Master of Science in Applied Behavior Analysis  (Revised 2/2019)

Student Handbook 2019
St. Cloud State University

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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, 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 20 master’s-level university programs accredited by the Association for Behavior Analysis International (1999- present). The Applied Behavior Analysis Program provides coursework to meet the educational requirements for the Board Certified Behavior Analyst (BCBA) and Board Certified Assistant 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. It is your responsibility to 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,

Kimberly Schulze  
kaschulze@stcloudstate.edu

Michele Traub  
mtraub@stcloudstate.edu

Benjamin Witts  
bnwitts@stcloudstate.edu
Program Mission and Goals

Mission Statement:
- To prepare graduate level scientists/practitioners who will contribute to the field of applied behavior analysis in research and applied areas.

Goals of the M.S. in Applied Behavior Analysis:
- 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.

Course Delivery Options

Distance Program

Since 2002 the distance base program has enrolled students from 50 U.S. states and 17 countries. Reported advantages of the distance format include: flexibility, ability to access coursework that isn’t available near home community, opportunity to continue to work while going to school, and ability to interact with other students and faculty who are interested in applied behavior analysis. Reported disadvantages include: difficulty in managing time and obligations to complete course requirements and extended time to complete the degree (as opposed to being a full time on-campus student who takes 3-4 courses per semester).

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. Personal contact with faculty and other students while taking courses.
3. Courses are typically scheduled to meet one day per week.
4. Internship opportunities with faculty supervision.

Students are accepted into the distance program or the on campus program. Students are not allowed to transfer between programs without reapplying.

Faculty Interests

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

Michelle Traub, Ph.D. 2016, University of Florida; behavioral assessment, school-based consultation, behavioral medicine, cultural competency, and treatment maintenance.
Email: mtraub@stcloudstate.edu
Phone: 320-308-2043

Benjamin N. Witts, Ph.D. 2013, University of Nevada, Reno; research methodology, infant colic, problem gambling, the experimental analysis of behavior, theory and philosophy.
Email: bnwitts@stcloudstate.edu
Phone: 320.308.2233

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. 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
American Psychological Association-Division 25
Cambridge Center for Behavioral Studies
Minnesota Northland Association for Behavior Analysis
Association of Professional Behavior Analysts

Academic Calendar

Semester start and end dates, as well as other important dates are found on the Academic Calendar. The academic calendars are posted for 5 years. Check Academic Calendars often for important dates and plan accordingly. Please note: For Summer semester course begin and end dates can vary. There is a Summer session 1 and Summer session 2 blocks. Courses can begin and end any time between the dates posted. Watch for the course schedules to be posted for specific summer dates.

Full-Time Students

The university, including the Financial Aids Office and Graduate Office, views graduate students who have a minimum of 8 credits per semester as being “full-time.” The maximum credit load is 15 credits per semester during Fall, Spring and 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 6 or 7 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 campus classes are offered only during daytime hours, once per year, or once every 2 years. Therefore, it is imperative that part-time students work closely with their advisor to remain on track.
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 Aid Office 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 may be available. The behavior analysis faculty will notify you when requests for proposals become available, or see the School of Graduate Studies web site.

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

On campus, full time graduate students may apply for graduate assistantships. Graduate assistantships are jobs, and not grants—only apply for one if you can commit to the duties described. The Applied Behavior Analysis Program coordinator will announce program-related graduate assistantships each year. Other graduate assistant positions are available through Handshake.

Graduate assistantships are of several types, and more information can be found in the Graduate Admissions webpage.

Technology and Library Resources

Your student ID card will gain you access to SCSU’s library resources. There are a number of useful databases from which to conduct literature searches or request articles. You can also request online research assistance.

Distance students can request a scanned copy of any article the SCSU library owns, but they will need to indicate on their request that they are online students and thus unable to come in personally.

Rarely should you ever need to pay for a book chapter, article, etc. Please use the interlibrary loan feature to request articles and books free of charge.

HuskyNet Account and E-mail Address

Students must activate a MyHuskyNet e-mail address immediately upon beginning the program. Student will receive an email from the aba@stcloudstate.edu with the instructions on how to activate your account when the Fall registration information is emailed.

Your MyHuskyNet e-mail is the only email students should use for official SCSU communications.

Advisor

Each new student is assigned an advisor upon acceptance into the program. The student should meet with the advisor as needed to assist with course scheduling, thesis, internship planning, etc. Advisors can be changed upon the student’s request, and upon agreement of the potential new advisor. In order to change advisors, a Change of Advisor Form must be submitted as an attachment to aba@stcloudstate.edu.
Students may request or be assigned a thesis advisor that is different than your program advisor and it is not necessary to fill out a change of advisor form for this.

