

Master of Science in Applied Behavior Analysis

Student Handbook
2007-08

St. Cloud State University

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SAINT CLOUD STATE UNIVERSITY

Applied Behavior Analysis Program

Dept. of Educational Leadership and Community Psychology

720 Fourth Avenue South

Phone (320) 308-2160

St. Cloud, MN 56301-4498

Web: <http://www.stcloudstate.edu/elcp/handbooks/distanceed/default.asp>

Dear Behavior Analysis Student,

We would like to welcome you to our program at St. Cloud State University. Our program goal is to provide you with advanced academic and professional training in behavior analysis with applications in areas such as autism, functional analysis, developmental disabilities, community integration strategies for persons with challenging behavior, self-injurious behavior, program evaluation and organizational development, staff training and development, and other areas of Applied Behavior Analysis.

The Master of Science in Applied Behavior Analysis is accredited by the **Association for Behavior Analysis**. Graduates of the program meet the academic requirements for the **Behavior Analysis Certification Board** examination. Our graduates have found employment in a variety of settings, including regional treatment centers, schools, health promotion agencies, businesses, and universities.

Once again, welcome to the Applied Behavior Analysis Program at St. Cloud State University. If you have any questions or concerns regarding your program, please contact any of the Behavior Analysis faculty. Good luck to you in your academic pursuits.

Sincerely,

Kim Schulze

Eric Rudrud

John Rapp

Chaturi Edrisinha

Program Goals and Objectives

The Master of Science in Applied Behavior Analysis is accredited by the **Association for Behavior Analysis** <http://abainternational.org>. Graduates of the program meet the academic requirements for the **Behavior Analysis Certification Board** examination. <http://www.bacb.com>

The program is designed to provide academic, research, clinical, and professional training in the field of Applied Behavior Analysis.

The program goals are as follows:

- To provide courses to graduate students in Behavior Analysis that will lead to the M.S. degree in Applied Behavior Analysis.
- To provide supervised practicum and internship experiences in Behavior Analysis.
- To provide research experiences, including thesis and other research opportunities, in Behavior Analysis.
- To provide academic, professional, and career advising and guidance in Behavior Analysis.
- To develop interdisciplinary skills for Behavior Analysis students through interaction with other programs and departments (e.g., Marriage and Family Therapy, Special Education, Child and Family Studies, Communication Disorders, Information Media, Business, Physical Education).

Distance-Based Learning Opportunities

The M.S. program in Applied Behavior Analysis is offered on-campus for full and part-time students and is available as a distance-based program for students who are unable to attend on campus. The distance-based program is designed to meet the needs of working professionals and those students who cannot attend on-campus. The coursework and degree for the distance-based and on-campus programs are the same; however, the course sequence differs. Students will need to make arrangements for approved Practicum and Internship sites in their home community.

Students are accepted into either the distance program or on-campus program. You cannot switch between the two without reapplying for admission.

Faculty Interests

Eric H. Rudrud, Ph.D. 1978, Utah State University; applied behavior analysis, educational/school psychology, human growth and development, supported employment and community integration for individuals with developmental disabilities. **Email:** ehrudrud@stcloudstate.edu **Phone:** 320.308.4155

Kimberly A. Schulze, Ph.D. 1990, Utah State University; applied behavior analysis, special education, social skills training, fetal alcohol syndrome, intensive behavior therapy for autism. **E-mail:** kaschulze@stcloudstate.edu **Phone:** 320.308.2258

John T. Rapp, Ph. D., 2003, University of Florida; applied behavior analysis, functional analysis, automatic reinforcement, stereotypy, self-injurious behavior, habit disorders, generalization training, experimental design, special education. **Email:** jtrapp@stcloudstate.edu **Phone:** 320.308.2181

Chaturi Edrisinha , Ph.D. 2006, University of Texas – Austin; applied behavior analysis, functional analysis, challenging behavior, self-injurious behavior, motivating operations, social adaptive skills and competencies, autism and developmental disabilities.

