BSW and MSW Knowledge Bases, and students are encouraged to reach out to their mentor as needed. Faculty typically initiate contact with their assigned students at least once per semester. Faculty and staff also share observations of personal or academic concerns with the assigned faculty mentor, who will then reach out to the student to provide appropriate support.

Additionally, field seminar faculty offer professional advising and mentoring specific to professional behavior while students are actively engaged in their field agencies. Field seminar faculty play a key role in supporting students during their field practicum by:

- Providing professional guidance to help students navigate their practicum experience effectively.
- Offering strategies for professional skill development.
- Leading discussions that encourage students to reflect on their experiences, ethical considerations, and professional development.

Students engage with their field seminar faculty during their weekly seminars, fostering regular interaction and collaboration. Each field seminar faculty is assigned a maximum of 12 students per seminar to support meaningful interactions. Additionally, the students work with the same field seminar faculty throughout the semester, providing consistency and enabling the faculty member to gain a deeper understanding of each student's growth. This continuity allows for more informed feedback and tailored guidance to support the students' professional development.

Advising Timelines: WNMU faculty and program advisors strive to provide timely, responsive, and engaged advising. Academic advisors within the School of Social Work aim to respond to advising inquiries within five working days, via email or telephone, but may need additional time based on extenuating circumstances.

Degree Audit

The student must file an advisor approved degree plan along with an application for a degree audit with the Registrar's Office, by February 1st for summer graduation, June 1st for fall

graduation and September 1st for spring graduation. The student will be advised, in writing, of the results. Social work students have the right to receive, at no charge, an audit of their degree plan from the Registrar's Office. Social work students have the responsibility to discuss with their advisor ways of ensuring all BSW or MSW degree graduation requirements are met.

Commencement

Commencement exercises are held at the end of the Spring and Fall semesters in Silver City. Students whose requirements were completed, and degrees conferred in preceding semesters, as well as those who have completed requirements in the Summer, Fall, and Spring semesters, are invited to attend and have their names printed in the commencement program.

The student must complete a graduation application by the deadline date published in the schedule of classes and WNMU Catalog. A separate graduation application by the deadline date is also required for any School of Social Work Graduate Certificate Programs.

The student must have removed any indebtedness to WNMU and completed all course work prior to the last day of the semester.

If students are within seven credit hours of completing requirements for graduation, they may apply for graduation and request to be allowed to participate early in a graduation ceremony. This must be done early enough that the program can be printed correctly.

Program Fees

Courses offered by the School of Social Work at WNMU are assessed a Program Fee of $10 per credit hour. These fees were originally developed with extensive input from students and are used to fund ongoing initiatives that ensure programmatic quality and sustainability as well as services designed to support students. This may include but is not limited to updated technology, equipment, supplies, and travel to CSWE required training. Any student with questions about the fees assessed by the School of Social Work can contact their faculty advisor.

How to Order Textbooks

The WNMU|ACCESS program makes required course texts and e-texts available to students when they register and rolls the cost of books into tuition and fees. Please see the Access Program webpage for more information about how the program works and what to do if you want to opt out. Students can also visit the Bookstore webpage directly for more information.

School of Social Work Student Knowledge Bases

Students can obtain current information about the BSW program by visiting the BSW Knowledge Base which will be accessible upon admission to the program via a Canvas (WNMU's Learning Management System) course invitation provided by your program advisor.

Students can obtain current information about the MSW program by visiting the MSW Knowledge Base, which will be accessible upon admission to the program via a Canvas (WNMU's Learning Management System) course invitation provided by your program advisor.

The Knowledge Base provides comprehensive information on many topics. Faculty mentors and program administrators use the Announcements feature in this Canvas course to communicate important information to students.

Expectations of Students

Confidentiality

Students are expected to maintain confidentiality per the NASW Code of Ethics. At times students choose to share personal information about themselves in class discussions. Please do not discuss any personal information shared in class or in the online discussion boards with others outside of class in any setting (other classes, field practicum, place of employment, personal). In addition, students should never reveal identifying or personal client information when discussing case material in any course including Field Seminar, Field Supervision, or meetings with faculty who serve as Field Liaisons. Finally, students should not reveal identifying or personal information when discussing inappropriate Agency practices.

Professionalism

Purpose

Academic integrity and respect for the dignity of the individual are essential in any educational endeavor. In scholarly endeavors, all participants must commit themselves to truthfulness and honesty in the search for new insight and knowledge. In addition, honesty, integrity, and respect in all interactions with colleagues, peers, teachers, and support staff, as well as with clients and their families, are essential professional attributes.

General Responsibilities

All faculty and students at WNMU are responsible for maintaining an atmosphere of honest inquiry, academic integrity, and professionalism. All should be familiar with the provisions of

this policy. All should strive to conduct themselves and their academic and scholarly activities within the spirit of the highest traditions of truthfulness, integrity, professionalism, and respect for the rights of others. Students in the School of Social Work should recognize that their enrollment in the WNMU School of Social Work BSW or MSW program is for the purpose of obtaining an education to become a professional social worker, and as such, they recognize that they are students, and not consumers of a product. Students recognize that they will receive guidance, instruction, mentorship, and feedback from instructors within the program and to that end, students must be receptive and open to learning and receiving instruction and direction. Education is not a commodity; students are not purchasing a grade or degree, it is to be understood that they have enrolled in the University and the Program to obtain an education to become a social worker, which requires the thoughtful participation of both the educator and the student within an academic environment.

In addition to following the WNMU Student Handbook, the WNMU Code of Civility, and the School of Social Work Handbook, students should refrain from any action violating the principles of the NASW Code of Ethics, whether in letter or in spirit.

Following the NASW Code of Ethics, we abide by specific values. The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society. Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards (NASW Code of Ethics, 2021).

Professional Behaviors and Dispositions

WNMU School of Social Work faculty may decide to evaluate a student's professional behavior. It is the expectation of the School of Social Work that all students will exhibit professional behavior during their time in the program and beyond. Professional behavior includes adhering to the NASW Code of Ethics, the WNMU Student Handbook, and The WNMU Code of Civility. In addition, it is the expectation of the School of Social Work that all students exhibit dispositions conducive to productive learning with an eye toward subsequent

professional social work practice. These behaviors and dispositions include demonstrating all of the following:

- ability to take responsibility for one's actions,
- ability to accept constructive feedback,
- trustworthiness,
- maturity,
- flexibility,
- the ability to self-reflect,
- the ability to develop positive interpersonal relationships,
- cultural awareness,
- compassion, and
- open-mindedness.

Behaviors deemed counter to the professional behavior and dispositions at any time during the course of study may result in disciplinary action *up to and including* termination from the BSW or MSW programs.

Social Work Classroom Etiquette/Attendance

The following policy applies to all courses within the WNMU School of Social Work.