**Graduate Program Form**

After 15 credits of the M.S. in Applied Behavior Analysis program has been completed, students must fill out a Proposed Program of Graduate Study form. You will also receive an email from aba@stcloudstate.edu reminding you to complete this form in a timely manner. 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.

On campus and distance students must email their completed Program Plan to the aba@stcloudstate.edu email account as an attachment. We will print the form, contact your advisor for signature and forward to the Graduate Studies Office.

**Academic Requirements**

Students must maintain an overall grade point average of at least 3.0 to remain in the M.S. in Applied Behavior Analysis program and School of Graduate Studies. If students do not obtain/maintain a 3.0 GPA, they will be placed on academic probation and have one semester to increase their GPA. The lowest acceptable grade in Graduate Studies is a “C”. Students who do not have the necessary grade point average are not eligible to take the final comprehensive examination, internship, or oral defense for a thesis. All course grades are used to calculate grade point average, including courses that are repeated.

These and other academic requirements can be found in the School of Graduate Studies’ Academic Policies.

**Transfer Credits and Waiver of Classes**

Students may request up to 10 previously-earned graduate credits to transfer to SCSU. To request a credit transfer, submit the course number you want to transfer in and replace, the syllabus from that course, and a copy of your transcripts with the official grade earned to your advisor. Final course approval will come from the School of Graduate Studies.

Additional guidelines will help you determine if your courses are capable of being transferred to SCSU.

Note: Submitting a request does not guarantee that the request will be granted.
M.S. in Applied Behavior Analysis

Plan A, 45 credits; Plan B, 46 credits

Research courses
Plan A, 9 credit minimum; Plan B, 3 credit minimum
- CPSY 641. Single Case Design, 3 credits
- CPSY 699. Thesis (Plan A only), 6 credits

Major courses
Plan A or B, 24 credit minimum
- CPSY 597. Practicum in Behavior Analysis, 3 credits
- CPSY 541. Experimental Analysis of Behavior, 3 credits
- CPSY 630. Advanced Applied Behavior Analysis, 3 credits
- CPSY 633. Behavioral Applications I, 3 credits
- CPSY 634. Behavioral Assessment, 3 credits
- CPSY 635. Behavior Applications II, 3 credits
- CPSY 636. Ethics in Psychology and Applied Behavior Analysis, 3 credits
- CPSY 643. Social Bases of Behavior, 3 credits

Plan B, 4 credit minimum
- CPSY 639. Comprehensive Exam Prep, 3 credits
- CPSY 640. Comprehensive Exam, 1 credit

Internship course
Plan A or B, 9 credit minimum
- CPSY 697. Supervised Internship in Behavior Analysis, 9 credits

Electives
Plan A, 3 credit minimum; Plan B, 6 credit minimum
- CEEP 678. Introduction to Graduate Statistics, 3 credits
- CPSY 637. Functional Analysis, 3 credits
- CPSY 638. Autism, 3 credits
- CPSY 530. Seminar, 3 credits

CPSY 691 Continuing Enrollment
As per Graduate Studies policy, you must be enrolled in 1 credit during the semester of graduation. If you are enrolled in no other classes during the semester of graduation, you must enroll for 1 credit of CPSY 691 Continuing Enrollment. Contact your advisor for information on enrolling for 1 credit.
Course Descriptions

Note: See our Program Sequences below for information on when each course is offered as some courses might be offered in difference semesters for campus and distance students.

CPSY 530. Seminar.
Selected topic in behavior analysis and psychology. May be repeated to a maximum of 12 credits. 3 Cr.

CPSY 597. Practicum in Behavior Analysis.
Practicum experience in behavior analysis. Students will attend agency orientation and gain practical experience in defining and observing behaviors, and the development and implementation of behavioral programs. 3 Cr. Prerequisite: C or greater in CPSY 630

CPSY 630. Advanced Applied Behavior Analysis.
Definition and characteristics of applied behavior analysis. Behavioral principles, processes, and concepts of behavior change procedures and systems support. 3 Cr.

CPSY 633. Behavior Applications I.
Ethics, history, theories, and principles of behavior analysis and therapy. Current techniques, applications to specific populations, behavioral research, and future directions. 3 Cr.

CPSY 636. Ethics in Psychology and Behavior Analysis.
Responsible conduct during behavioral assessment, behavioral treatment, teaching, supervision, research, and other professional behaviors. Behavior Analyst Certification Board conduct guidelines, APA ethics codes, and other standards as necessary. 3 Cr.

CPSY 637. Functional Analysis.
Components of a "functional behavior assessment (FBA)" including indirect assessment, descriptive analyses, and functional analysis will be examined. 3 Cr.