Email: cdedrisinha@stcloudstate.edu **Phone:** 320.308.4178

Professional and Student Organizations

Involvement in professional and student organizations is strongly encouraged. Membership in professional organizations keeps students informed of opportunities for practical learning, career and employment information and of new developments in the behavioral field. Students may also benefit from attending and presenting at professional conferences. Typically, membership and conference fees for students are inexpensive. The following list contains a few examples of organizations and web sites to explore.

Association for Behavior Analysis

<http://abainternational.org/>

American Psychological Association-Division 25

http://www.auburn.edu/~newlamc/apa_div25/index.htm

Cambridge Center for Behavioral Studies

<http://www.behavior.org>

Behavior Analyst Certification Board

<http://www.bacb.com>

Academic Calendar

Semester start and end dates, as well as other important dates are found on the Academic Calendar. <http://www.stcloudstate.edu/events/academic.asp>

Full-Time Students

The university, including the Financial Aids Office and Graduate Office, views graduate students who have a minimum of eight credits per semester as being “full-time”. The maximum credit load is 16 credits per semester during fall and spring and 9 credits during summer. The approval of the graduate dean and your adviser is necessary to take more than the maximum credit load.

Part-Time Students

Graduate students who have a minimum of 6 credits per semester are considered to be part-time by the university. It is important to note that part-time students may have more difficulty scheduling classes. Some classes are offered only during daytime hours or once per year or once every 2 years. Therefore, it is imperative that part-time students work closely with their adviser.

Financial Aid

Graduate students may apply for several forms of financial aid. Students interested in applying for loans and/or work study need to contact the Financial Aids Office <http://www.stcloudstate.edu/financialaid/> located in the Administrative Services Building. Some scholarships may also be available through the School of Graduate Studies.

Travel and Research Awards (must be on-campus, full-time student)

Funds for graduate student research or travel to a conference are available each year. The Behavior Analysis faculty will notify you when Requests for Proposals become available, or see the Graduate Studies web site. <http://www.stcloudstate.edu/graduatestudies/>

Graduate Assistantships (must be on-campus, full-time student)

Graduate students may apply for graduate assistantships. Contact the department office or see the Graduate Studies web site for an application form and return the form to the Behavior Analysis coordinator. <http://www.stcloudstate.edu/graduatestudies/>

Graduate assistants are typically paid for 10 hours of work a week. Other departments or programs have 20 hour a week assistantships available. There are other assistantships available elsewhere on campus (i.e., Career Services, Services for Students with Disabilities, Sponsored Programs, American Indian Center, Atwood Center, and other

departments). Because there are few Behavior Analysis assistantships, you may also wish to send an application directly to other departments or programs. Graduate assistantship openings are posted on the Graduate Studies web site and also at <http://www.stcloudstate.edu/employment/default.asp?dept=ga>

Graduate assistants pay in-state tuition and a portion of tuition is waived. Recipients are typically notified shortly before the semester begins. Students must sign a contract with the personnel office in order for checks to be issued.

The graduate assistant will work for a designated faculty person(s). Responsibilities vary depending on the faculty person. The student should set up a meeting with the faculty member before the semester begins or during the first day or two of the semester. Graduate assistants are required to work the assigned number of hours per week and are periodically reviewed. It is critical to be available during the agreed upon hours. **These assistantships are jobs, not grants! If you do not have time to complete your duties or have a conflicting schedule, do not accept the graduate assistantship.**

Technology Resources

The Education Building has a state-of-the-art technology lab open to all students (**Curriculum Technology Center EB A126**). In addition, the campus supports wireless Internet. Additional computer labs are available in Miller Center (library) and throughout campus.

HuskyNet Account and E-mail Address

Students must apply for a HuskyNet account and e-mail address immediately upon beginning the program. **Huskynet e-mail is the SCSU official method of communication. Even when you are not currently enrolled in a class, you must periodically check your e-mail.** This is how faculty contact you with information on the comprehensive exam, internship, travel and research grants, employment announcements, etc. It is how Records, Financial Aid, Graduate Office and Continuing Studies communicate with you as well.