- The presence of children in any type of class can be disruptive and is only allowed at the discretion of the instructor with prior approval.
- Students should attend all classes and are expected to be on time. Three times tardy equals one absence; as per university policy, three absences may lead to dis-enrollment from the course.
- Students are required to actively participate in ongoing coursework via Canvas, both at the start of their course(s) and throughout the entire semester. Early participation in course content is especially important in standard 16-week courses as well as condensed 8-week block and/or summer courses, which take place at an accelerated pace. Students may be suspended or terminated from a course for excessive absenteeism early on or later in the semester.
- Students should not use devices such as cell phones, earphones, or laptops other than those required to participate in class. Students are strongly encouraged to use a good-quality headset if using desktop video conferencing.
- For campus-based classroom Zoom classes, microphones should not be muted unless requested by the instructor; failure to follow this policy may result in the instructor disconnecting the class or counting the student who is muting the microphone as being absent.
- For Zoom classes attended from the students' location, microphones must be muted unless otherwise requested by the instructor or when responding to discussion, making comments, or asking questions.
- For desktop-conferencing or Zoom classes attended from the student's location, students must be awake, clearly visible, appropriately attired, attending to instruction, actively participating, and in an environment free from distraction to the greatest extent possible at all times. Students who are engaging in distracting activities such as driving

or completing other tasks (such as cooking, exercise, shopping, etc.) may be removed from the course by the instructor for the remaining course period and will be marked absent.

- When in class, whether face to face, Zoom, desktop video conferencing, or asynchronous online, all students are to conduct themselves as professionals as per our professionalism policy and be respectful of other sites and participants. This includes giving others undivided attention when they are speaking and not carrying side conversations with others in the classroom or over Zoom, including in private or group chat and communicating professionally with classmates and instructors.
- For asynchronous online courses, attendance is measured by presence in written and video discussions, as well as regularly accessing course materials and submitting coursework. Failure to participate in three discussions and/or assignments may result in dismissal from the course.

Grading and Signature Assessments

Signature Assessments are those assignments chosen by the WNMU School of Social Work faculty to evaluate a student's ability to demonstrate the CSWE-mandated core competencies and related practice behaviors. In addition to measuring student competency, the assignments are used as indicators of program efficacy. Signature Assessments are clearly identified in all School of Social Work syllabi.

Students must demonstrate competency to pass each course. Students must complete all Signature Assessments throughout their program of study. Failure to complete a Signature Assessment in any course will result in the need to repeat the course.

Grading Timelines

All faculty within the School of Social Work strive to provide timely, consistent, and meaningful feedback. As such, faculty in the School of Social Work are allotted a maximum of 10 business days after the due date for grading and student feedback in full-semester courses; and a maximum of 5 business days after the due date for grading and student feedback in 8-week and summer courses. Evaluating larger assignments (such as longer papers and Signature Assessments) may take up to 5 additional business days. This is subject to change for students who are granted extensions. Professors will communicate with students in advance in the event of extenuating circumstances that might require an adjustment to this timeframe. In all cases, grading will be completed by the end of the academic term.

Communication

As with all practices in the School of Social Work, students, faculty, and staff are expected to

conduct themselves ethically and professionally. This includes professionalism with respect to all written and verbal communication, regardless of the purpose of communication. When sending written communication, the use of correct grammar, spelling, and punctuation, appropriate professional titles, and generally accepted professional etiquette is essential to maintain a professional atmosphere conducive to a positive working and learning environment. For telephone communication, professionalism is also required, which includes the provision of identifying information and a return contact number as part of any voicemail message. Parties who do not leave a voicemail message with identifying information and/or contact information should not expect that their call will be returned.

Program faculty and staff strive to respond to student email and telephone communication in a timely manner and are allotted up to 2 working days to respond to communication. Please note that this timeline may be adjusted due to a variety of conditions such as holiday or break schedules, timing (during finals week or the first week of classes, for instance), workload, or other factors, so patience is appreciated. If urgent attention is required, students should follow-up an initial communication with a second follow-up communication. After the second follow-up, students should contact the School of Social Work main line (575) 538-6421 or the department's main email at socialwork@wnmu.edu for support in reaching the party they are trying to contact.

Failing Grade Policy

Any student who fails to earn a passing grade in a social work core course may be placed on performance probation in the social work program. The student is advised to re-take the course as soon as it is offered. If the student fails to earn a passing grade for the same course on the second attempt, they may be dismissed from the program.

For social work electives, a student who fails to earn a passing grade may be placed on performance probation in the social work program. The student may choose to re-take that course, however, if a second non-passing grade is earned, the student may be dismissed from the program. Students may choose to take a different elective, however the grade from the first elective will remain on the students' transcript.

In either case, the student will be removed from performance probation once they have completed the core course, elective, or an alternative elective with a passing grade.

Pursuant to this policy, students in the BSW or MSW program may only repeat a maximum of

three unique social work courses (ex. SWK 501, SWK 511, SWK 640) throughout the duration of their program. Any course may only be repeated once. A student who earns a non-passing grade in a fourth course, whether it is a core course or elective, in the same semester or a subsequent one, may be dismissed from the program.

Decisions to place a student on performance probation within the School of Social Work may be made by the appropriate Program Director or the Associate Dean of the School of Social Work.

Academic Probation

BSW Students

Students must maintain a cumulative GPA of 2.5 to remain in good standing within the Bachelor of Social Work Program and WNMU. If cumulative GPA falls below 2.5, students will be placed on probation within the Social Work program. Students must earn a minimum grade of C in all social work core courses. If a student fails to earn a C in such a course, they are advised to retake the course as soon as it is offered again. Please be aware that all field prerequisites must be successfully completed in order to be registered for field practicum. Students may not be allowed to register for Field Practicum I or II while on academic or program probation through WNMU or the School of Social Work regardless of cumulative GPA. BSW students who earn a D or F in a social work core class may be dismissed from the Social Work Program.

MSW Students

Students must maintain a cumulative GPA of 3.0 to remain in good standing within the Master of Social Work Program and the Graduate Division of WNMU. If cumulative GPA falls below 3.0, students will be placed on probation within the Social Work program. Students must earn a minimum grade of B in all social work core courses. If a student fails to earn a B in such a course, they are advised to retake the course as soon as it is offered again. Please be aware that all field prerequisites must be successfully completed in order to be registered for field practicum. Students may have one C maximum in an elective course on their final transcript.

Decisions to place a student on academic probation within the School of Social Work may be made by the appropriate Program Director or the Associate Dean of the School of Social Work. Students will be notified by mail and/or Western New Mexico University official email if they

are placed on probation and advised to meet with their advisor to discuss probation status. Students may not be allowed to register for Field Practicum I or II while on academic or program probation through WNMU, Graduate Division or the School of Social Work regardless of cumulative GPA.

Criteria for evaluation of academic and professional performance including University policies and procedures for appeals regarding disqualification from the Graduate Division are located in the WNMU Catalog.

Retention and Dismissal

All students are expected to abide by the WNMU Student Handbook, the WNMU Student Code of Conduct, the WNMU Code of Civility, the School of Social Work Student Handbook, and the National Association of Social Workers (NASW) Code of Ethics. Admission to the WNMU BSW or MSW Program does not guarantee retention as a Social Work student.

The School of Social Work encourages students, staff, faculty, field agency supervisors, and faculty liaisons to deal directly with concerns as they arise. The Retention and Dismissal policy is applied when previous attempts to address an issue have not been successful. Concerns may include but are not limited to academic integrity, academic achievement (including field practicum achievement), and/or student conduct.

