

# Master of Science in Applied Behavior Analysis

## Student Handbook 2004-05

### St. Cloud State University

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# SAINT CLOUD STATE UNIVERSITY

## Applied Behavior Analysis Program

Dept. of Educational Leadership and Community Psychology

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

Dear Behavior Analysis Students,

We would like to welcome you to our program at St. Cloud State University. Our program goal is to provide students with advanced academic and professional training in behavior analysis with applications in areas such as autism, behavior therapy, developmental disabilities, community integration strategies for persons with challenging behavior, fetal alcohol syndrome, instructional design, performance management, performance improvement, 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. With some additional coursework, the Applied Behavior Analysis Program is also designed to meet the requirements for licensure as a Psychological Practitioner in Minnesota. 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

## **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/>) and with the addition of two courses the **Minnesota Board of Psychology LPP** examination (<http://www.psychologyinfo.com/directory/MN/board.html>).

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 was designed to meet the needs of working professionals and those students who are interested in behavior analysis but cannot attend on-campus. The coursework and degree for the distance-based and on-campus programs is the same; however, the course sequence differs. Students will need to make arrangements for approved Practicum and Internship sites in their home community.

## 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)

**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)

## 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 to choose from.

*Association for Behavior Analysis*

<http://www.abainternational.org>

*Association for the Advancement of Behavior Therapy*

<http://www.aabt.org>

*American Psychological Association-Division 25*

<http://www.apa.org/about/division/div25.html>

## **BAND (Behavior Analysis Network and Design)**

Behavior Analysis Network and Design (BAND) is a SCSU student organization founded in the year 2000. Members of BAND are interested in behavior analysis and its application to community and social problems. The purpose of BAND is to establish a network of support among students, stay abreast of current issues in the field, and design contingencies for behavioral change. BAND meets about once every two weeks. Some funding is available through BAND to send members to state and national behavior analysis conferences.

## **Required Orientation Program**

All new on-campus students (both full-time and part-time) must attend the **MANDATORY** orientation meeting held in early fall semester. Important information about the graduate program is presented at this meeting. Also, there is time for students to ask questions. Equally important, the meeting provides the opportunity for the students to meet and socialize with each other and the faculty.

## **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 advisor 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 advisor.

## **Financial Aid**

Graduate students may apply for several forms of financial aid. They include loans, workstudy and scholarships. Students interested in applying for loans and/or workstudy need to contact the Financial Aids Office, which is located in the Administrative Services Building. Some scholarships may also be available through the School of Graduate Studies or the Applied Behavior Analysis Program.

## **Graduate Assistantships**

Graduate students who have **full-time** status may apply for graduate assistantships. Contact the department office for an application form. Graduate assistants in our department 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 assistants pay in-state tuition and are eligible for a tuition waiver for one-half the tuition up to 6 credits. 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. 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 assistantship.**

### **Mailboxes/Student Lounge**

Each on-campus student has a mailbox in the Graduate Student Lounge A 233-A. However, most communication is through your SCSU HuskyNet e-mail address.

### **HuskyNet Account and E-mail Address**

Students must apply for a HuskyNet account and e-mail address immediately upon beginning the program. (Faculty will communicate regularly with you through your HuskyNet e-mail, **NOT hotmail or other services!!!**) 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, WebCT, dial-in access, access to library resources, electronic reserves, streaming media, and other various electronic systems. For information on HuskyNet access, go to: <http://husky.net.stcloudstate.edu/>

### **Adviser**

Each new student is assigned an advisor based upon the fit between student and advisor interests. Upon acceptance into the Applied Behavior Analysis Program, the student should immediately request a meeting with the advisor. The advisor will ensure that the student enrolls in the appropriate courses for fall semester. **Advisors can be changed upon the student's request, and upon agreement of the potential new advisor.** 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 advisors, a Change of Adviser form must be submitted to the Graduate Office.