Behavior analytic theory and systems approach in understanding and treating autism. Behavioral treatment models and research. Behavioral consultation models. 3 Cr. (Every other year or as needed)

CPSY 639. Comprehensive Exam Preparation.
Students will review course material and complete practice exercises to assist in preparing for the Comprehensive Examination. 3 Cr.

CPSY 640. Comprehensive Exam.
Capstone requirement for students completing M.S. in Applied Behavior Analysis, Plan B. 1 Cr.

Single-case 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. 3 Cr. Prerequisite: C or greater in CPSY 630

8
CPSY 697. Supervised Internship in Behavior Analysis.
Supervised experience in a community agency. May be repeated; 9 credits required for graduation. Prereq.: Students must complete the prescribed sequence of courses (exceptions must be approved by advisor). 3-9 Cr. Prerequisite: C or greater in CPSY 597; Overall GPA of 3.0 or higher

1-6 Cr.

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**On Campus M.S. in ABA Program Sequence**

**NOTE:** The following program sequence is subject to change. Some courses are offered in an online format.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Plan A</th>
<th>Plan B</th>
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</thead>
</table>
| Fall Year 1 | CPSY 541 EAB, 3 Cr.  
CPSY 630. Advanced ABA, 3 Cr.  
CPSY 634. Behavior Assessment, 3 Cr. | CPSY 541 EAB, 3 Cr.  
CPSY 630. Advanced ABA, 3 Cr.  
CPSY 634. Behavior Assessment, 3 Cr. |
| Spring Year 1 | CPSY 633. Behavioral Applications I, 3 Cr.  
CPSY 641. Single Case Design, 3 Cr.  
CPSY 643. Social Bases of Behavior, 3 Cr. | CPSY 633. Behavioral Applications I, 3 Cr.  
CPSY 641. Single Case Design, 3 Cr.  
CPSY 643. Social Bases of Behavior, 3 Cr. |
| Summer Year 1 | CPSY 636 Ethics in Psych & ABA, 3 Cr.  
Elective 1, 3 Cr.* (1 elective for Plan A) | CPSY 636 Ethics in Psych & ABA, 3 Cr.  
Elective 1, 3 Cr.* (2 electives for Plan B) |
| Fall Year 2 | CPSY 597. Practicum in BA, 3 Cr.  
CPSY 635. Behavioral Applications II, 3 Cr. (online)  
CPSY 699 Thesis, 3 Cr. | CPSY 597. Practicum in BA, 3 Cr.  
CPSY 635. Behavioral Applications II, 3 Cr. (online)  
CPSY 639 Comprehensive Exam Prep., 3 Cr. (online)  
CPSY 640 Comprehensive Exam, 1 Cr. (online) |
| Spring Year 2 | CPSY 697. Internship in BA, 6 Cr.  
CPSY 699 Thesis, 3 Cr. | CPSY 697. Internship in BA 6 Cr. |
| Summer Year 2 | CPSY 697. Internship in BA, 3 Cr. | CPSY 697. Internship in BA, 3 Cr.  
Elective 2, 3 Cr.* (2 electives for Plan B) |

*Plan A students take a minimum of 3 elective credits; Plan B students take a minimum of 6 elective credits.

Elective options are:
CEEP 678 Introduction to Graduate Statistics
CPSY 637 Functional Analysis
CPSY 638 Behavioral Foundations in Autism Treatment (needed in Canadian provinces for licensure)
CPSY 530 Seminar Course-topic vary
Most students are able to complete two courses per semester; however, some students find the time commitment for two courses to be difficult and decrease to one course. Consider your current work, family, and other commitments to decide how many courses to register for.

