

Master of Science in Applied Behavior Analysis

Student Handbook 2021-2022

St. Cloud State University

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ST. CLOUD STATE UNIVERSITY

Applied Behavior Analysis Program

Department of Community Psychology, Counseling and Family Therapy

720 Fourth Avenue South
St. Cloud, MN 56301-4498

Department Phone: 320-308-2160

Web: <http://scsu.mn/aba-grad>

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 22 master's-level university programs accredited by the **Association for Behavior Analysis International** (1999-present). The MS in 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 MS 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 MS in 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,

Odessa Luna
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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 MS in Applied Behavior Analysis:

- To provide courses to graduate students in behavior analysis that will lead to the MS 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-based 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. Close, personal contact with faculty and other students while taking courses.
3. Courses are typically scheduled to meet one or two days 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

Odessa Luna, Ph.D. 2019, Auburn University; behavioral intervention with foster children and adjudicated adolescents; staff training, and treatment integrity

Email: odluna@stcloudstate.edu

Phone: 320.308.4167

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.

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Michele R. Traub, Ph.D. 2016, University of Florida; behavioral assessment, school-based consultation, behavioral medicine, cultural competency, and treatment maintenance.

Email: mtraub@stcloudstate.edu

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Benjamin N. Witts, Ph.D. 2013, University of Nevada, Reno; research methodology, infant crying, the experimental analysis of behavior, analogue research designs, 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.

Vacations, professional travel, etc. should, to the extent possible, be planned outside of these 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 are [enrolled in 6 or 7 credits per semester](#) are considered to be part-time by the university. 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](#).

Obtaining Articles through the Library

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 will be permitted to use for official SCSU communications.

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 students 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.

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.

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.

Faculty who are on sabbatical (for a semester or the year) might not be taking on newly accepted students as advisees and might opt to reduce or eliminate thesis supervisees.

When multiple instructors are listed for courses (e.g., ABA 597 Practicum in Applied Behavior Analysis, ABA 697 Internship, ABA 699 Thesis), students will be randomly assigned amongst the faculty, depending upon the faculty member's availability to work with the students.

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.

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. Requests can only be made after being admitted into the program.

Graduate Program Form

After 15 credits of the MS 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 will meet every semester with their academic advisor to review academic and professional performance and progress.

Students must maintain an overall grade point average of at least 3.0 to remain in the MS 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.

Graduate students whose records show less than a 3.0 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 3.0 the student will be dismissed from their program of study.

These and other academic requirements can be found in the [School of Graduate Studies’ Academic Policies](#).

On Campus students will be required to meet with a program advisor each semester to complete the Dispositions Form. Distance students are not required to complete this form.

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 ABA 691 Continuous Enrollment (1 credit) course if they are not enrolled in other courses during the semester you graduate.

MS in Applied Behavior Analysis

Plan A, 45 credits; Plan B, 46 credits

Research courses

Plan A, 9 credit minimum; Plan B, 3 credit minimum

- ABA 641. Single Case Design, 3 credits
- ABA 699. Thesis (Plan A only), 6 credits

Major courses

Plan A or B, 24 credit minimum

- ABA 541. Experimental Analysis of Behavior, 3 credits
- ABA 597. Practicum in Behavior Analysis, 3 credits
- ABA 630. Advanced Applied Behavior Analysis, 3 credits
- ABA 633. Behavioral Applications I, 3 credits
- ABA 634. Behavioral Assessment, 3 credits
- ABA 635. Behavior Applications II, 3 credits
- ABA 636. Ethics in Psychology and Applied Behavior Analysis, 3 credits
- ABA 643. Social Bases of Behavior, 3 credits

Plan B, 4 credit minimum

- ABA 639. Comprehensive Exam Prep, 3 credits
- ABA 640. Comprehensive Exam, 1 credit

Internship course

Plan A or B, 9 credit minimum

- ABA 697. Supervised Internship in Behavior Analysis, 9 credits

Electives

Plan A, 3 credit minimum; Plan B, 6 credit minimum

- ABA 638. Autism, 3 credits
- ABA 530. Topics seminar, 3 credits (may be repeated)

ABA 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 ABA 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.

ABA 530. Seminar.

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

ABA 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 ABA 630*

ABA 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. *Prerequisite: Enrolled in the ABA MS program*

ABA 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.

ABA 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.

ABA 638. Behavioral Foundations of Autism Treatment.

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)

ABA 639. Comprehensive Exam Preparation.

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

ABA 640. Comprehensive Exam.

Capstone requirement for students completing MS in Applied Behavior Analysis, Plan B. 1 Cr.

