

# Master of Science in Applied Behavior Analysis

## Student Handbook 2009-10 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 one of 13 university programs accredited by the **Association for Behavior Analysis International** (1999- 2014). The Applied Behavior Analysis Program provides coursework to meet the educational requirements for the **Board Certified Behavior Analyst (BCBA) and Board Certified Associate Behavior Analyst (BCaBA)** examinations (2002- present). Graduates of the M.S. in Applied Behavior Analysis program have found employment in a variety of settings including regional treatment centers, residential and vocational community based agencies, school districts, businesses, and programs that provide intensive behavioral services to children and adults with autism and their families. Graduates have been accepted in and completed doctoral training programs at other universities.

The Student Handbook provides information regarding our program, academic policies, and student responsibilities, please read and become familiar with this information.

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.

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 International** <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.

Goals of the M.S. in Applied Behavior Analysis program include:

- 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).

## Course Delivery Options

The course requirements for distance and on campus students are the same. Each course has different requirements and the amount of discussion varies by course, with more discussion required for advanced courses.

Distance Program - Since 2002 the distance base program has enrolled students from 49 states and 10 countries. Students are able to complete the M.S. in Applied Behavior Analysis or Behavior Analysis Certification Board coursework. Admittance to the M.S. in Applied Behavior Analysis program is competitive; we receive over 100 applications each year for approximately 20 positions. We unable to serve all students who apply and we often ask applicants to reapply the next year. The advantages of the distance program, as reported by students, include: flexibility, ability to access a M.S. in Applied Behavior Analysis, and students may continue to work in the field. The reported disadvantages include: limited personal contact with faculty and students, difficulty in managing time to complete course requirements, and extended time to complete coursework (as opposed to being a full time student).

On Campus Program – The on campus program provides students with opportunities that are not available to distance students. These may include

1. Graduate Assistantships – provides a stipend and tuition reimbursement
2. Scholarships – for tuition
3. Travel Scholarships – to support travel to ABA and other conferences
4. Personal contact with faculty and other students while taking courses.
5. Courses are typically scheduled to meet one day per week.
6. Internship opportunities with appropriate BACB supervision.

Students must apply to either Distance Program or On Campus Program. We receive over 100 applications for the Distance Program each year. We are unable to accept all applicants and often ask potential students to reapply the next year. As such, students who start the On Campus Program are not allowed to “transfer” to the distance program and must reapply to the M.S. Program at a future date.

## 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](mailto: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](mailto: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](mailto: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.

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## 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 International*

<http://abainternational.org/>

*American Psychological Association-Division 25*

[http://www.auburn.edu/~newlamc/apa\\_div25/index.htm](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. Students must apply for a graduate assistantship each semester.**

## **Technology and Library 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.

## Library Resources

- a. When you register for courses, you will receive a Student Library ID card. This is different from your HuskyNet ID. If you do not receive your Student Library ID card please contact the Center for Continuing Studies.
- b. Explore the Miller Learning Resources Center by going to <http://lrts.stcloudstate.edu> .
- c. You can conduct literature searches by using the pull down menu on the lrts for Articles and databases. <http://lrts.stcloudstate.edu/library/default.asp> . Search engines that are helpful include Psychinfo, Medline, AskEric, etc.
- d. You can get online Research Assistance <http://lrts.stcloudstate.edu/library/research/default.asp>
- e. You can request interlibrary loan for articles and books <http://lrts.stcloudstate.edu/library/services/illrequest.asp>

## 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. **File space** is an excellent way to back up files and then access them from anywhere. 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> scroll to **Change of Adviser.**

## Graduate Program Form

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 end of spring semester of the first year**, 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. Graduate Program Form can be found by going to <http://www.stcloudstate.edu/graduatestudies/forms/advisingforms.asp>

## 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.
- ◆ Only Courses approved as graduate courses (must be part of an existing master’s or doctoral program) will be considered. Professional courses (many BCBA and BCABA classes) do not meet this requirement.

No more than 3 semester credits (500/600) will be waived for completion of the M.S. degree in Behavior Analysis. The Graduate Studies Office will not consider coursework more than 7 years old, or coursework that received a grade of “C” or less.