A student's participation in the Social Work Program may be suspended or terminated when there is reason to believe the student's academic and/or professional performance is incompatible with the social work profession. Reasons for which dismissal from the Social Work Program may be considered include, but are not limited to, the following:

- Failing to maintain the required GPA.
- Violating the failing grade policy.
- Failing to adhere to professional social work values and/or the NASW Code of Ethics.
- Failure to disclose any current or prior relationships other than professional with anyone employed or affiliated with the agency in which they are currently participating in a field practicum.
- Failing to adhere to professional expectations and standards, including failure to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice, or not demonstrating professional behavior toward colleagues, faculty, and staff (at school and field practicum). This includes actual, threatened, or implied physical or verbal aggression, harassment, or intimidation.
- Failing to demonstrate professional behaviors and dispositions including ability to take responsibility for one’s actions, ability to accept constructive feedback, trustworthiness,

maturity, flexibility, the ability to self-reflect, the ability to develop positive interpersonal relationships, cultural awareness, compassion, and open-mindedness.

- Demonstrating an inability to perform the functions of a social worker, despite reasonable accommodations, including the failure to demonstrate effective interpersonal skills necessary for forming professional helping relationships (e.g., unable to demonstrate nonjudgmental attitude, unable to allow client self- determination, etc.).
- Unresolved personal issues which impair performance or safety in the classroom (in person or online) or in the field.
- Inappropriate use or abuse of substances.
- Receiving criminal charges. Students are expected to inform their BSW or MSW program director immediately (within 24 hours) of any criminal charges.
- Lying, cheating, or plagiarizing in course work or field work.
- Persistent inadequate performance of assigned field activities.
- Excessive tardiness or absenteeism in class, departmental meetings, or field work.
- Persistent inability to meet deadline dates on assignments, projects, and field responsibilities.

Initial concerns are addressed whenever appropriate at the student-instructor level. The next step would be to address concerns with the appropriate Program or Field Director. If this does not resolve the issue the student may be referred to the Social Work Student Performance Review Committee (see below). In cases where students have engaged in particularly egregious conduct, the appropriate Program Director, Director of Field, Associate Dean of the School of Social Work, or Social Work Student Performance Review Committee may refer the student directly to the appropriate administrative, medical, and/or legal authorities. If indicated, students may also be immediately removed from classes or field practicum sites pending the Social Work Student Performance Review Committee meeting or may be immediately placed on academic or professional performance probation, or in the case of significant legal or ethical infractions, may be immediately terminated from the program. All decisions to suspend or dismiss a student from the School of Social Work will be made by the Associate Dean of the School of Social Work.

Social Work Student Performance Review Committee

The Social Work Student Performance Review Committee (SPR) handles concerns about academic and professional performance and complaints brought by faculty, field instructors or one student against another within the School of Social Work and, after investigation, makes *recommendations* to the appropriate Program Director and Associate Dean of the School of Social Work about how to address the concerns. The Social Work Student Performance Review Committee is convened specific to the student concern. The Committee consists of the Chair of the

SPR, the faculty member and/or field instructor who referred the student to the Committee, any other University or Field professional deemed appropriate given the nature of the concern, and the student's advisor. Any student brought before the SPR has the right to invite an advocate/personal representative to the hearing but must provide written notice to the SPR chair at least 48 hours prior to the meeting. Violations of the Failing Grade Policy and Grade Point Average Policy (Academic Probation) are NOT referred to the Social Work Student Performance Review Committee.

The Social Work Student Performance Review Committee Chair notifies the student via email about the concern(s) within five working days and requests a meeting. Failure to attend the Social Work Student Performance Review Committee meeting may result in dismissal from the Social Work Program without benefit of an appeal.

After the meeting, the Social Work Student Performance Review Committee makes appropriate recommendations including:

1. No concern present, no further action needed.
2. Concern is confirmed and a Professional Development Contract is required:
    a. The Social Work Student Performance Review Committee will make appropriate recommendations about the requirements of the Professional Development Contract which may include documentation of specific changes in behaviors as well as a reflective essay, and a deadline for completion will be determined.
    b. The written Professional Development Contract is signed and dated by the student and the Social Work administrators and involved faculty and kept in the student's permanent file in the School of Social Work as a record of the process and of the warning to the student. The student is given a copy of the Contract.
    c. Failure to successfully meet the requirements of the Contract may result in disciplinary action.
    d. Completed Professional Development Contracts will be reviewed by the SPR Chair, the faculty member involved, and any additional University or Field professional deemed appropriate. The purpose of this review is to determine if the student has successfully met the requirements of the Contract; the student will be notified of the results.
3. A recommendation is made to the appropriate Program Director and the Associate Dean of the School of Social Work to place the student on academic or professional performance probation, suspend, or dismiss the student. The placement of a student on probation and the placement of the student on a Professional Development Contract are not mutually exclusive.

Students who are required to complete a Professional Development Contract and/or who are placed on probation for unethical/unprofessional behavior may not be considered for field practicum until the requirements of the Contract or probation have been completed.

Social Work Student Performance Review Committee recommendations for implementation of

a Professional Development Contract, probation or suspension may be appealed using the Student Performance Review Committee Decision Appeal Process. If a student wishes to appeal a program dismissal decision, they should follow the Program Dismissal Appeals Policy process.

Social Work Student Performance Review Committee Decision Appeal Process

If a student attended the required Social Work Student Performance Review Committee (SPR) meeting and disagrees with the Professional Development Contract, probation or suspension recommendations made by the SPR, they may appeal the recommendations by following the procedures below:

Step I

1. The student must submit a written complaint to the appropriate Program Director (BSW or MSW) within 15 working days of receiving the SPR recommendations. The student must also provide a copy of the written complaint to the Associate Dean of the School of Social Work. If the appropriate Program Director served as a voting member of the SPR (ex. they were the instructor who requested the SPR or they are the student's faculty mentor), the student will move immediately to Step II of the Student Appeals Process. If the Associate Dean of the School of Social Work served as a voting member of the SPR (ex. they were the instructor who requested the SPR or they are the student's faculty mentor) the student will move immediately to Step III of the Student Appeals Process.
2. Within 10 working days of receiving the student's written complaint, the appropriate Program Director will respond to the complaint, stating in writing the Program Director's decision and the basis for the decision. The Program Director will also provide a copy of the written decision to the Associate Dean of the School of Social Work.
3. If the student is dissatisfied with the Program Director's decision the student may proceed to Step II.

Step II

1. Within 10 working days of receiving the Program Director's decision, the student must

submit a written complaint to the Associate Dean of the School of Social Work, stating why the student is dissatisfied with the Program Director's written decision. The student must also provide a copy of the written complaint to the Dean of the College of Professional Studies.

2. The Associate Dean of the School of Social Work will investigate the complaint and, within 10 working days of receiving the written complaint, advise the student and the Program Director in writing, of the Associate Dean's findings and decision. The Associate Dean will also provide a copy of the written decision to the Dean of the College of Professional Studies. The Associate Dean's investigation may include interviews with the student, the Student Performance Review committee members, the Program Director, other students in the course, course instructors, if applicable, and the review and comparison of pertinent papers and examinations.
3. If the student is dissatisfied with the Associate Dean's decision the student may proceed to Step III.