### **Program Approval (Blue Sheet)**

During the first year each student must contact the Graduate Studies Office and request the program approval 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. Program approval may take place at any time after the student has been admitted to the graduate program, but must be completed prior to the completion of 16 credits (including transfer credits). The program must be filled out with the assistance of the

advisor and approved by the advisor 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 or oral defense for a thesis.

### **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 advisor 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. The exam is designed to prepare you for the BCBA examination (see BCBA task list at their web site.) and, more importantly, to demonstrate mastery of Behavior Analysis principles and applications.

The exam is typically given on a specified date during summer semester. An individual who fails the exam must retake the test. **A fail on the re-take results in expulsion from the program.** Faculty members are available for assistance in preparing for the comprehensive examination, but **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 (preferably toward the end of their first year.) 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. One member from the Behavior Analysis faculty will be the chair of the committee (usually the advisor). Students should speak to their advisor 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. To register for thesis credits, the student must have an arranged course form signed by the advisor. Forms are available in the department office.

Institutional Review Board (IRB). Submit the thesis proposal to the SCSU Institutional Review Board. 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>**

Preliminary thesis meeting. A preliminary thesis meeting must be held during which the committee approves the topic and plan. This preliminary meeting is scheduled through the Graduate Office. **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.**

Writing requirements. The student is required to submit a thesis which includes a thorough 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 in the Husky Bookstore for under \$5.00. 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.**

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 "in progress." **A master's thesis must be completed within a 7-year time limit set for the completion of a masters degree.**

## **Internships**

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

Internship credits. The student must register for 6 internship credits during the semester designated by the Behavior Analysis faculty even though the student may not complete the entire internship during that semester. To register for credits, the student must have an arranged course form signed by the advisor. Forms are available in the department office.

Students must complete the sequence of courses as prescribed in the semester program before interning (exceptions must be approved by adviser). Students must register for 6 internship credits and complete a 600-hour internship. **The student must complete at least 20 internship hours each week in order to meet BCBA or LPP guidelines.**

Internship sites. The setting for the internship will depend upon the student's interests and availability of sites. Examples of sites include: Recovery Plus at the St. Cloud Hospital, 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 advisor to make arrangements for approval early in the semester before beginning the internship.

#### Internship contract

A contract must be written and signed by the student and the SCSU and on-site supervisors at the beginning of the internship. **See the Appendix for a sample contract and time/supervision log and supervision evaluation form.** The contract outlines specific duties and requirements to be completed during the internship as well as responsibilities of the student, internship site supervisor, and Behavior Analysis faculty advisor. Failure to complete the internship contract at **BEFORE** beginning your internship may result in a failing grade being submitted for the course and a dismissal from the program.

#### 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>

#### Board Certified Behavior Analysis requirements for internship:

Students should work closely with their advisor to ensure that they are meeting internship requirements for either the BCBA and/or MN Board of Psychology (see next section). The following information is found at the BCBA web site. It is the student's responsibility to check the web site for current guidelines.

<http://www.bacb.com>

**SUPERVISED EXPERIENCE:** Supervised Experience that meets the following criteria may be substituted for mentored experience on a two (2) to one (1) basis. One (1) hour of acceptable supervised experience is equivalent to two (2) hours of acceptable mentored experience, subject to the following conditions:

- The applicant's primary (at least 20 hours per week/80 hours for each month) duties during the supervised experience are: 1) designing, implementing and monitoring Applied Behavior Analysis Programs for persons and/or, 2) overseeing the implementation of Applied Behavior Analysis Programs by others.
- Supervised experience includes face-to-face meetings for at least two (2) hours every two (2) weeks between the applicant and a supervisor who either is a BCBA, or can meet the degree requirements and one of the options below for taking the BCBA examination. During supervision meetings, the supervisor discusses and evaluates the Applied Behavior Analysis Programs designed by the applicant.

- The supervisor is not the applicant's subordinate or employee during the supervised experience period. The supervisor will not be considered an employee of the applicant if the only compensation received by the supervisor consists of payment for supervising.