Faculty will communicate regularly with you through your HuskyNet e-mail, **NOT hotmail or other services which do not always go through!!!** HuskyNet provides you with a single user ID and password that allows you to access a variety of technology services including e-mail and calendar, file space, personal web space, D2L course access, dial-in access, access to library resources, electronic reserves, streaming media, and other various electronic systems. For information on HuskyNet access, go to: <http://huskynet.stcloudstate.edu/>

Adviser

Each new student is assigned an adviser upon acceptance into the program. The student should meet with the adviser as needed to assist with course scheduling, thesis and internship planning, etc. **Advisers can be changed upon the student's request, and upon agreement of the potential new adviser.** This is usually done when the student identifies a thesis topic or area of interest that corresponds more closely with another faculty member's interests. In order to change advisers, a Change of Adviser form must be submitted to the Graduate Office.

<http://www.stcloudstate.edu/graduatestudies/forms/current.asp>

Graduate Program Form (Blue Sheet)

During the first year each student must fill out a Graduate Program form (blue sheet). This is a contract between the student, Applied Behavior Analysis Program, and the Graduate Office, outlining the specific course of study to complete the Master of Science degree. **Graduate Program forms should be completed at the beginning of spring semester**, and must be completed prior to the completion of 16 credits (including transfer credits). The program must be filled out with the assistance of the adviser and approved by the adviser and the graduate dean. To be eligible, the student must have satisfied all conditions attached to admission and must maintain a 3.0 grade point average in all graduate work at SCSU.

Academic Requirements

Students must maintain an overall grade point average of at least 3.0 with the lowest acceptable grade being a "C". Students who do not have the necessary grade point average are not eligible to take the final written examination, internship, or oral defense for a thesis. All course grades are used to calculate grade point average, including courses that are repeated. All students must earn grades of "B" or better in the first semester courses in order to proceed to second semester courses.

Transfer Credits and Waiver of Classes

Students who have taken graduate courses from other universities and/or graduate courses from SCSU and wish these courses to apply to their program must:

- ◆ Read and follow the transfer policies in the SCSU Graduate Bulletin
- ◆ Provide documentation (course syllabi, letters from instructors, transcripts) to the adviser and a written request to waive or credit the classes.
- ◆ The Behavior Analysis faculty will review the materials and notify the student and Graduate Studies Office of their decision.
- ◆ Final course approval will come from the Graduate Studies Office.
- ◆ **It is strongly discouraged to transfer courses in that would count toward the BACB course requirements. The BACB content is allocated differently**

among different universities and content is unlikely to match the approved content grid at SCSU.

No more than 10 semester credits (500/600) will be waived for completion of the M.S. degree in Behavior Analysis. The Graduate Studies Office will not transfer a course that is more than 7 years old, or a course in which the student received a grade of “C” or less.

Courses taken at the 400 level at SCSU do not transfer in at the graduate level.

Plan A and Plan B Options

Students need to decide whether to follow Plan A (39 credits) or Plan B (36 credits), thesis or non-thesis option, respectively. For those planning to pursue a doctorate degree at some time, conducting research and/or publishing is strongly advised. Students in Plan B need two seminars, whereas students in Plan A take one seminar. Students in Plan B must take a comprehensive exam to demonstrate mastery of program competencies.

Comprehensive Examination

For students following Plan B (non-thesis option), a comprehensive written examination must be taken. Students will be permitted to take the examination only if they have completed all of their course work and have achieved a 3.0 grade point average on all graduate courses taken up to the date of the comp. Students should take the 530 comp prep seminar the semester before taking the comprehensive exam.

The exam is typically given shortly after spring semester ends (mid-May) . **Distance students must travel to St. Cloud State University to take the exam.** An individual who fails the exam must retake the test. The retake is administered in late October. **A fail on the re-take results in expulsion from the program.** Faculty members are available for assistance in preparing for the comprehensive examination, and **it is recommended that all students retain their course textbooks, syllabi and other materials for study purposes.**

Thesis Requirements

The thesis reflects the student’s research interests and ability to conduct a research project. The research should be carried out toward the end of a student’s program of studies.