**NOTE: The following program sequence is subject to change.**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Plan A</th>
<th>Plan B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Year 1</td>
<td>CPSY 541 EAB, 3 Cr.</td>
<td>CPSY 541 EAB, 3 Cr.</td>
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<tr>
<td></td>
<td>CPSY 630. Advanced ABA, 3 Cr.</td>
<td>CPSY 630. Advanced ABA, 3 Cr.</td>
</tr>
<tr>
<td>Spring Year 1</td>
<td>CPSY 633. Behavioral Applications I, 3 Cr.</td>
<td>CPSY 633. Behavioral Applications I, 3 Cr.</td>
</tr>
<tr>
<td>Summer Year 1</td>
<td>CPSY 636 Ethics in Psy. and ABA, 3 Cr. Elective 1, 3 Cr.* (1 elective for Plan A)</td>
<td>CPSY 636 Ethics in Psy. and ABA, 3 Cr. Elective 1, 3 Cr.* (2 electives for Plan B)</td>
</tr>
<tr>
<td>Full Year 2</td>
<td>CPSY 634. Behavior Assessment, 3 Cr. CPSY 635. Behavioral Applications II, 3 Cr.</td>
<td>CPSY 634. Behavior Assessment, 3 Cr. CPSY 635. Behavioral Applications II, 3 Cr.</td>
</tr>
<tr>
<td>Spring Year 2</td>
<td>CPSY 597 Practicum in Behavior Analysis CPSY 643. Social Bases of Behavior, 3 Cr.</td>
<td>CPSY 597 Practicum in Behavior Analysis CPSY 643. Social Bases of Behavior, 3 Cr.</td>
</tr>
<tr>
<td>Summer Year 2</td>
<td>CPSY 697. Internship in BA, 6 Cr. CPSY 699. Thesis, 3 Cr.</td>
<td>CPSY 697. Internship in BA 6 Cr. Elective 2, 3 Cr.* CPSY 638, Autism Elective, 3 Cr (every other year beginning 2018)</td>
</tr>
<tr>
<td>Fall Year 3</td>
<td>CPSY 697. Internship in BA, 3 Cr. CPSY 699. Thesis, 3 Cr.</td>
<td>CPSY 697. Internship in BA, 3 Cr. CPSY 639 Comprehensive Exam Prep, 3 Cr. CPSY 640 Comprehensive Exam, 1 Cr.</td>
</tr>
</tbody>
</table>

*Plan A students take a minimum of 3 elective credits; Plan B students take a minimum of 6 elective credits. Elective options are:

- CEEP 678 Introduction to Graduate Statistics
- CPSY 637 Functional Analysis
- CPSY 638 Behavioral Foundations in Autism Treatment
- CPSY 530 Seminar Course-topic vary

**Plan A and Plan B Options**

Students may complete a Thesis Option (Plan A: 45 credits) or Comprehensive Examination Option (Plan B: 46 credits). Students in Plan A must complete at least one elective course. Students in Plan B must take a comprehensive exam to demonstrate mastery of program competencies.

**Thesis Requirements-Plan A**

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. Information regarding thesis can be found at the School for Graduate Studies [Culminating Projects](#) page.
Thesis committee

A student should form a thesis committee upon identifying a research interest. The thesis committee is comprised of three graduate faculty. One member from the Behavior Analysis faculty will be the chair of the committee (usually the student’s advisor). Students should speak to their advisor about the process of forming this committee.

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 does not defend their thesis they semester they are enrolled, they will be required to register for the CPSY 691 – 1 credit course they semester they graduate. 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 elective course 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 advisor 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 Institutional Review Board.

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. After the preliminary thesis meeting, work with your advisor to submit the thesis proposal to the SCSU Institutional Review Board.

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 current American Psychological Association standards. Students should also follow SCSU guidelines on thesis formatting.

Final Thesis 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.
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.

Final copies of each thesis will be uploaded to the SCSU Online Repository.

Comprehensive Examination-Plan B

We have adopted the CBA Learning Module Series by Behavior Development Solutions for the CPSY 639 Comprehensive Exam Prep, 3 credits and CPSY 640 Exam, 1 credit courses. The CBA Learning Module Series consists of a pre-test, multiple fluency-based modules, and a post test. The modules cover the basic principles of behavior analysis, BACB Guidelines for Responsible Conduct, and content of the BACB Fourth Edition Task List (Fifth Edition Task List starting 2020).

Students must have a 3.0 GPA to register for the Comprehensive Exam modules. Students must be registered for the CPSY 639 and 640 courses before they will have access to the modules.

To meet the SCSU comprehensive exam competency, you will need to pass the post test at a minimum of 75%. You will have only 1 attempt to pass the post test.

If you do not pass at 75% or higher on your first attempt

1. You will need to register for CPSY 691 (1 Cr. continuing enrollment) the following Spring semester (i.e., 1 year later)
2. If you do not pass at 75% or higher on your second attempt, you will be dismissed from the M.S. in Applied Behavior Analysis.

Practicum and Internships

Practicum and internships are designed to provide the student with experience in a community-based setting with a qualified supervisor. Information regarding approved sites and how to secure placements will be provided by instructors of the courses.

Students must submit evidence of liability coverage prior to starting the practicum or internship. If the site does not provide liability insurance, the student must purchase liability insurance, check with your advisor.

Students should find their practicum or internship site and supervisor at least one semester before planning to begin. If the student wants to complete their practicum or internship at their place of employment, duties must be distinctly different or more advanced than their current position. If a student wants to conduct a practicum or internship at a site not previously approved by the Behavior Analysis Committee, s/he should meet with the program coordinator to make arrangements for approval early in the semester before beginning. The program coordinator will need a letter from the agency saying that they can accommodate an intern from our program and will need the vita of the proposed supervisor. These materials will be reviewed in order to decide if the site/supervisor will be acceptable. All practicum and internships must be supervised by a BCBA in good standing or a person
with a doctoral degree; however, all practical experiences must be behavior-analytic in nature, as determined by the Behavior Analysis Committee.