***MENTORED (CONSULTANT) EXPERIENCE:*** Acceptable mentored (consultant) experience must meet all of the following conditions:

- The applicant's primary (at least 20 hours per week/80 hours for each month) duties during the mentored (consultant) experience are: 1) designing, implementing and monitoring Applied Behavior Analysis Programs for persons and/or, 2) overseeing the implementation of Applied Behavior Analysis Programs by others.
- Mentored (consultant) experience includes monthly contacts between the applicant and a mentor (consultant) who either is a BCBA, or can meet one of the options below for taking the BCBA examination. During the monthly contacts, the mentor (consultant) discusses and evaluates the Applied Behavior Analysis Programs designed by the applicant.
- The mentor (consultant) is not the applicant's subordinate or employee during the mentored (consultant) experience period. The mentor (consultant) will not be considered an employee of the applicant if the only compensation received by the mentor (consultant) consists of payment for mentoring (consulting).
- **NOTE TO FLORIDA APPLICATIONS – MENTORED EXPERIENCE IS EQUIVALENT TO CONSULTATION.**

#### MN Board of Psychology requirements for internship

See the web site for specific, up-to-date information:

<http://www.psychologyinfo.com/directory/MN/board.html>

The on-site supervision must be provided by a licensed psychologist or license-eligible as per the minimum MN Board of Psychology requirements and have “sufficient” behavioral background as determined by the Behavior Analysis graduate committee. To meet state licensure guidelines, the experience must include an average of at least two hours a week of regularly scheduled, formal face-to-face individual supervision, with at least one hour provided by the licensed psychologist. **Other requirements governed by the Board of Psychology apply to the internship, so the student must work closely with their advisor.**

#### **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. Deadline dates for application for graduation are listed in the academic calendar of the graduate bulletin and in semester class schedules.

## Course Requirements –M.S. in Behavior Analysis

Plan A- Thesis option

Plan B – Non Thesis option – Comprehensive Exam

Research	Credits
CPSY 641 Single Case Design	3
CPSY 678 Graduate Statistics	3
CPSY 699 Thesis (Plan A)	<u>6</u>
Plan A	12
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>
	18
Internship	
CPSY 697 Supervised Internship	<u>6</u>
	6
Electives	
CPSY 530 Seminar (Plan A)	3
CPSY 530 Seminar (Plan B)	<u>3</u>
Plan A	3
Plan B	6
Total Credits	Plan A = 39 Credits
	Plan B = 36 Credits

Students who want to apply for LPP licensure in Minnesota should take the following electives as part of their program

- CPSY 530 Life Span Development
- CPSY 684 Psychopharmacology

## Course Descriptions

### **CPSY 530. Seminar.**

Selected topic in Behavior Analysis and psychology. May be repeated to a maximum of 12 credits. 3 Cr. (Topics may include Autism, Theories of Learning, Life Span Development, Supported Employment, Transition Planning, 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**  
(course offerings may vary slightly – see adviser)

**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.

**Summer Year 1**

- CPSY 633. Behavior Therapy I, 3 Cr.

**Fall Semester Year 2**

- CPSY 697. Supervised Internship in Behavior Analysis, 6 Cr.
- CPSY 635. Behavior Therapy II, 3 Cr.
- CPSY 530 Seminar, 3 Cr. (Plan B)

**Spring Semester Year 2**

- CPSY 643. Social Bases of Behavior, 3 Cr.
- CPSY 699. Thesis (Plan A only), 6 Cr.

## **Program Sequence for Distance Students**

### **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 633. Behavior Therapy I, 3 Cr.  
CEEP 678. Introduction to Graduate Statistics, 3 Cr.

### **Fall Semester Year 2**

CPSY 530 Seminar, 3 Cr. (Plan A and Plan B)  
CPSY 635. Behavior Therapy II, 3 Cr.

### **Spring Semester Year 2**

CPSY 530 Seminar, 3 Cr. (Plan B)  
CPSY 643. Social Bases of Behavior, 3 Cr.