Thesis committee. A student should form a thesis committee upon identifying a research interest. The thesis committee is comprised of three graduate faculty. (Note: Not all faculty at St. Cloud State are graduate faculty). Two members of the committee must be from the Behavior Analysis faculty and the third member from a related department (e.g., Special Education). One member from the Behavior Analysis faculty will be the chair of the committee (usually the student’s adviser). Students should speak to their adviser

about the process of forming this committee. Technically, the Office of Graduate Studies assigns the outside member, but the student's request is usually honored.

Thesis credits. The student must register for 6 thesis credits during the semester designated by the Behavior Analysis faculty even though the student may not complete the entire thesis during that semester. Students may begin working on thesis development earlier than the specified semester. **If a student enrolls for thesis credits and, at a later time, decides to do the comprehensive exam instead, tuition for the 6 credits will not be reimbursed. The student would also need to enroll in an additional seminar for the Plan B option.**

Preliminary thesis meeting. A preliminary thesis meeting must be held during which the committee approves the topic and plan. This preliminary meeting is scheduled with the assistance of your adviser **and cannot be scheduled unless your GPA is 3.0.** Distance students are not required to travel to St. Cloud State University for the Preliminary thesis meeting, but can schedule a phone meeting instead.

IMPORTANT NOTE: Students should not schedule this meeting unless the thesis committee chairperson has approved the written proposal. In addition, students cannot conduct the study until receiving approval of the proposal from the committee and the IRB.

Institutional Review Board (IRB). After the preliminary thesis meeting, submit the thesis proposal to the SCSU Institutional Review Board. (Advisers should review the IRB forms before the student submits forms to the IRB.) Applicants must submit applications to the Sponsored Programs Office at least two weeks before an IRB meeting. The meeting dates, a list of members, IRB application form and Informed Consent Handout are available on the Sponsored Programs web site: <http://osp.stcloudstate.edu/irb.htm>

Writing requirements. The student is required to submit a thesis which includes a literature review of the problem area. The preparation of the thesis manuscript in publication form will adhere to American Psychological Association Standards. (Use most recent edition of the *Publication Manual of the APA*.) In addition, the procedures and regulations governing the preparation of a thesis at SCSU are detailed in *A Manual for the Preparation of Field Studies and Theses*, which is available on the Graduate Studies web site. The SCSU policy is that any time the APA style manual and the SCSU manual do not agree, the SCSU manual takes precedence. Information regarding the process and format for thesis work is also available in the Graduate Bulletin and at <http://bulletin.stcloudstate.edu/gb/policies/fieldstudies.html>. Students may contact the Graduate Office for typists who are familiar with SCSU thesis format and rules. Typists will format your thesis for you for a fee.

Oral defense. Upon completion of the thesis research, an oral defense (examination) will be scheduled. The oral defense will focus on the thesis topic (results, rationale, methodology, implications) and related issues. The oral defense of the thesis will be presented to the student's thesis committee, however, other faculty members or students may attend. The oral defense will be judged, by committee members, either pass or fail.

If a student fails the defense they will be permitted one additional meeting to defend their thesis. Failure to pass the defense on the second examination will result in dismissal from the program. The thesis defense should be scheduled through the Graduate Studies Office, **and only after the committee chair approves the written paper. Distance students must travel to St. Cloud State University for the oral defense.**

Grading. The satisfactory completion of the thesis will be reported as “S” (satisfactory). If all requirements for the thesis have not been met by the end of the semester during which credits were taken, the work will be reported as IP “in progress.” If the IP grade is not removed before one year has elapsed the grade will change to an F. **A master’s thesis must be completed within a 7-year time limit set for the completion of a master’s degree.**

Internships

Internships are designed to provide the student with behavior analysis experience in a setting and with a supervisor agreed upon by the student and their adviser.