**CPSY 597 Practicum in Behavior Analysis**

Students gain practical experience in the design and implementation of behavioral programs in an agency for 5 to 10 hours per week (in addition to class time). Practicum can be carried out during hours of employment as long as approved by the employer. Appropriate supervision is face to face, for a minimum of one hour per week, by a BCBA or doctorate level person. It is your responsibility to find appropriate supervision. Students may request to deviate from the supervision requirements on a case-by-case basis by working with your advisor; not all requests will be granted.

**CPSY 697 Internship**

Students must have a GPA of 3.0 to register for CPSY 697. 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. Students must complete 750 hours of supervision within 2 consecutive semesters.

**Board Certified Behavior Analyst requirements for internship**

Students should work closely with their advisor to ensure that they are meeting internship requirements for the BCBA (category of Independent Supervised Field Work). It is the student’s responsibility to ensure all supervision experiences are in line with current BACB experience standards, including adjustments made to supervision requirements in their newsletters.

**Application for Graduation**

Students must complete the application for graduation online within the first four weeks of the semester in which they anticipated all the coursework required for the degree to be completed. The deadline to apply for graduation and commencement information is located on the Graduate Studies web site. Make sure you follow the graduation checklist to help keep you on track.

If you do not graduate during the application term you must contact the Office of Records and Registration to request a new term. No additional application fee will be required. Students must be registered for the CPSY 691 Continuous Enrollment (1 credit) course if they are not enrolled in other courses during the semester you graduate.

**Behavior Analyst 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 Analyst Certification Board. Students are responsible for knowing and staying up to date on all BACB coursework requirements.

The BCBA and BCaBA sequences through SCSU are pre-approved by the Behavior Analyst Certification Board via the Association for Behavior Analysis, International.

<table>
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<tr>
<th>CONTENT AREA AND REQUIRED NUMBER OF CLASSROOM HOURS</th>
<th>Course 1</th>
<th>Course 2</th>
<th>Course 3</th>
<th>Course 4</th>
<th>Course 5</th>
<th>Course 6</th>
<th>Total Hours of Instruction for content area</th>
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<tbody>
<tr>
<td>Ethical and Professional Conduct</td>
<td>CPSY 630 Advanced Behavior Analysis</td>
<td>CPSY 641 Single Case Design</td>
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<td>CPSY 633 Behavioral Applications I</td>
<td>CPSY 635 Behavioral Applications II</td>
<td>CPSY 636 Ethics in Psy &amp; ABA</td>
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<td>Concepts and principles of Behavior Analysis</td>
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<td>Measurement (including Data Analysis)</td>
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<td>Identification of the Problem and Assessment</td>
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<td>Fundamental Elements of Behavior Change &amp; Specific Behavior Change Procedures</td>
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<td>Intervention &amp; Behavior Change Considerations</td>
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<td>Behavior Change Systems</td>
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<td>Implementations, Management and Supervision</td>
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<td><strong>TOTAL 270</strong></td>
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**PROPOSED BCBA Verified Course Sequence – 5th Edition Task List (as of 2022)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>1</th>
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<tr>
<td>Content Area</td>
<td>630 ABA</td>
<td>641 Single-Case Design</td>
<td>634 Assessment</td>
<td>633 Bx App 1</td>
<td>635 Bx App 2</td>
<td>636 Ethics</td>
<td>541 EAB</td>
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<td>Measurement, Data Analysis, &amp; Experimental Design</td>
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<td>Behavioral Assessment</td>
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<td>Behavior Change Procedures, Selecting and Implementing Interventions</td>
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**Policies and Procedures**

**Behavior Analysis Student Policies and Procedures**

Student policies are subject to change given different requirements as outlined on course syllabi. It is the student’s responsibility to know these and course syllabi policies.

**Grade Point Average**

1. Students must meet the Standards of Scholarship of the SCSU School of Graduate Studies (maintain an overall 3.0 grade point average in all course work, see graduate bulletin).
2. Graduate students whose records show less than a 3.00 average at the completion of the approved program of courses may be permitted to register for a maximum of nine additional semester credits to be earned in courses approved by the petition procedure. The nine additional credits will be designed with the advisor and may include both repeated and new courses. If, after the completion of these nine additional credits, the
average is still less than a 3.00 the student will be dismissed from his/her program of study.