Step III

1. Within 10 working days of receiving the Associate Dean of the School of Social Work's decision, the student must submit a written complaint to the Dean of the College of Professional Studies, stating why the student is dissatisfied with the Associate Dean's written decision.
2. The Dean of the College of Professional Studies will investigate the complaint and, within 10 working days of receiving the written complaint, advise the student and the Associate Dean of the School of Social Work in writing, of their findings and decision.

Social work students have the responsibility to ensure complaints are not made capriciously, maliciously, or unjustly. Social work students have the responsibility to become familiar with the policy and follow all timelines and dissemination of documents.

Readmission and Reinstatement

Students who have been dismissed may re-apply to the WNMU School of Social Work one calendar year from the semester they were dismissed. The student must submit a new admission packet as well as a written statement which explains why the student believes that satisfactory performance can be achieved upon readmission. The student may also submit any

additional relevant documentation that supports readmission.
The Admissions Committee may also request additional documentation from any appropriate source that may assist the Committee in reaching a decision. Applications will be reviewed and evaluated per the usual admissions procedure. Students are notified of admission decisions via email and in writing.

An undergraduate (BSW) student shall be permanently dismissed if they receive any grade of D or below in any core Social Work class or in field work following re-admission.

MSW students who have been disqualified by Graduate Division for poor academic performance may complete the appropriate appeal paperwork and submit this to the MSW Program Director for consideration. If the appeal is approved, stipulations of reinstatement will be documented on the appeal paperwork. All School of Social Work policies as documented in the School of Social Work Student Handbook also apply.
A graduate (MSW) student shall be permanently dismissed if they receive any grade of C or below in any core Social Work class or in field work following re-admission and/or reinstatement from Graduate Division disqualification.

A graduate (MSW) student shall be permanently dismissed following re-admission and/or reinstatement from Graduate Division disqualification if the Social Work Student Performance Review Committee finds they violated any professional performance guidelines as detailed in the Retention and Dismissal Policy.

Students who have been permanently dismissed are not eligible for readmission.

Student Complaints and Appeals

WNMU Academic Complaints

The Social Work Program follows the WNMU Student Academic Complaints procedure with the following exception. Before a student writes a formal complaint regarding assignment of grades, professional conduct, or allegations of discrimination, it is recommended they attempt to resolve the complaint in an informal manner. This could include talking with the person with whom the student has a complaint.

If a student plans to make a formal, written academic complaint, they should become familiar with the timelines listed below and provide the required copies of the complaint to the persons listed in each step of Student Academic Complaints. An attempt to resolve the complaint in an

informal manner does not alter the timeline of writing the complaint within 30 University working days. Students may register a complaint about the following issues:

- Assignment of grades (verification of grade with Registrar's Office)
- Professional Conduct
- Allegations of discrimination (race, religion, national origin, age, sex, physical handicap).

Procedures

Step I

1. The student must submit a written complaint to the instructor within 30 working days of receiving grade notification or experiencing the disputed conduct. The student must also provide a copy of the written complaint to the Dean of the Department, Vice President for Academic Affairs, and the Vice President for Student Affairs and Enrollment Management.
2. Within 10 working days of receiving the written complaint, the instructor will respond to the complaint, stating in writing the instructor's decision and the basis for the decision. The instructor will also provide a copy of the written decision to the Dean of the Department, Vice President for Academic Affairs, and the Vice President for Student Affairs and Enrollment Management.
3. If the student is dissatisfied with the instructor's decision the student may proceed to Step II.

Step II

1. Within 10 working days of receiving the instructor's decision, the student must submit a written complaint to the department chairperson of the instructor, stating why the student is dissatisfied with the instructor's written decision. The student must also provide a copy of the written complaint to the Vice President for Academic Affairs and the Vice President for Student Affairs and Enrollment Management.
2. If the instructor is the department chairperson, within 10 working days of receiving the chairperson's decision, the student must submit a written complaint to the to the Dean of the Department, stating why the student is dissatisfied with the chairperson's written decision. The student must also provide a copy of the written complaint to the Vice President for Academic Affairs and the Vice President for Student Affairs and Enrollment Management.
3. The department chairperson, Dean, or a faculty member designated by the Dean ("designee") will investigate the complaint and, within 10 working days of receiving the written complaint, advise the student and the instructor, in writing, of the department chairperson's Dean's, or designee's findings and decision. The department chairperson, Dean, or designee will also provide a copy of the written decision to the Vice President for Academic Affairs and the Vice President for Student Affairs and Enrollment Management. The department chairperson's, Dean's, or designee's investigation may include interviews with the student, the instructor, other students in the course, other instructors who have taught the course, and the review and comparison of pertinent papers and examinations.

4. If the student is dissatisfied with the department chairperson's, Dean's, or designee's decision, the student may proceed to Step III.

Step III.

1. The student must submit a written request to the Student Appeals Committee for a hearing. The student must submit the request within 5 working days of receiving the department chairperson's, Dean's, or designee's written decision.
2. The student should refer to the Student Appeals Hearing Guidelines found in the WNMU Student Handbook for a further explanation of the Student Appeals Committee hearing guidelines.

Social work students have the right to make complaints regarding assignment of grades, professional conduct, or allegations of discrimination without fear of reprisals. If the complaint is against an individual in the students "chain of command" (i.e., a faculty member, the Program Director, or the Associate Dean of the School of Social Work), that individual will be omitted from the complaint process. The Dean of the College of Professional Studies is the first person outside the School of Social Work to review such complaints, and while it is essential that the student inform the Program Director or the Associate Dean of the School of Social Work that such a complaint is being made, it is always possible to then go directly to the Dean of the College of Professional Studies.

Social work students have the responsibility to ensure complaints are not made capriciously, maliciously, or unjustly. Social work students have the responsibility to become familiar with the policy and follow all timelines and dissemination of documents.

Program Dismissal Appeals Policy

After a student has been dismissed from a program, they can appeal the decision to the dean of the college from which the student has been dismissed. The appeal must be in writing, using the Program Dismissal Appeals Form to the appropriate Dean of the College (hereafter referred to as Dean). If there is a recognized conflict of interest, another designee will be chosen by the VPAA to receive the original student appeal.