### **Summer Year 2**

CPSY 697. Supervised Internship in Behavior Analysis, 6 Cr.  
CPSY 699. Thesis (Plan A only), 6 Cr.

## Behavior Analysis Internship Contract

Name: B.A. Student  
Address: 214 Skinner Lane  
St. Cloud, MN 56301  
Telephone: 218-600-6000  
E-mail: bastudent@stcloudstate.edu

Internship Organization: Minnesota Neurorehabilitation Hospital - Brainerd Regional Human Services Center  
Name of Supervisor: B.A. Supervisor, Ph.D., L.P., BCBA  
Supervisor's Position: Clinical Supervisor  
Address: 11615 State Avenue  
Brainerd, MN 56401  
Telephone: 333/300-0000  
E-mail: [basupervisor@state.mn.us](mailto:basupervisor@state.mn.us)

Credits to be awarded for internship: 6 credits

Starting Date: 2-21-01

Ending Date: Approximately 6-5-01

Hours Per Week: 30-40

Total Hours: 600 hours

**A. Agency Description:** Minnesota Neurorehabilitation Hospital is a non-appropriated-revenue based state facility as part of the Department of Human Services program. Minnesota Neurorehabilitation Hospital is a licensed rehabilitation hospital designed to serve inpatients and outpatients with traumatic brain injury and associated neurobehavioral disorders.

**B. Learning Objectives:** The student intern will:

- 1) Participate in behavioral treatment approach used by MNH as a unique program for the treatment of Traumatic Brain Injury (TBI) patients that have been unsuccessful in conventional rehabilitation approaches.
- 2) Perform functional analysis and assessment of undesirable behaviors in a live-in setting.
- 3) Develop individualized treatment plans to modify undesirable target behaviors.
- 4) Develop and implement a patient behavioral treatment tracking system for use as a clinic wide information management tool.

**Student Responsibilities:** The student intern will:

1. Complete orientation of Minnesota Neurorehabilitation Hospital behavioral programming and policies as well as specialized training on behavioral disorders in traumatic brain injury patients.
2. Complete case studies, behavioral analyses and interviews, and complete corresponding behavioral/clinical documentation under the supervision of the clinical supervisor and assigned behavior analyst.
3. Complete behavioral programs and plans as assigned.
4. Co-facilitate anger management and social skills groups as assigned.
5. Develop and/or update group materials and program as assigned.
6. Participate in additional training programs as provided as assigned.
7. Attend patient group and programming as assigned.
8. Assist in review and updating computerized behavioral database as assigned.
9. Participate in patient behavioral research studies now in progress.
10. Attendance at rehab coordination, daily patient rounds, and treatment team planning meetings as assigned.
12. Submit weekly e-mail summaries of primary activities to university supervisor.

**Supervision:** Supervision will be provided at a minimum of one hour per week of face-to-face supervision with the agency supervisor (or two hours every two weeks). Ongoing supervision in collaboration with other assigned professionals will be included.

1. Agency Supervisor: Dr. B.A. Supervisor, Executive Director/Site Director
2. On Site Supervisor: F.S. Keller , Clinic Supervisor
3. SCSU Supervisor: Dr. Professor (two site visits, weekly e-mail contact with the student)

**Evaluation:** The evaluation form will be filled out by the on-site or agency supervisor after approximately 100 hours, 300 hours, and 600 hours of internship and forwarded to the SCSU supervisor. For students who want to take the Behavior Analysis Certification exam, supervisor hours by a Certified Behavior Analyst or person eligible to take the certification exam will be documented on the internship clock-hour verification log. This person will be Dr. B.A. Supervisor.

**Agreement:** The intern will abide by all state rules for ethical guidelines of practicing psychologists. Further, the student will purchase liability insurance through American Psychological Insurance Trust or document that the intern is covered by other insurance.

This contract may be terminated or amended by the student, faculty advisor, or licensure supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Licensure Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