ABA 641. Single-case Design.

Single-case experimental designs and data analysis procedures for evaluating behavioral change strategies in behavioral intervention programs. 3 Cr.

ABA 643. Social Bases of Behavior.

Psychological approaches to the development and modification of social behavior and phenomena. 3 Cr. *Prerequisite: C or greater in ABA 630*

ABA 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 ABA 597; Overall GPA of 3.0 or higher*

ABA 699. Thesis.

1-6 Cr.

On Campus MS in ABA Program Sequence

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

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

ABA 638 Behavioral Foundations in Autism Treatment (needed in Canadian provinces for licensure)

ABA 530 Seminar Course-topic vary

ODD YEARS:

ABA 530 Autism and Other Populations in Nontraditional Settings

ABA 530 Improved Practices

EVEN YEARS:

ABA 530 Behavioral Medicine

ABA 530 Verbal Behavior

Online MS in ABA Program Sequence

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.

| Semester | Plan A | Plan B |
|---------------|---|---|
| Fall Year 1 | ABA 541 EAB, 3 Cr. ABA 630. Advanced ABA, 3 Cr. | ABA 541 EAB, 3 Cr. ABA 630. Advanced ABA, 3 Cr. |
| Spring Year 1 | ABA 633. Behavioral Applications I, 3 Cr. ABA 641. Single Case Design, 3 Cr. | ABA 633. Behavioral Applications I, 3 Cr ABA 641. Single Case Design, 3 Cr. |
| Summer Year 1 | ABA 636 Ethics in Psy. and ABA, 3 Cr. Elective 1, 3 Cr.* (1 elective for Plan A) | ABA 636 Ethics in Psy. and ABA, 3 Cr. Elective 1, 3 Cr.* (2 electives for Plan B) |
| Fall Year 2 | ABA 634. Behavior Assessment, 3 Cr. ABA 635. Behavioral Applications II, 3 Cr. | ABA 634. Behavior Assessment, 3 Cr.. ABA 635. Behavioral Applications II, 3 Cr. |
| Spring Year 2 | ABA 597 Practicum in Behavior Analysis ABA 643. Social Bases of Behavior, 3 Cr. | ABA 597 Practicum in Behavior Analysis ABA 643. Social Bases of Behavior, 3 Cr. |
| Summer Year 2 | ABA 697. Internship in BA, 6 Cr. ABA 699. Thesis, 3 Cr. | ABA 697. Internship in BA 6 Cr. Elective 2, 3 Cr.* ABA 638, Autism Elective, 3 Cr (every other year beginning 2018) |
| Fall Year 3 | ABA 697. Internship in BA, 3 Cr. ABA 699. Thesis, 3 Cr. | ABA 697. Internship in BA, 3 Cr. ABA 639 Comprehensive Exam Prep, 3 Cr. ABA 640 Comprehensive Exam, 1 Cr. |

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

Elective options are:

ABA 638 Behavioral Foundations in Autism Treatment (needed in Canadian provinces for licensure)

ABA 530 Seminar Course-topic vary

ODD YEARS:

ABA 530 Behavioral Medicine

ABA 530 Verbal Behavior

EVEN YEARS:

ABA 530 Autism and Other Populations in Nontraditional Settings

ABA 530 Improved Practices

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 and Comprehensive Exam procedures are found in their respective syllabi

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.

ABA 597 Practicum in Behavior Analysis

Students gain practical experience in the design and implementation of behavioral programs in an agency for 5 to 6 hours of direct contact 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.

ABA 697 Internship

Students must have a GPA of 3.0 to register for ABA 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](#).

The MS in ABA does not require that students earn BCBA supervision hours as part of their practical experiences. BCBA supervision is the sole responsibility of the student.

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.

2022 BCBA Coursework Requirements–5th Edition Task List

| Content Area | Course Number | | | | | | | Hours of Inst. |
|--|---------------|------------------------------|-------------------|-----------------|----------------|---------------|------------|----------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| | 630 ABA | 641 Single-Case Design | 634 Assessment | 633 Bx App 1 | 635 Bx App2 | 636 Ethics | 541 EAB | |
| Compliance Code & Professionalism | | | | | | 45 | | 45 |
| Philosophical Underpinnings | 45 | | | | | | 45 | 90 |
| Measurement, Data Analysis, & Experimental Design | | 45 | | | | | | 45 |
| Behavioral Assessment | | | 45 | | | | | 45 |
| Behavior Change Procedures, Selecting and Implementing Interventions | | | | 30 | 30 | | | 60 |
| Personnel Supervision and Management | | | | 15 | 15 | | | 30 |
| Total Hours of Instruction | 45 | 45 | 45 | 45 | 45 | 45 | 45 | 315 |

Additional 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.