## Plan A and Plan B Options

Students need to decide whether to follow Plan A (45 credits) or Plan B (42 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 three seminars (CPSY 530), whereas students in Plan A take two seminars. 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. Each spring semester, faculty offer CPSY 530 Comprehensive Preparation.

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. **All students must defend their thesis at St. Cloud State University.**

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). All graduate students must complete St. Cloud University Institutional Review Board Training before their thesis proposal can be submitted to the SCSU IRB. This is completed when you take CPSY 641 Single Case design. 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://www.stcloudstate.edu/osp/irb/default.asp>

Writing requirements. The student is required to submit a thesis that 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*, <http://www.stcloudstate.edu/graduatestudies/pdf/ThesisManual.pdf>. 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 how to write a Literature Review [http://www.stcloudstate.edu/graduatestudies/current/documents/Writing\\_the\\_Literature\\_Review.pdf](http://www.stcloudstate.edu/graduatestudies/current/documents/Writing_the_Literature_Review.pdf).

Students may contact the Graduate Office for typists who are familiar with SCSU thesis format and rules. Typists will type and 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. On Campus students have completed internships at various residential and vocational training programs for persons with developmental disabilities, Lovass Institute -Midwest, Behavioral Dimensions, Minnesota Early Autism Project, Holland Center, Minnesota Neuro Rehabilitation Hospital, Minneapolis Veteran’s Home, District 742 (St. Cloud) Public Schools, Rum River Special Education Cooperative, and other public and private agencies and organizations. **Students should find an internship 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. All internships must be supervised by a BCBA in good standing or a person with a doctoral degree.

### Liability insurance

Students must submit evidence of liability coverage prior to starting the internship. If the internship site does not provide liability insurance, the student must purchase liability insurance through

the American Psychological Association

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. The deadline for application, graduation application form, and commencement information is located on the Graduate Studies web site.

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

## **Course Requirements**

We offer both distance based (online) and on campus course work options. All students must apply to the School of Graduate Studies by March 1<sup>st</sup> to be considered for admittance. Students must indicate if they are applying to the distance based or on campus programs. We review all completed applications and base our decision upon undergraduate and graduate GPA, GRE scores, letters of reference, relevant research and work experience, and a personal statement. Students may complete a Thesis Option (Plan A – 45 Credits) or the Comprehensive Option (Plan B – 42 Credits). Students must maintain a “B” average or better to graduate.

## **M.S. in Applied Behavior Analysis**

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

## **Behavior Analysis Certification Board Coursework**

Students must complete the required coursework with a grade of “C” or better, and obtain the necessary supervision stipulated by the Behavior Analysis Certification Board <http://www.bacb.com/> .

**BCaBA** – for persons with a bachelor’s degree

Distance Based Course Option

On Campus Course Option

Undergraduate Option

CPSY 330 Principles of Behavior

CPSY 433 Applied Behavior Analysis I

CPSY 434 Applied Behavior Analysis II

Graduate Option

CPSY 630 Advanced Behavior Analysis

CPSY 634 Behavioral Assessment

CPSY 530 Advanced ABA II

**BCBA** – for persons with a Master’s degree  
Distance Based Course Option  
On Campus Course Option

Graduate Option                      CPSY 630 Advanced Behavior Analysis  
   CPSY 641 Single Case Design  
   CPSY 634 Behavioral Assessment  
   CPSY 530 Advanced ABA II

Choose one of the following

CPSY 530 Seminar: Autism  
CPSY 530 Functional Assessment  
CPSY 633: Behavior Therapy I

## 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 or CPSY 530**

**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.

**Please Note : Thesis defense must take place at SCSU.  
Comprehensive exam is provided only at SCSU.**

## Frequently Asked Questions

1. When are the courses offered?
  - a. BCBA and BCaBA courses are offered each semester.
  - b. M.S. in Applied Behavior Analysis – starts in the fall. Courses need to be taken in sequence. Not all courses are offered every semester, and students who take courses out of sequence may have difficulty.
  - c. Academic Calendar can be found at <http://www.stcloudstate.edu/events/academic.asp>
  
2. How do I register?
  - a. Registration Calendar is available at <http://www.stcloudstate.edu/registrar/>
  - b. On Campus Students – register through e Services  
<https://webproc.mnscu.edu/esession/authentication.do?campusId=073&postAuthUrl=http%3A%2F%2Fwebproc.mnscu.edu%2Feservices%2Flogin.html%3Fcampusid%3D073>  
  