Internship credits. Internship requirements lead toward eligibility to become certified by the BCBA. Students must complete the sequence of courses as prescribed in the semester program before interning **and must have a GPA of 3.0.** Students must register for a total of 9 internship credits in the semesters designated and complete a 750-hour internship. Internship responsibilities and requirements will be provided the semester before you are to begin internship. If the internship is not completed during the designated semesters, a grade will be reported as IP “in progress”. If the IP grade is not removed before one year has elapsed the grade will change to an F.

Board Certified Behavior Analysis requirements for internship:

Students should work closely with their adviser to ensure that they are meeting internship requirements for the BCBA. Current information is found on the BCBA web site.

According to the web site, **“All experience begun after September 1, 2006 to qualify individuals for certification examination must be supervised by a BCBA.”** BCBA supervisors must complete a BCBA supervisor form found on the bacb web site.

<http://www.bacb.com>

Internship sites. The setting for the internship will depend upon the student’s interests and availability of sites. Examples of sites include: various residential and vocational training programs for persons with developmental disabilities, Minnesota Autism Center, South East Mental Health Center, LIFE - Midwest, Behavioral Dimensions, State Correctional Facilities, Minneapolis Veteran’s Hospital, St. Cloud School District, Rum River Special Education Cooperative, the Minnesota Zoo, and private practices in Psychology. **The student should find a site and supervisor at least one semester before planning to begin.** If the student wants to complete their internship at their place of employment, duties must be distinctly different or more advanced than their current position. If a student wants to conduct an internship at a site not previously approved by

the Behavior Analysis Committee, s/he should meet with his/her adviser to make arrangements for approval early in the semester before beginning the internship.

Liability insurance

If the internship site does not cover liability, the student must purchase liability insurance through the American Psychological Association for a small fee.

Web site: <http://www.apait.com/products/studentliability>

Student liability insurance is also available through CPH & Associates

<http://www.cphins.com/>

or American Professional.

<http://www.americanprofessional.com/student/index.htm>

Application for Graduation

A candidate for graduation must file an application for graduation in the Graduate Office at the beginning of the semester in which the work for the degree is anticipated to be completed. Forms are located on the Graduate Studies web site. Deadline dates for application for graduation are listed in the academic calendar.

<http://www.stcloudstate.edu/events/academic.asp>

Course Requirements – M.S. in Behavior Analysis

Plan A = 45 Credits, Thesis option

Plan B = 42 Credits, Non Thesis option – Comprehensive Exam

Research	Credits
CPSY 641 Single Case Design	3
CPSY 678 Graduate Statistics	3
CPSY 699 Thesis (Plan A only)	<u>6</u>
Total Plan A	12
Total Plan B	6
Major	
CPSY 630 Advanced Applied Behavior Analysis	3
CPSY 597 Practicum in Behavior Analysis	3
CPSY 633 Behavior Therapy I	3
CPSY 635 Behavior Therapy II	3
CPSY 634 Behavior Assessment	3
CPSY 643 Social Bases of Behavior	<u>3</u>
Total Plan A or B	18
Internship	
CPSY 697 Supervised Internship or CPSY 693 Intensive Practicum	<u>9</u>
Total Plan A or B	9
Electives	
CPSY 530 Seminar	3
CPSY 530 Seminar	3
CPSY 530 Seminar	<u>3</u>
Total Plan A	6
Total Plan B	9

Course Descriptions

CPSY 530. Seminar.

Selected topic in Behavior Analysis and psychology. May be repeated to a maximum of 12 credits. 3 Cr. (Topics include Autism, Functional Analysis, Transition Planning, Comp/BCBA Prep, etc.)

CPSY 630. Advanced Applied Behavior Analysis.

Definition and characteristics of applied behavior analysis. Principles, processes, and concepts. Behavior change procedures. 3 Cr.

CPSY 597 Practicum in Behavior Analysis..

Supervised practicum experience in observing and recording behavior, graphing data, design and implementation of behavioral programs.

CPSY 633. Behavior Therapy I.

History and principles of behavior therapy. Cognitive-behavior therapy applications. Current techniques, applications to specific populations, ethical issues, and future directions. (Focus will be on professional ethics, program development, implementation, and assessment of behavior approaches to specific populations and behaviors.) 3 Cr.