Application Deadlines

1. Students must apply by February 1st for priority consideration to the M.S. in Applied Behavior Analysis program.
2. Student must complete application to
   a. SCSU school of Graduate Studies
   b. Student applications must be “complete” for consideration (letters of recommendation, transcripts, etc.).
   c. A majority of behavior analysis faculty will review and decide upon application acceptance/waitlist/rejection in the M.S. in Applied Behavior Analysis program.
   d. Students will be notified of their acceptance by March 1st.
   e. Applications received after February 1st will be considered for matriculation on a space available basis.
   f. Waitlisted students will be ranked first by priority consideration and then in the order received for those received after February 1.

Student Advising and Assignment

1. All students have a choice of advisor.
2. When students are first admitted to the M.S. in Applied Behavior Analysis program the student will be randomly assigned to M.S. in Applied Behavior Analysis faculty.
3. If, at any time, the student wishes to change advisor the student may fill out a Change of Advisor form from the School of Graduate Studies
4. Faculty who are on Sabbatical (for a semester or the year) will not be assigned new student advisees, nor be assigned students for CPSY 597 Practicum in Applied Behavior Analysis, CPSY 697 Internship in Applied Behavior Analysis, or CPSY 699 Thesis.
5. When multiple instructors are listed for the following courses (e.g., CPSY 597 Practicum in Applied Behavior Analysis, CPSY 697 Internship, CPSY 699 Thesis); students will be randomly assigned amongst the faculty, depending upon the faculty member’s availability to work with the students.

Student Conduct and Testing Procedures

1. Please read the St. Cloud State University Student Handbook and Code of Conduct;
2. Distance students may be required to complete exams at an approved Proctored Site; see SCSU Online website. Students are able to have tests proctored through Proctor U, an online fee based testing proctoring system. Students will be emailed at the beginning of every semester with the proctor information pertaining to that particular semester: which courses require proctor exams and the proctoring options.
3. If a course requires proctored exams, the exams will be closed book. This will be noted in the syllabus at the beginning of the semester. Students are not allowed to use notes, articles,
cell phones, personal computers, flash drives, nor any other electronic means of obtaining information while taking the exam. If you do so, you will be expelled from the M.S. in Applied Behavior Analysis program and the School of Graduate Studies.

4. Instances of plagiarism on papers or projects, using the works of other students, etc. will result in a grade of F in the class and possible dismissal from the M.S. in Applied Behavior Analysis program.

5. Graduate students may not discuss the content or answers of any exam, including the comprehensive examination, with anyone other than current faculty in the M.S. in Applied Behavior Analysis program.

CPSY 597 Practicum in Applied Behavior Analysis Policies

1. Students must abide by guidelines provided by the Behavior Analyst Certification Board Professional and Ethical Compliance Code

2. While taking CPSY 597 Practicum in Applied Behavior Analysis students are expected to behave in a professional manner at all times and in all settings. Any unprofessional, unethical, inappropriate, or questionable behavior or interactions that are brought to the attention of the faculty supervisor will result in the immediate suspension, corrective action, and/or termination from the practicum placement. Depending upon the severity of the infraction, a student may receive a grade of F and possible dismissal from the M.S. in Applied Behavior Analysis program and/or St. Cloud State University.

3. If the Practicum Agency terminates your practicum placement for inappropriate, unprofessional, unethical, questionable behavior, and/or lack of progress in meeting practicum requirements, the student will receive a grade of F for CPSY 597 Practicum, and/or possible dismissal from the M.S. in Applied Behavior Analysis.

4. If the practicum placement is terminated (by faculty or practicum agency), the student will be required to re-register and repeat CPSY 597 Practicum in Applied Behavior Analysis.

5. Students must complete CPSY 597 Practicum in Applied Behavior Analysis prior to enrolling in CPSY 697 Internship in Applied Behavior Analysis.

6. Students must have a signed CPSY 597 Practicum contract prior to starting the course.

7. Students must complete all background checks (if required) and hold any other credentials/certificates/licenses required by the Practicum Agency.

8. On Site Practicum Supervisor Credentials
   a. Preferred – BCBA-D
   b. Doctorate in Psychology and Licensed in State.
   c. Doctorate in Psychology or related field.
   d. BCBA Certified in good standing.

9. Students are responsible for completing all course activities and assignments in a timely manner as outlined in the syllabus for CPSY 597 Practicum in Applied Behavior Analysis. Failure to do so will result in a grade of F. In order to receive a grade of A, students must complete all CPSY 597 course requirements within 1 semester.