1. Level I: Appealing to the Dean
    a. The written appeal should be submitted within ten (10) university business days of the date of dismissal from the program.
        i. The Program Dismissal Appeals Form should be attached to an e-mail through official WNMU email.
        ii. The Dean or designee will review the appeal of the dismissal.
        iii. The Dean will issue a written decision to the program and student within ten (10) university business days of receipt of the appeal. The written decision will be sent through official WNMU email.
2. Level II: Appealing the Dean's Decision
    a. If the student wishes to appeal the decision of the Dean, the following procedure applies:
        i. The student must appeal the Dean's decision within ten (10) university business days of receipt of the Dean's decision.

ii. A written description of the student appeal should be submitted to the Vice President of Academic Affairs (VPAA) or their designee. The e-mail should be sent through official WNMU email.

b. Upon receipt of the level II appeal, the Vice President of Academic Affairs or their designee will convene the University's Program Dismissal Appeals Committee (PDAC).
    i. The appeal will be reviewed by the Program Dismissal Appeals Committee (PDAC).
    ii. An Appeals Resolution Meeting (ARM) will be scheduled, and the date communicated to participants, within ten university business days.
    iii. At the time of submission of the level II appeal, the student may elect to have one support person attend the ARM.
        1. A support person is a non-participating person invited to the meeting by the student to offer support to the student.
        2. The student must identify their support person, and the support person's relationship to the student at the time of the submission of the Level II appeal.
    iv. The ARM is an opportunity for the student and the program to present their cases to the Program Dismissal Appeals Committee.
        1. The meeting will be scheduled and shall proceed as follows:
            a. Introduction and overview of the meeting.
            b. Up to ten (10) minutes for the student to present their appeal to the Committee.
            c. Up to ten (10) minutes for the program representative to present their information to the Committee.
            d. Up to ten (10) minutes for the Committee to ask questions of the student and the program representative.
            e. The program representative, student, and support person (if present) will then be dismissed, and the Committee will deliberate and reach a final decision.
        2. The student and the program will be notified of the Committee's decision within five (5) university business days of the meeting's conclusion.
        3. The decision of the Program Dismissal Appeals Committee is final and cannot be appealed.

Program Dismissal Appeals Documentation

The Program Dismissal Appeals form is located here.

- **Level I: To the Dean:**
    - The student must provide a written description of the situation and their reasoning for why they should be reinstated.
- **Level II: To the Program Dismissal Appeals Committee:**
    - The student should provide a written description of the situation and their reasons they should be reinstated.
    - The appeal must be submitted to the Vice President of Academic Affairs (VPAA) or their designee.

- At this time, the student must identify any support person and disclose the name and relationship to student.
- The VPAA or their designee will then convene the Program Dismissal Appeals Committee and disseminate the appeal information to the assigned members for review.

Program Dismissal Appeals Committee

The Program Dismissal Appeals Committee (PDAC) consists of one faculty member from each of the following programs: Counseling, Education, Nursing, and Social Work.

- Program leadership will assign one faculty member to participate on the Committee.
  - Consultants/experts may be asked to be ex officio committee members; these individuals are in non-voting positions and may be asked to provide additional information or expertise regarding the situation.
- The Committee will be convened in the event of a level II appeal.
- The Committee member from the program from which the student was dismissed will act as the program representative and present the program information and will recuse themselves from the Committee's official decision.
- The Committee will appoint a Facilitator when the meeting is requested.
  - The Facilitator will be responsible for coordinating the ARM, all electronic communications, recording information and filing paperwork within the designated storage repository.
- The Final Decision will be based on a consensus of the convened Committee members.

Social Media and Electronic Communication

Social media and electronic communication, while accessible and convenient, can also have unintended and potentially damaging consequences for individuals. Social Work professionals, including students, are expected to adhere to social work values and ethics, and to engage in professional conduct as outlined in the NASW Code of Ethics when using social media and electronic communication, whether they are using a personal site or an agency site.

The NASW Code of Ethics (2021) has been revised to provide direct guidance on social media and electronic communication:

1.03 Informed Consent

- (1.03h) Social workers should obtain clients' informed consent before making audio or video recordings of clients or permitting observation of service provision by a third party.
- (1.03i) Social workers should obtain client consent before conducting an electronic search on the client. Exceptions may arise when the search is for purposes of protecting the client or others from serious, foreseeable, and imminent harm, or for other compelling professional reasons.

1.06 Conflicts of Interest

- (1.06e) Social workers should avoid communication with clients using technology (such as social networking sites, online chat, e-mail, text messages, telephone, and video) for personal or non-work-related purposes.
- (1.06f) Social workers should be aware that posting personal information on professional Web sites or other media might cause boundary confusion, inappropriate dual relationships, or harm to clients.
- (1.06g) Social workers should be aware that personal affiliations may increase the likelihood that clients may discover the social worker's presence on Web sites, social media, and other forms of technology. Social workers should be aware that involvement in electronic communication with groups based on race, ethnicity, language, sexual orientation, gender identity or expression, mental or physical ability, religion, immigration status, and other personal affiliations may affect their ability to work effectively with particular clients.
- (1.06h) Social workers should avoid accepting requests from or engaging in personal relationships with clients on social networking sites or other electronic media to prevent boundary confusion, inappropriate dual relationships, or harm to clients.

1.07 Privacy and Confidentiality

- (1.07i) Social workers should not discuss confidential information, electronically or in person, in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semi-public areas such as hallways, waiting rooms, elevators, and restaurants.
- (1.07l) Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.
- (1.07m) Social workers should take reasonable steps to protect the confidentiality of electronic communications, including information provided to clients or third parties. Social workers should use applicable safeguards (such as encryption, firewalls, and passwords) when using electronic communications such as e-mail, online posts, online chat sessions, mobile communication, and text messages.
- (1.07p) Social workers should develop and inform clients about their policies, consistent with prevailing social work ethical standards, on the use of electronic technology, including Internet-based search engines, to gather information about clients.
- (1.07q) Social workers should avoid searching or gathering client information electronically unless there are compelling professional reasons, and when appropriate, with the client's informed consent.
- (1.07r) Social workers should avoid posting any identifying or confidential information about clients on professional websites or other forms of social media.

1.12 Derogatory Language

- (1.12) Social workers should not use derogatory language in their written, verbal, or electronic communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

3.01 Supervision and Consultation

- (3.01c) Social workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation of or potential harm to the supervisee, including dual relationships that may arise while using social networking sites or other electronic media.

3.02 Education and Training

- (3.02d) Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student, including dual relationships that may arise while using social networking sites or other electronic media. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

Professional Use of Social Media versus Personal Use of Social Media: Our Code of Ethics makes it clear in standard 4.03 (Private Conduct) that, *"Social workers should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities."*

For this reason, it is important to think about our own use of social media and its purposes. For instance, social media can be a platform to advance social issues, advocate for disenfranchised groups, and even to develop a professional identity (as in the case of Linked In). These are all good examples of potential professional use of social media. However personal use, such as sharing family photos, catching up with old friends, and discussing our daily lives fall under the domain of personal use. Still, "our ethical obligations extend to the virtual world of the Internet and include the use of social media communication tools whether we use them professional or personally and to what sites or organizations we belong. It is therefore paramount that our professional lives are mirrored in our personal ventures as well." (Boise State University, n.d.)

Guidance for WNMU Social Work Students:

- Manage and maintain privacy settings for all social media accounts.
- Do not accept friend requests from or extend friend requests to clients or former clients.
- Carefully consider professional vs. personal use before accepting friend requests from or extending friend requests to instructors, supervisors, or colleagues. If you use your social media account for personal rather than professional only reasons, carefully consider potential ethical issues that could arise.
- Monitor photos, including photos taken by others that you or others may be tagged in.
- Monitor comments made on your social media pages.
- Ensure that privacy settings are set so that your information cannot be seen by

friends of friends.