Instructions for registration can be found at <http://www.stcloudstate.edu/graduatestudies/prospective/orientation/registering.asp>
  - c. Distance Student – register through the Center for Continuing Studies  
<http://www.stcloudstate.edu/continuingstudies/distance/registration/default.asp> Click on the Semester you need, then scroll down the list of course offerings, and click on Permission Required (next to the course number). Fill out the information requested and submit. If you have difficulties, contact April Rapp at [alrapp@stcloudstate.edu](mailto:alrapp@stcloudstate.edu) or call 320.308.3873.
  
3. How many courses can I take?
  - a. On campus students enrolled in the M.S. in Applied Behavior Analysis usually take 3 or 4 courses per semester.
  - b. Distance students usually take 2, however some distance students find this to be a large load given their circumstances and drop to one course per semester.
  - c. Behavior Analysis Certification Board students usually take 1 or 2 courses per semester.
  - d. Courses for the M.S. in Applied Behavior Analysis and Behavior Analysis Certification Board certification must be completed in sequence.

4. How much time does it take to study for the courses?
  - a. This depends upon the student's abilities, commitments, and personal situation.
  - b. We are a rigorous academic program... it is not send your money in and get a grade. The national passing rate for the BACB exam is 68%. While we do not hear from all of our distance students, we can say our on campus graduates have achieved an 100% passing rate.
  
5. Where do I get my books?
  - a. You may order your books from any vendor. We list all of our books with the SCSU Husky Bookstore  
<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?langId=-1&storeId=10066&demoKey=d&catalogId=10001>
  - b. The SCSU Bookstore offers Books Express  
<https://www5.stcloudstate.edu/BookStore/loginS.asp>
  - c. Email: [husky@bkstr.com](mailto:husky@bkstr.com)
  - d. Phone: 320 252-1489
  - e. It is important to obtain the textbook a few weeks prior to the beginning of the course as tests as assignments begin quickly. Remember that shipping takes time, so make sure you order early. Shipping from the SCSU Husky Bookstore is fast and reliable.
  
6. Can I apply for the on campus program and switch to the distance program?

Generally speaking the answer is no. This is due to the following

  - a. Course schedules are set for two years in advance. Faculty make a commitment to offer these courses to on campus students. If on campus students switch to the distance program, then on campus class may become a "low enrollment" course that is subject to cancellation. If a student "switches" that creates a problem for the University to fund a low enrollment course, problem for faculty to pick up additional classes or combine classes, and a problem for their graduate student cohorts who may find their classes cancelled.
  - b. Faculty made a commitment to on campus students to deliver the program. Students made a commitment to attend the program.
  - c. Applications – we cannot serve all students who apply. We turn away about 50 to 75 applicants each year. Some of those students are invited to reapply the following year. An on campus student who wants to switch may apply for admittance the following year. However, we have made previous commitments to some distance applicants. Thus, students who switch may not be admitted the immediate next year.

7. Where do students complete their internship and practicum experiences?  
On campus students are provided with a list of approved practicum and internship sites. On campus students are able to receive additional supervision at approved sites. If an on campus student would like to complete their practicum or internship experience at another site, the student may petition the Behavior Analysis faculty for consideration. The site must have a BCBA or Doctoral Level supervision to be considered. Distance Students must complete their practicum and internship experience under BCBA or Doctoral Level supervision. This may include their present employment situation if appropriate supervision can be arranged.
8. BCaBA – does it matter if you take the undergraduate or graduate coursework?  
a. Both options meet the BACB requirements, so it doesn't matter. The graduate courses are more difficult than the undergraduate courses. The tuition is less for the undergraduate coursework. Either will meet the education requirements.
9. Tuition – Tuition rates are set by MnSCU and SCSU administration. Faculty have no control of these contingencies. Current tuition rates (subject to change) can be found at

On Campus - <http://www.stcloudstate.edu/billing/tuition/>  
<http://bulletin.stcloudstate.edu/gb/financial/tuition.asp>

Distance -  
<http://www.stcloudstate.edu/continuingstudies/distance/tuition.asp>

There is a differential rate for the GRADUATE classes offered through the Center for Continuing Studies.