CPSY 634. Behavioral Assessment.

Naturalistic observation, self-report inventories, behavioral checklists, other forms of assessment in mental health, schools, business and industry, and health. 3 Cr.

CPSY 635. Behavior Therapy II.

Behavior Analytic applications to specific populations, behaviors, settings, and disciplines. (Focus will be on professional ethics, the assessment, development, design, implementation, and of behavior approaches to specific populations and behaviors.) 3 Cr.

CPSY 641. Single-case Design.

Ethics of research and subject protection, qualitative and quantitative research designs, Single-case and quasi-experimental designs and data analysis procedures for evaluating behavioral change strategies in behavioral intervention programs. 3 Cr.

CPSY 643. Social Bases of Behavior.

Psychological approaches to the development and modification of social behavior and phenomena.

CPSY 678. Introduction to Graduate Statistics.

Correlation and regression analysis, probability and sampling theory; estimating population parameters, testing hypotheses, inferential and nonparametric hypothesis testing. Familiarity with descriptive statistics assumed. 3 Cr.

CPSY 697. Supervised Internship in Behavior Analysis.

Supervised experience in a community agency. Pre-req.: Students must complete the prescribed sequence of courses (exceptions must be approved by adviser). 6 Cr.

Program Sequence for Full-Time On-Campus Students

Note: Program changes may occur.

Fall Semester Year 1

- CPSY 630. Advanced Applied Behavior Analysis, 3 Cr.
- CPSY 641. Single Case Design, 3 Cr.
- CPSY 530 Seminar, 3 Cr. (Plan A and Plan B)

Spring Semester Year 1

- CPSY 634. Behavior Assessment, 3 Cr.
- CPSY 597. Practicum in Behavior Analysis, 3 Cr.
- CEEP 678. Introduction to Graduate Statistics, 3 Cr.
- CPSY 530 Seminar, 3 Cr. (Plan A and Plan B)

Summer Year 1

No classes

Fall Semester Year 2

- CPSY 693. Supervised Internship in Behavior Analysis, 6 Cr.
- CPSY 643. Social Bases of Behavior, 3 Cr.
- CPSY 633. Behavior Therapy I, 3 Cr.

Spring Semester Year 2

- CPSY 635. Behavior Therapy II, 3 Cr.
- CPSY 693. Supervised Internship in Behavior Analysis, 3 Cr.
- CPSY 530 Seminar – Comp/BACB Prep, 3 Cr. (Plan B)
- CPSY 699. Thesis (Plan A only), 6 Cr.

Summer Year 2

Take comprehensive exam in May

Program Sequence for Distance Students

Note: Program changes may occur.

Fall Semester Year 1

CPSY 630. Advanced Applied Behavior Analysis, 3 Cr.

CPSY 641. Single Case Design, 3 Cr.

Spring Semester Year 1

CPSY 634. Behavior Assessment, 3 Cr.

CPSY 597. Practicum in Behavior Analysis, 3 Cr.

Summer Year 1

CPSY 530 Seminar, 3 Cr. (Plan A and Plan B)

CEEP 678. Introduction to Graduate Statistics, 3 Cr.

Fall Semester Year 2

CPSY 633. Behavior Therapy I, 3 Cr.

CPSY 643. Social Bases of Behavior, 3 Cr.

Spring Semester Year 2

CPSY 530 Seminar – Comp/BACB Prep, 3 Cr. (Plan B)

CPSY 635. Behavior Therapy II, 3 Cr.

Summer Year 2

Take comprehensive exam in May

CPSY 530 Seminar, 3 Cr. (Plan A and Plan B)

CPSY 697. Supervised Internship in Behavior Analysis, 6 Cr.

Fall Semester Year 3

CPSY 699. Thesis (Plan A only), 6 Cr.

CPSY 697. Supervised Internship in Behavior Analysis, 3 Cr.

Thesis defense must take place at SCSU.

Comprehensive exam is provided only at SCSU.