- Avoid providing detailed or identifying client information in any electronic communication (e.g. text message, email) where confidentiality cannot be guaranteed.
- Do not use social media or other electronic communication to make disparaging remarks or use derogatory language.
- Remember that written communication (including that of text-messages) is admissible as evidence; avoid having discussion of specific clients or colleagues using text messaging or messenger.
- Remember that once something is posted online (even using services such as Snapchat), it cannot be taken back.

Above all, use good professional and ethical judgment. As social workers, we are sworn to uphold the NASW Code of Ethics and to demonstrate accepted standards of professionalism both in our personal and professional lives. As such, we must conduct ourselves in a way that does not cause harm to others (whether intentional or unintentional), that portrays us authentically and within our areas of competence or scope of practice, and in ways that demonstrate our integrity, understanding of the inherent dignity and worth of every person, and understanding of the importance of human relationships.

University/Program/Graduate School Policies

Academic Integrity/Plagiarism

Academic integrity standards are established to provide a systematic process for engagement between faculty, students, and administration. Further, consequences are established to remedy violations of academic integrity. Each student shall observe standards of honesty and integrity in academic work completed at WNMU. Adherence to the standards is considered a serious matter. Violations of academic integrity such as cheating and plagiarism, intentional or unintentional, may result in penalties including dismissal from the university.
Violations include any behavior that misrepresents or falsifies a student's knowledge, skills, or abilities. Such violations include two broad categories: (1) cheating and (2) plagiarism.

Cheating includes, but is not limited to, using, or attempting to use unauthorized materials such as notes, texts, images, electronic devices, and unauthorized copies of test materials. Cheating is also understood to mean unauthorized collaboration with others, copying the work of another, interfering with the work of another, taking an examination for another student or knowingly permitting another person to take an examination for oneself, or any action that

presents the work of others to misrepresent the student's knowledge, skills, or ability.

Plagiarism includes, but is not limited to, the intentional or unintentional representation of another's work as one's own without proper acknowledgement of the original author or creator of the work, failure to quote and/or cite sources, providing or receiving unauthorized assistance in the preparation of any academic work, the fabrication of sources or information, or submitting the same work for more than one course/instructor without the permission of the current course instructor.

Self-Plagiarism refers to the use of one's own work completed prior to or simultaneously with the current course and turned in for credit in more than one class without the express permission of the instructor(s); while citing one's own work is acceptable, using the same work twice constitutes plagiarism. The School of Social Work enforces the university academic integrity policy for instances of self-plagiarism.

Penalties for infractions are specified in each course syllabus. Within the MSW program, in general penalties are as follows:

For **Plagiarism or Self-Plagiarism:**

- 1st infraction: Grade of 0 for assignment
- 2nd infraction: Grade of 0 for assignment; referral to the Social Work Student Performance Committee.
- 3rd infraction: Dismissal from the class with grade of F; referral to the Social Work Student Performance Review Committee with a recommendation for dismissal from the MSW program or to the WNMU Academic Integrity Committee for possible University level sanction.

For **Cheating**:

- 1st infraction: Grade of F for course
- 2nd infraction: (throughout duration of MSW program): Termination from MSW program

WNMU School of Social Work AI Policy

Overview

The WNMU School of Social Work (SSW) acknowledges that the judicious integration of Artificial Intelligence (AI) into social work could present exciting opportunities to enhance social work practice. Its use requires a clear ethical framework to guide responsible, equitable, and effective implementation. This policy outlines ethical principles and standards for using AI within the SSW, to align AI use with social work values and to support student learning.

The intention is to foster learning, enhance AI literacy, improve writing and critical thinking skills, and set social workers up to deliver competent, compassionate services, with AI

as a tool to enhance effectiveness. This policy guides how AI can be used ethically during students' education and hopes to instill good practices for students' careers. Furthermore, it aims to promote innovation, critical thinking, and academic rigor while upholding the principles of integrity and ethical conduct. Students are encouraged to ethically explore the use of generative AI tools to improve learning effectiveness and academic proficiency by following this policy.

AI in social work should be seen as a tool that complements, but never replaces, the essential human elements such as empathy, judgment, and ethical decision-making. While AI can assist in data analysis, identifying trends, and streamlining administrative tasks, it must be used in conjunction with students' and social workers' judgments. Students are responsible for ensuring the accuracy, ethics, and proper citation of any information generated from AI tools.

Students are encouraged to develop self-awareness regarding AI use. This ensures students are making the most of educational opportunities to be prepared to be competent social workers. It is helpful to self-assess by asking questions like:

- "Can I summarize this without AI?"
- "Am I relying on AI to think for me?"
- "Can I explain my ideas without AI?"
- "Am I learning the information so I can validate the accuracy of data from AI?"
- "Am I acquiring the necessary knowledge to be an effective social worker by using AI in this way?"
- "Am I learning enough about AI and how to use it to be a productive and effective social worker in current times?"
- "Am I using AI in order to enhance my learning?"

Approved AI Uses that Do Not Require Citations (AI Planning & AI Editing)

- To improve the quality of student writing through AI proofreading.
    - Check grammar and spelling.
    - Ask AI for feedback on writing that supports learning and requires students to choose what to implement. For example:
        - Upload original drafts of writing to AI with instructions to ***only*** recommend improvements and refrain from changing the text.
        - Ask AI to give me ____ options to say something differently.
    - Use AI to format text and references into APA.
- To summarize articles and legal documents to understand them.
- Ask AI to engage in a Socratic dialogue about a topic.
- To find research articles.
- Looking for alternative perspectives/creative brainstorming/dynamic feedback/devil's advocate for ideas.

Faculty Approved Uses of AI that Require Citations (AI Enhanced Use)

Always follow faculty instructions about AI use. Sometimes, faculty may approve a

specific use of AI for a specific assignment, such as AI generated content. A key point to ethical use of AI is transparency. Thus, proper AI citation is required. *All* generative AI use must be cited in the text and reference section.

How to properly and ethically cite Generative AI

- WNMU Library resource
  - WNMU Citing Generative AI Library Guide
- APA AI Guides
  - APA Style How to cite ChatGPT
  - policies on the use of generative AI in scholarly materials
- Review citation examples on Purdue Owl
  - Purdue Owl on "How to Cite AI-Generated Content"
- When AI is used, include a paragraph after references explaining how it was used.
  - Include the prompts used and a link to the AI conversation.
  - If AI included any references, you need to check they are real and accurate!

What is Not Allowed

- Students may not simply copy and paste anything from any source, including generative AI, such as ChatGPT, CoPilot, Gemini, etc., without proper citation *UNLESS* faculty explicitly instructs this for a specific assignment.

Conclusion

Responsible and ethical use of AI in social work can be transformative, enhance practice quality, and improve outcomes. However, its application must be guided by the core values of social work, and AI must complement, rather than replace, human judgment and ethical practice. By following this policy, students can ensure AI use will align with social work principles.

Acknowledgment of Policy

By enrolling in the School of Social Work at WNMU, students acknowledge the importance of ethical AI use and commit to adhering to the principles in this policy.