Undergraduate classes (BCaBA) are less expensive and do not have a tuition differential.

10. Will the BACB or BCaba courses taken at SCSU count toward the M.S. in ABA at SCSU?  
a. Yes they do. The courses are included in our curriculum and are taken by our students in the beginning of the SCSU M.S. in ABA.
11. Will courses taken at other BACB approved schools count at SCSU?  
a. BACB coursework – the BACB approves universities to offer coursework that meets the content requirements. Each university submits their course

offerings according to the “Content Grid” (prescribed number of hours in certain content areas). As such, each university’s content grid assigns different hours of content for courses. Applicants (BCaBA and BCBA) may try and mix and match content grids, but it is very difficult to find one or two courses that will match their content deficiencies. We tell all applicants they may apply to the BACB who, upon receipt of application fee, will review their application to identify the necessary hours for a particular content. SCSU content grids are sent out to all students who apply.

- b. M.S. Requirements – Students who have taken coursework from other universities who offer BCaBA or BCBA coursework ask whether the coursework can transfer and be counted toward the M.S. in Applied Behavior Analysis. Typically the answer is no..... Why, you ask. Please go to the website sites of the specific university (Un of North Texas or Florida Institute of Technology or others). Please investigate whether the coursework offered is an approved graduate class.

#### University of North Texas

Enroll through the UNT Graduate School to earn a graduate Certificate in Applied Behavior Analysis and receive transcript documentation of SCH credit. This is an academic certificate and covers only the coursework, not the practicum supervision requirements of BACB. This is not a degree in Applied Behavior Analysis, nor does it apply to any degree in ABA at UNT.

#### Florida Institute of Technology

##### **Do these courses count toward a bachelor's or master's degree?**

These courses are offered as professional development courses, not as part of Florida Tech's degree programs. However, universities and other institutions may choose to accept them if a student enrolls in a degree program, when taken for transferable credit, but are not required to do so. Students will receive a grade for each course on a university transcript and a certificate of completion, but not a degree. In order to receive a degree from Florida Tech, a student will need to apply and be accepted by the university as a degree-seeking student by the Office of Graduate Admissions and as enrolling in a degree program. Florida Tech offers three graduate degree programs in behavior analysis.

Neither University of North Texas nor the Florida Institute of Technology accepts their BACB approved coursework in their graduate programs. Neither will St. Cloud State University.

With advisor/faculty approval, students may transfer 3-6 graduate credits towards the M.S. in Applied Behavior Analysis. However, the graduate coursework must be approved by the host university as a regular graduate class. St. Cloud State University will not accept BCBA courses that do not meet the minimum academic requirements for a graduate level course.

## General Course Information

- a. Course materials are on D2L  
<http://huskynet.stcloudstate.edu/instructional/d2l/> You must be registered for the course and have activated your HuskyNet id to access course information.
- b. After acceptance you will receive your SCSU ID. Once you have your SCSU ID you will be able to activate your HuskyNetID .  
<http://huskynet.stcloudstate.edu/myHuskyNet/default.asp>
- c. Always put your Name, Date, Course Number, and number pages (use the header functions) on any assignment sent in. No Name, No Date, No Course Number = No credit.
- d. Future Correspondence – Always put your name, course number, year, and semester so we can figure out what you are talking about... I was in your class...this no longer works.
- e. Do not email 2 or 3 professors at the same time.
- f. Read your syllabus.
  - i. Each course has different requirements and due dates for assignments and tests. It is your responsibility to understand the course requirements.
  - ii. Read all information/materials provided to students in each course.
  - iii. If you have a question, email or call your professor.
  - iv. We make revisions each semester. If you have an older syllabus please discard and do check periodically through the semester to make sure you are aware of changes. We will do our best to keep you up to date.
- g. Do not procrastinate. Some of the courses have deadlines for materials to be submitted, please read your syllabus. There are no exceptions nor incompletes, you will have to re-register for the course.
- h. **Test Proctor/Monitor** All distance courses require students to complete tests under the supervision of a proctor. Testing procedures and monitor information can be found at  
<http://www.stcloudstate.edu/continuingstudies/distance/proctored.asp>

### **It is necessary to get this set up prior to the beginning of the class.**

Appropriate monitors include: university/college testing services, Licensed Psychologists, BCAB certified, University Professors, and others as approved.