10. Students who receive an incomplete (“I”) grade in CPSY 597 have 6 months from date of beginning CPSY 597 Practicum in Applied Behavior Analysis to complete their CPSY 597 course requirements. Students who do not complete CPSY 597 within 6 months of enrollment, will receive a grade of F will be required to repeat CPSY 597.
CPSY 697 Internship Policies

11. Students must abide by guidelines provided by the Behavior Analyst Certification Board Professional and Ethical Compliance Code

1. Students are expected to behave in a professional manner at all times and settings while completing CPSY 697 Internship in Behavior Analysis. Any unprofessional, unethical, inappropriate or questionable behavior or interactions that are brought to the attention of Behavior Analysis faculty, will result in the immediate suspension, corrective action and/or termination of student placement at the internship site. Depending upon the severity of infraction, a student may receive a grade of F and possible dismissal from the M.S. in Applied Behavior Analysis program and/or St. Cloud State University.

2. If the Internship agency terminates your relationship (employment/internship/practicum placement) for inappropriate, unprofessional, unethical, questionable behavior or lack of progress in meeting job/internship requirements, students will receive a grade of F, and/or possible dismissal from the M.S. in Applied Behavior Analysis.

3. If the agency terminates a student’s internship contract because of failure to meet job requirements, job responsibilities, agency expectations, and/or inappropriate behavior, the student will be required to re-register for 6 credits of CPSY 697 Internship and complete all course requirements.

4. Students are responsible for
   a. Understanding and comprehending specific internship requirements for licensure, credentialing, and/or BACB certification requirements.
   b. Arranging appropriate on site supervision to meet licensure and certification requirements and obligations.
   c. Arranging and documenting supervision and meeting specific requirements of the BACB or other license granting agency.

5. Students must make arrangements for Liability Insurance, either by purchasing their own coverage and/or being covered under the Internship Agency Policy. Students must submit evidence of insurance prior to starting their internship.

6. Students must have a signed CPSY 697 Internship contract prior to starting their internship.

7. Students must complete all background checks (if required) and hold any other credentials/certificates/licenses required by Internship Agency

8. On Site Internship Supervisor Credentials
   e. Preferred – BCBA-D
   f. Doctorate in Psychology and Licensed in State.
   g. Doctorate in Psychology or related field.
   h. BCBA Certified in good standing.

9. CPSY 697 Students must have an overall GPA of 3.0 for all coursework completed prior to enrolling in CPSY 697.

10. Students are responsible for completing all course activities and assignments in a timely manner as outlined in CPSY 697 Internship in Applied Behavior Analysis. Students must complete all Internship requirements within 2 semesters to receive a grade of A, see syllabus. Assignments that are late and/or poor quality will impact your final grade.
11. Students who receive an incomplete (“I”) grade in CPSY 697 have 9 months from the date of beginning CPSY 697 Internship in Behavior Analysis to complete their CPSY 697 course requirements. Students who do not complete CPSY 697 within 9 months will receive a grade of F and will be required to register for 6 additional credits of CPSY 697 and begin their Internship anew.

12. Students enrolled in CPSY 697 must work between 20 and 35 hours per week at their internship site and must complete the 750 hours of internship within 2 semesters.

**M.S. in Applied Behavior Analysis Thesis Policies**

Students selecting Plan A Thesis must design and implement a thesis project to fulfill graduation requirements. Students work with their thesis advisor throughout the process. It is not permissible to have other people who have not developed the thesis project, have not completed IRB Training, nor have the necessary scientific and/or applied behavior analysis training to competently implement a thesis project. Typically, students must also provide replication of the thesis results by the inclusion of multiple participants, behaviors, and/or settings.

1. Students must enroll in CPSY 699 Thesis during the designated semester.
2. Completion of Thesis
   a. Students have 7 years from initial enrollment to complete all coursework, comprehensive examination, and/or thesis requirements.
   b. If you do not complete all graduation requirements (course completion and final thesis defense) within 7 years (or current requirements as stipulated by the School of Graduate Studies), you will need to re-register, pay for, and complete all courses are more than 7 years old from original semester of enrollment.
4. At the end of the designated semester you enrolled in thesis credits, if you have not completed all thesis requirements, a grade of RC - Research Continued will be issued.
5. Thesis Committee is comprised of at least 2 full time faculty in the M.S. in Applied Behavior Analysis program.
6. Temporary Appointed Graduate Faculty may serve as fourth readers of a thesis.
7. Students must attend to and abide by all requirements as outlined by CPSY 699 Thesis syllabus, thesis advisor, thesis committee, and SCSU IRB. Failure to do so will result in the thesis not being accepted.
8. Students may request any full time faculty in M.S. in Applied Behavior Analysis program to serve as thesis advisor of the student’s research project.
9. Faculty who agree to serve as major advisor for a student’s thesis will notify the student of availability to do so.
10. Students are responsible for maintaining weekly email/phone/personal contact with their thesis advisor during the course of the thesis project.
11. Thesis advisors are responsible for providing timely responses to student inquiries, questions, and comments during the development and completion of the thesis project.
Updating Student information

a. It is your responsibility to make sure your personal information is up to date. Many of the changes can be done online through your eservices, others changes may require a form to be completed. Check this website for more information.
b. The information may be changed on your account but our office will not be notified of the change being made. Please also notify our office of any changes by emailing those changes to aba@stcloudstate.edu.