Within the School of Social Work, if a student is found to have violated academic integrity in a course taught by a full-time faculty member, the faculty member may check their Advising Space to see which other professors the student is taking courses with during that semester. The faculty member may email those professors and the students' advisor to inform them of the infraction. The faculty member may also mention the concern during the *Student Issues* agenda item at the next full faculty meeting. The advisor will document the issue in advising space.

If a student is found to have violated academic integrity in a course taught by an adjunct faculty member, the faculty member may contact the lead instructor for that course. The lead instructor

may check the student's schedule and send an email to all faculty who are instructing the student during that semester as well as the student's advisor. The lead instructor may also mention the concern during the *Student Issues* agenda item at the next full faculty meeting. The advisor will document the issue in advising space.

Social work students have the responsibility to familiarize themselves with acceptable documentation and citing of sources to avoid inadvertent plagiarism. Examples of acceptable documentation and citing of sources in APA style are referenced in the most recent edition of the Publication Manual of the American Psychological Association.

Please refer to the WNMU Catalog and Student Handbook for more information regarding procedures for addressing and/or appealing Academic Integrity violations.

Incompletes

"The grade of incomplete (I) is given for coursework that could not be completed due to circumstances beyond the student's control. In no case will a grade of I be used to avoid the assigning of D or F grades for marginal or failing work. A grade of I is requested by the student. A student must remove the I by completing all coursework by the close of the last day of classes in the following semester. Failure to comply with this regulation will result in automatic conversion from I to F." WNMU Catalog

"Students who have a grade of incomplete from a prior semester may be restricted to carrying a normal load less the number of incomplete credits." WNMU Catalog

While the student is responsible for requesting an incomplete, the professor is responsible for making the decision to grant this request. Typically, the amount of work already completed in the course is taken into consideration.

Code of Civility

In order to promote a positive, professional atmosphere among students, faculty and staff, the following Code of Civility has been developed:

Respect: Treat all students, faculty, staff, and property with respect and in a courteous and professional manner. This includes all communications, whether verbal or written. Let your actions reflect pride in yourself, your university, and your profession.

Kindness: A kind word and gentle voice go a long way. Refrain from using profanity, insulting slang remarks, or making disparaging comments. Consider another person's feelings.

Be nice.

Truth: Exhibit honesty and integrity in your dealings with fellow students, faculty, and staff members. Don't lie, don't cheat, and don't steal.

Responsibility: Take responsibility for your actions. This includes gracefully accepting the consequences of your behavior.

Cooperation: Exhibit a cooperative manner when dealing with students, faculty, and staff so we may all work towards our common goals and mission.

Acceptance: Accept differences in others, as they accept differences in you. This includes diversity in opinions, beliefs and ideas and everything else that makes us unique individuals.

Professionalism: Always conduct yourself in a manner that will bring pride to your profession, to Western New Mexico University, and, most importantly, to yourself.

Sexual Misconduct/Sexual Harassment

Social work students are expected to comply with the WNMU Sexual Harassment Policy, which is available in full in the WNMU Student Handbook. As per this policy, Western New Mexico University is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and gender-based violence. The University promotes prompt reporting and timely and fair resolution of this complaint. The University will take prompt and appropriate action to eliminate and prevent the occurrence and recurrence of sex discrimination and gender-based violence. WNMU complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act.

Resources for Students

Student Health and Mental Health Services

TimelyCare - an online platform that provides medical and mental health care to colleges and universities. WNMU students can now have free access to virtual care from any state, at any time, available in over 240 languages. One service TimelyCare provides is Talk Now, a free counseling service that allows students to quickly connect with professionals to discuss their

mental health concerns. Students can have an unlimited number of Talk Now consultations, up to twelve scheduled counseling sessions, and unlimited medical consultations. There is also a link to TimelyCare on Mustang Express.

TimelyCare services is a supplement to in-person care provided by Hidalgo Medical Services (HMS)—which offers medical, behavioral health and dental care—and to the mental health care provided through the campus counseling center. Services will be available to both undergraduate and graduate students.

Enrolled students who are located in NM are eligible to receive health care WNMU Student Health Services are offered through a partnership with Hidalgo Medical Services.

Counseling Services: Counseling Services for students in New Mexico are provided through Hidalgo Medical Services. Counseling services help students get through tough times, whether it is a crisis, mental health issues, stress, difficulty with public speaking, relationship problems, or anytime a WNMU student needs to talk to someone. It is recommended to call to schedule a counseling appointment. Up to fifteen visits per semester for current students are covered by student fees. A current Mustang Card must be presented at the time of each visit.

On Campus Mental Health Counseling Center: 575-538-6888

Medical and Dental Services: Health care is offered by Hidalgo Medical Services to current WNMU Students who are able to be travel to the office in Silver City. Services include family planning, urine pregnancy testing, STD testing, birth control choices, Pap smears, physical exams for athletics and employment. Up to five medical visits per semester are covered by student fees. All medications, lab work, x-rays, referrals, etc., that are not covered by Title X are the responsibility of the student. A current Mustang Card must be presented at the time of each visit. Walk-in visits are available. Appointments are recommended.

Contact: Hidalgo Medical Services

Location: 1007 N. Pope Street, Silver City, NM

Phone: 575.388.1511

Emergencies after hours: When HMS is closed, students needing immediate medical attention for acute illnesses may seek care at Gila Regional Medical Center Emergency Room. Students are reminded that fees for hospital treatment and/or ambulance transport, if needed, are the responsibility of the student. For additional healthcare facilities offering evening and weekend

hours within Silver City.

Student Accessibility Office

Services for students with disabilities are provided through the Student Accessibility Office. Services include, but are not limited to; alternate text, assistive technology information, campus housing arrangements, campus accessibility, testing accommodations, advocacy, or assistance with any other campus disability-related needs. (Available to all WNMU students). In order to qualify for these services, documentation must be provided by certified health care professionals. The Accessibility Services Director can be contacted by phone (575) 538-6277 or by email at accessibility@wnmu.edu

Pregnancy: Western New Mexico University does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the Accessibility Services Director at (575) 538-6277.

Students are asked to notify the Accessibility Services Office as soon as possible to discuss disability-related concerns and needs.

Title IX: Confidentiality and Mandatory Reporter Statement

Western New Mexico University faculty are committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX of the Education Amendments of 1972.

Please note that the Title IX: Sex Discrimination and Sexual Harassment Policy designates all faculty members, including teaching assistants, as "Mandatory Reporters." Under WNMU's Title IX: Sex Discrimination and Sexual Harassment Policy all "Mandatory Reporters" must report all disclosures of sex or gender-based discrimination or violence to WNMU's Title IX Coordinator. The Title IX Coordinator will reach out to provide resources, support, and information after receiving a report, but community members are not required to respond to

such outreach. Reported information will remain private.

If you have (or someone you know has) experienced any form of sex or gender-based discrimination or violence and wish to speak with someone confidentially, please contact WNMU's Mental Health Therapist at (575) 538-6888. You can also contact one of the University Ombudspersons (Dean Foster, located in the CETAL Lab within Miller Library, Fosterd@wnmu.edu, (575) 538-6554 or Sarah Guck, Sarah.Guck@wnmu.edu, (575) 538-6554.) For more information regarding WNMU's Title IX procedures, reporting, or support measures, please visit Title IX – Civil Rights.