- i. Due Dates
  - a. It is your responsibility to read the syllabus and submit assignments on time. Late assignments are not accepted and there are penalties for turning in late assignments. Operationalized definition of late:

Received after 12:00 pm midnight (Central Time, our time at SCSU) on day due. **Get it in the day before!**

- b. **All assignments must be turned in the last day of the week prior to finals.** This date will be posted on your syllabus, **NO LATE ASSIGNMENTS** will be graded. We will only grade what we have received by the due date. Make sure you have all assignments in by that date. Operational definition of assignment in: Center for Continuing Studies logs tests and assignments in by last day before final week.
  - c. If you are mailing assignments, the assignments must be received the last day before finals. You must allow time for mail, you may overnight but again it is your responsibility to get the assignment in.
- j. Incompletes
- a. Incompletes for course work are not given unless there are unusual circumstances, procrastination is not considered an unusual circumstance.
  - b. Incompletes must be completed before the end of the following semester or, as per university policy, the grade becomes an F.
  - c. You will not be allowed to register for additional courses until incompletes are removed from your transcripts.

### **Advising and Updating your information**

Change of Address, Phone, Name, etc.

- a. It is your responsibility to notify Records and Registration <http://www.stcloudstate.edu/registrar/records/default.asp> regarding changes
- b. It is your responsibility to notify the Faculty regarding change
- c. It is your responsibility to notify the Center for Continuing Studies regarding changes.

**CORRESPONDING** – Faculty members have many responsibilities, i.e., we teach other courses, department work, accreditation, research, other students, travel, etc. We try to get back to you in a timely fashion but at times are out of the office for an extended period or busy with other issues. Please email and if you do not hear back from us in a few days, please email again. We try to get back to each of you as best we can.

**Email – we use huskynet for correspondence, get used to using it.** We will not respond to user accounts that ask us to download information, etc. All correspondence and important announcements (e.g., comprehensive exam date) from Behavior Analysis faculty and the Center for Continuing Studies are mailed on huskynet.

- a. **ALWAYS put your name, date, and course number on all messages**
- b. Do not use yahoo, hotmail, etc. accounts. The campus server sometimes reads these as junk mail and messages do not always get through.

- c. **Do not zip files.** You may send an attachment but do not zip it. We will not open a zip file.
- d. Format your papers. Make sure they are in the correct format, spacing (Space and ONE Half...do not send papers in single space format, different layouts, non standard margins, etc. We will not re-format papers and you will lose points for assignments that are not in a correct format. You can see how your paper looks by selecting print preview on most programs.
- e. Always double space and follow APA guidelines
- f. Always put your name on the paper and use page numbers.
- g. Include your name on any attachment, use the header and put your name, date, course number, and number the pages. (repetition on purpose)
- h. **FAX.** We do not accept responsibility for mistakes with faxes. For most assignments there is no need to fax anything. Type it in text and send it. However if you do fax, do not use pencil, colored paper, or write illegibly. Also we will not accept responsibility for “errors” that occur in faxing.
- i. **EMAIL** -Do not email two or more persons with one message. When we each receive the same email we assume the other faculty member responded to the email.
- j. **PHONE** – Speak slowly, state your name, course, and state your number (slowly and distinctly). We can not return phone messages if we do not get the number. Your phone number is familiar to you, and you may decipher with a short latency, but we aren’t as skilled.
  - a. If you have many questions, or if you have a question that will take some time to discuss, call rather than email. If you do not reach us on your first attempt, leave a message and we will get back to you.
  - b. When leaving a phone message, state your name, what course you are in, and then slowly state your phone number (a phone number that actually works). If you do not hear back from us shortly, please email and/or phone again. If there is an extension number.... Leave that also!!! And if you have an answering system that requires us to spell the first 4 letters of the party to be reached.... we have not been successful.... Provide instructions as to how to reach a live person.
  - c. Remember, the time zone differences. If you would like us to call back at a certain time, tell us what time zone you are referring to.
  - d. We do have many students, both on and off campus, and other responsibilities. We do our best to keep up but at times we fall behind. If you do not hear from us, please call again or email and we will find you eventually.