General Course Information

a. Course materials are located in D2L Brightspace
b. Always put your Name, Date, Course Number, and number pages (use the header functions) on any assignment sent in.
c. 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.
d. Many of the distance courses require students to complete tests under the supervision of a proctor. There are additional testing procedures and monitor information for the ABA courses.

Any questions you have regarding your proctored exams you must contact the aba@stcloudstate.edu email account.

Students must submit an off campus proctor request every semester—even if they use the same proctor as prior semesters. If one or more of the courses you are enrolled in during the semester requires proctored exam, you will receive an email from the aba@stcloudstate.edu email account about 1 week before the beginning of the semester.

Unacceptable proctors:
   o Public libraries
   o Friends or relatives
   o The student’s subordinate or employee
   o Current or future MS in ABA students

e. Due Dates
a. It is your responsibility to read the syllabus and submit assignments on time.
f. Incompletes/ Withdrawals
a. Students may withdraw from a class or classes without special permission after the drop/add period and before the withdrawal deadline
b. If you are not doing well in a course and do not withdraw by a certain date, a grade of “F” will be submitted.
c. Incompletes for course work are not given unless there are unusual circumstances, procrastination is not considered an unusual circumstance.
d. Incompletes must be completed before the end of the following semester or, as per university policy, the grade becomes an F.
e. You will not be allowed to register for additional courses until incompletes are removed from your transcripts.

**Corresponding with Faculty**

Faculty members have many responsibilities (e.g., teaching, department work, accreditation, research, other student needs, travel). 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 or call and if you do not hear back from us in 48 hours, please email again.

**Email – only use myhuskynet for correspondence.**

**Phone** – Speak slowly, state your name, course, and state your number (slowly and distinctly). We are unable to return phone messages if we do not get the number. If you do not hear back from us after 48 hours, please email and/or phone again. 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.

**Any Questions You May Have Regarding the ABA Program:**

An email account has been designated to assist with students enrolled in the applied behavior analysis courses: aba@stcloudstate.edu. We will be able to assist you with most of your questions. If we cannot assist you, we will direct you to the correct office.

**Frequently Asked Questions**

1. When are the courses offered?
   a. M.S. in Applied Behavior Analysis starts in the fall. Courses need to be taken in sequence (see tables for course sequence). Not all courses are offered every semester, and students who take courses out of sequence may have to wait a year to enroll in courses.
   b. Summer semester course begin and end dates can vary. There is a Summer session 1 and Summer session 2 blocks. Courses can begin and end any time between the dates posted. Watch for the course schedules to be posted for specific summer dates.

2. How do I register for classes?
   All MS in ABA courses require permission to register. We will enter in the overrides granting students permission to register. Once the overrides are enter students will receive an email from the aba@stcloudstate.edu email account. Once you receive the email you will be able to register for your courses. Overrides will expire—make sure you complete your register by the date listed in the email. The ABA courses have limited enrollment, if you do not complete your registration by the date listed in the email you may lose your seat in the course. You will be added to the wait list.

   Students will not be able to register for their courses until you receive an email from our office. Emails will be sent out within two weeks after the registration window opens for each particular semester.
After you receive the registration information if you experience any errors registering for the course information you are emailed contact aba@stcloudstate.edu. Include the error message you received. Do not contact the instructor listed or your advisor.

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 courses per semester; however, some distance students find this to be a difficult load given their circumstances and drop to one course per semester however course availability may delay their progress in the program.
   c. 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. Most students report 10-18 hours per week per course

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
   b. The SCSU Bookstore offers Books Express
   c. 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. Not having your books before the beginning of the semester is not a legitimate excuse for completing assignments/exams on time. Order your books early.

6. **Can I apply for the on campus program and switch to the distance program?**
   a. Yes, but students must reapply to the program. There is a chance that you will not be accepted in the other program option.

7. **Where do students complete their internship and practicum experiences?**
   a. 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.
   b. Distance Students must complete their practicum and internship experience under BCBA or Doctoral Level supervisor. This may include the student’s present employment situation if appropriate supervision can be arranged.

8. **How much is tuition?**
   a. **Tuition rates** are set by MnSCU and SCSU administration. Faculty have no control of these contingencies.

9. **My distance class requires some additional fees. Can any of these be waived?**
a. Yes! Some fees can be waived. Complete and submit this waiver to see if you are eligible. Do not submit this form to aba@stcloudstate.edu