Writing Center

The Writing Center is much more than a proofreading service (though it can help students learn to proofread, too). Their primary goal is to help students become more confident and skillful with words and ideas. They will help students identify their difficulties and give students some concrete tools they can use to sharpen their writing. Students can expect helpful and friendly tutors who will involve them and their ideas in their tutoring session. For more information or to make an appointment, email writing.center@wnmu.edu.

Career Services

The Career Services office provides career services and resources to all students and alumni from the first year of college to graduation and beyond. The staff guides and instructs students and alumni in the development of the skills necessary to obtain employment and work satisfaction, to succeed in a diverse and rapidly changing workforce, and to manage their life-long career strategies.

Faculty/Staff Listing

Please see the current list of full-time faculty and staff on our website.

Financial Aid

Located in the Juan Chacon Building, WNMU's Office of Financial Aid helps students based on financial need and academic performance. All inquiries regarding financial aid should be addressed to that office 575-538-6173 or finaid@wnmu.edu

All students desiring federal financial assistance are required to:

1. Apply for Financial Aid. This can be accomplished with a single form – Free Application

for Federal Student Aid (FAFSA)

2. Indicate on FAFSA the WNMU ID# 002664. The Financial Aid Office will receive an Institutional Student Information Record (ISIR) electronically. This information is used in the determination of type and amount of financial aid award;
3. Undergraduate and graduate students must be regular admitted students to be eligible.

Social work students have the right to obtain information about all sources of financial aid from the WNMU Financial Aid Office. Students have the right to expect nondiscrimination in obtaining financial aid. Social work students have the responsibility to familiarize themselves with sources of financial aid, to complete forms completely and honestly, and to submit applications in a timely manner.

Canvas/IT

Canvas is the learning management system used at WNMU. Your Canvas username is your Mustang Express username. Your initial Canvas password is your WNMU ID number (also known as your W-number). WNMU now offers a 24-hour support line just for students. Students can call 888-332-6994 to receive support with Canvas. There are also Canvas resources available.

Tutor.com -Tutoring

There are links for Tutor.com inside each Canvas classroom.

Advisory Network

The Western New Mexico University School of Social Work Program is currently using an electronic survey format to collect annual feedback from current students, field practicum agency supervisors, adjunct faculty, community leaders and community members, representing a broad array of agencies and fields of practice. The Advisory Network spans cultures, ethnicities, and geography and provides input to strengthen curriculum development, develop program goals and objectives for learning and other related areas, as well as promote collaborations and partnerships within the communities that we serve as a university and program.

The Social Work Advisory Network shall serve as a guiding force in the continuing development of social work education at Western New Mexico University. Its chief obligation is to ensure the development of a social work program consistent with community needs and

goals and high in professional quality.

The Advisory Network assists in the maintenance of high standards for the program through their involvement in curriculum overview, student practicum placement, and community networking. The Advisory Network provides a means for providing information about the Program, obtaining feedback from community partners about how the Program is perceived, and suggestions for future improvements. The Advisory Network encourages participation by professionals representing community agencies in all geographic locations. It fills an extremely vital role in ongoing program evaluation and development. The Advisory Network is an excellent source of information and a particularly vital contact with the professional community as well as needs and trends in generalist and advanced generalist social work practice.

Student Social Work Association

The WNMU School of Social Work Student Social Work Association is not currently active. In past years the Association supported the development of social work students by providing an avenue to nurture leadership skills and professionalism and build meaningful relationships. Activities included student-led community-building discussion groups, peer mentoring, legislative advocacy, attending NASW or other professional meetings, fundraising, and community service projects. Participation was open to BSW and MSW students from all WNMU campuses and distance students from various locations across the state and country.

The mission of the Student Social Work Student Association is to cultivate a vibrant, inclusive community that values diversity, promotes social justice, and fosters professional development. It is dedicated to empowering aspiring social workers to excel academically, professionally, and ethically while preparing to address society's complex challenges with compassion, integrity, and resilience.

If you have an interest in re-energizing the Student Social Work Association, please contact your faculty mentor to discuss this further.

Student Advisory Board

The mission of the Student Advisory Board is to act as a voice for students' thoughts, ideas,

and needs, and to generate value-adding contributions in advancing the mission of the WNMU School of Social Work. The Student Advisory Board offers BSW and MSW students and recent alumni the opportunity to serve for a minimum of two consecutive semesters. Board members are expected to:

- Attend 5 board meetings per academic year
- Work approximately 2-4 hours a month individually or in groups with other student/faculty participants to review items such as curriculum and assessment plans and data, annual Advisory Network Survey data, and policies
- Provide constructive feedback and make recommendations on how to incorporate survey suggestions.

Dedicated faculty members serve as advisors for the Student Advisory Board. If you have an interest in serving on the Student Advisory Board, please contact your faculty mentor for more information.

National Association of Social Workers

Social Work students are encouraged to participate in their state chapter of NASW. BSW and MSW students are eligible to join the National Association of Social Workers (NASW), to attend local chapter meetings or workshops, and to attend state and national conferences. Student membership is available at one-quarter the regular dues, and after graduation, the graduate pays a transitional rate for 2 years.

Other benefits of NASW membership include the ability to purchase professional liability insurance, full subscription to the journal, Social Work, and the periodical, NASW News, as well as opportunities for leadership and interaction with local social workers and resources.

Important Telephone Numbers and Email Addresses

Academic Affairs (575) 538-6317
Admissions (Graduate Studies) (575) 538-6114 gradstudies@wnmu.edu
Alumni Affairs (575) 538-6675 alumni@wnmu.edu
Bookstore (575) 538–6123 0341mgr@follett
Career and Leadership Development (575) 538-6277 careerservices@wnmu.edu
Student Accessibility Services (575) 538-6277 accessibility@wnmu.edu
Financial Aid Office (575) 538-6173 finaid@wnmu.edu

Graduate Studies (575) 538-6114 gradstudies@wnmu.edu

Information Technology (Help Desk) 575-574-4357 helpdeskadmin@wnmu.edu

Information Technology Video Communications (Zoom) (575) 538-6061

Library Miller Library (575) 538-6350

Media Technology Services (575) 538-6360

Registrar's Office (575) 538-6118 registrar@wnmu.edu

School of Social Work (575) 538-6421

Student Health and Counseling Services 575-538-6888 shc@wnmu.edu

Student Affairs (575) 538-6339 Student.Affairs@wnmu.edu

Transcripts contact https://www.parchment.com/ for Official Transcripts. For Unofficial Transcripts, email registrars@wnmu.edu and provide a letter with their date of birth, W# or last 4 digits of their SS#, approximate time they attended WNMU and a **hand signature.**

Veteran's Affairs (575) 538-6116 Veteran.benefits@wnmu.edu

Western New Mexico University 1-800-872-9668

Writing Center/Lab (575) 538-6051 writing.center@wnmu.edu.

Additional Resources

NASW Code of Ethics

Council on Social Work Education Educational Policy and Accreditation Standards

The WNMU School of Social Work reserves the right to change, revise, updated provide additions to, or delete from this handbook as needed and without notice.