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 MS 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 MS 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 MS in Applied Behavior Analysis program.

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.

Intellectual Property and Course Assignments

Faculty members who, in their role as professors or research advisors, made substantial contributions to the development, execution, or analysis of a research project should be invited as co-authors on subsequent publications and/or presentations of the work. Any presentation or publication of work conducted as part of your program at SCSU should list SCSU as the student's affiliation or co-affiliation.

Dr. Witts' intellectual property statement:

Unless I'm the instructor of record for the course upon which your publication or presentation is directly based, you are not obligated to include me on the authorship list. In other words, if you come up with an idea in my EAB course and run it as a thesis with Dr. Luna, I am not "owed" any credit. When I am the instructor of record, we will meet to determine if I've done anything to earn authorship status.

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:

- Public libraries
- Friends or relatives
- The student's subordinate or employee
- 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.

Frequently Asked Questions

1. When are the courses offered?
 - a. MS 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 beginning and ending 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 entered 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 MS in Applied Behavior Analysis usually take 3 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 MS 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

Applied Behavior Analysis MS/PsyD Dispositions Procedure

Useful student links: [Assisting Students with University Policies and Procedures](#)

Dispositions: *Expressions of attitudes, values, and beliefs.*

MS/PsyD in ABA Dispositions

| <i>Disposition</i> | <i>Source</i> |
|--|---|
| Act with Beneficence..... | BACB Ethics Code, Sections 1.0 and 2.0 |
| Commitment to Scientific and Professional Integrity..... | BACB Ethics Code, Section 1.04 |
| Demonstrate Professionalism..... | ABAI Accreditation Standard 2-101 |
| Seek Answers to Complex Challenges..... | BACB Ethics Code, Section 1.05 ABAI Accreditation Standard 2-100 |

ABA Disposition Committee:

Benjamin N. Witts
Kimberly A. Schulze
Michele R. Traub
Odessa Luna

Disposition Violation Procedure:

Any disposition violation reported to or discovered by the faculty during practicum or internship coursework will be met with an immediate removal from the worksite. Alternative work that satisfies course requirements will be provided until such time that the disposition violation is successfully addressed.

Minor Violations

The ABA Disposition Committee will send in writing to the student a detailed report of the disposition violation. From here, the student will have 1 week to set up an appointment with their advisor to complete the Disposition Remediation Form. Failure to respond within 1 week or to complete the Disposition Remediation Form will move the minor violation to major violation.

Major Violations

Major violations will result in the student's dismissal from the program. The following outlines the steps that will take place during the dismissal process, highlighting student rights and responsibilities.

PROGRAM LEVEL

1. The ABA Dispositions Committee will meet to determine which professional dispositions have not been met by the student. These criteria will serve as the basis of the dismissal of the student.
2. The student will be notified in writing of the professional deficiencies that could lead to dismissal from

the program. The student will respond in person or in writing to the specific concerns identified within 2 weeks from the time of notice.

If the disposition concern is addressed satisfactorily here, the disposition committee can opt to end the dismissal process

3. The ABA Disposition Committee will schedule a meeting for the student within 7 days of receiving the student's response. The student may bring an advocate to a meeting. Advocates must conform to the policy on Assisting Students with University Procedures. Alternatively a student may elect to respond to the concerns in writing.

4. Following the meeting, the ABA Dispositions Committee will make a determination to retract the notification, provide a plan of remediation, or move forward with the recommendation of dismissal/termination of graduate student status. This decision will be made within 1 week if receiving the student's final response.

5. If decision is to allow student to remain in a program, the program will notify the student in writing of the steps to achieve good standing with regard to the dispositions.

If the program decides to explore remediation, the student will work with their advisor on the remediation plan.

If the remediation plan is not satisfactorily completed or the disposition offense is beyond remediation, the dismissal process will be moved to the department level.

DEPARTMENT LEVEL

6. The dismissal process is now moved to the department level. The department dispositions committee will review all documents pertaining to the dispositions offense and will meet with the student to determine whether sufficient efforts are present to allow the student to remain in the program or to proceed with the dismissal process. The decision will be given to the student within 1 week and the student will have 2 weeks to respond, either in writing or in person.

7. If decision is to recommend dismissal, the program coordinator/director will send a memo to School of Graduate Studies on behalf of the program graduate faculty. The recommendation to the Dean of Graduate Studies must be accompanied by the documentation from the program and the student considered in making the recommendation.

GRADUATE SCHOOL LEVEL

8. The Dean of Graduate Studies will review all documentation submitted by the student and graduate program, make the final determination for dismissal, and notify the student of the dismissal.

9. The student may appeal the dismissal to the Provost/Office of Academic Affairs within 60 days of notification in the following circumstances: procedural error on the part of the institution, failure of the faculty to hear an appeal and render a decision, or new or newly discovered information of a character that may have substantially affected the outcome.

Dispositions Remediation Form

Student name: _____
Advisor name: _____

Meeting date: _____

Which disposition was violated?

Describe the violation in detail:

What will the student need to do to demonstrate adherence to the disposition?

How will this adherence be measured?

When is this remediation due?

What supports will the student need to be successful?

Student Signature: _____

Advisor Signature: _____

MS and PsyD in ABA Student Disposition Form

At the end of each semester, your advisor will give you the opportunity to schedule a 30-min meeting to review your disposition form. Complete each task of the disposition form in complete sentences, complete the corresponding checklist, and email the disposition form to the advisor at least one week prior to your meeting. During your disposition meeting, your advisor will review the form with you, provide you with positive and corrective feedback on each domain, and score you on each domain. Come prepared to the meeting to take notes and to develop an action plan with your advisor to address domains in which you receive scores 0.0 or 0.25 and to maintain domain scores of 0.5.

Ethical Standards

Task:

Describe an ethical situation that arose this semester, cite the appropriate codes and tell me how you resolved the issue. Describe a situation where you had to advocate for your client, cite the appropriate codes and why it relates to this situation.

| 0.00 | 0.25 | 0.50 |
|------------------------------|------------------------|----------------------|
| No evidence of understanding | Adequate understanding | Superb understanding |

Assessment:

Determine how ethically the student has performed in behavior-analytic tasks (e.g., academics, research, clinical work).

- University policies adhered to
- Federal, state, and local laws adhered to
- Honest discourse with students, faculty, and others

| 0.00 | 0.25 | 0.50 |
|--|-------------------------------|-------------------------|
| No demonstration of ethics over the semester | Inconsistent ethical behavior | Superb ethical behavior |

Professionalism

Task:

Note one way in which you have worked to improve your professionalism this last semester. Name one goal for professional development and list steps that will be taken to achieve it.

| | | |
|----------------------------|----------------------|--------------------|
| 0.00 | 0.25 | 0.50 |
| No evidence of improvement | Adequate improvement | Superb improvement |

Assessment:

Determine how professional this student performs in their duties.

- Dress is appropriate for each role
- Email etiquette
- Respect for others
- Timeliness and responsiveness

| | | |
|-------------------------|--------------------------|------------------------|
| 0.00 | 0.25 | 0.50 |
| Minimal professionalism | Adequate professionalism | Superb professionalism |

Diversity

Task:

Explain a situation in the last semester where you either demonstrated a commitment to diversity or you worked to challenge yourself to become a more diversity-aware clinician, researcher, student, etc. What were the benefits from becoming more diversity-aware and what steps will you take to maintain this.

| | | |
|-----------------------|--------------------|------------------|
| 0.00 | 0.25 | 0.50 |
| No evidence diversity | Adequate diversity | Superb diversity |

Task:

Explain a situation in which respecting diversity presented itself as an ethical dilemma

Assessment:

Fairness and compassion of all people rests at the heart of diversity. A student who embraces and recognizes diversity will exhibit the following behaviors:

- Treats all others with fairness
- Is sensitive to the differences of others
- Adjusts interactional and teaching styles to meet others' needs

| | | |
|-----------------------|--------------------|------------------|
| 0.00 | 0.25 | 0.50 |
| No evidence diversity | Adequate diversity | Superb diversity |

Collaboration

Task:

Describe a situation in the last semester that required you to collaborate. Provide details on what you learned from this collaboration that will help you be a better teammate in future collaborations.

| | | |
|------|------|------|
| 0.00 | 0.25 | 0.50 |
|------|------|------|

| | | |
|---|--------------------------------------|---|
| No evidence understanding or lack of future use | Adequate understanding or future use | Superb understanding and future use of skills |
|---|--------------------------------------|---|

Assessment:

Student is viewed as a team player by clients, students (program, undergrad), mentees, and faculty.

| | | |
|-------------------------|-------------------|-----------------|
| 0.00 | 0.25 | 0.50 |
| No evidence of teamwork | Adequate teamwork | Superb teamwork |

Problem Solving

Task:

Discuss a situation in the last semester where you proactively addressed a problem. Discuss a situation in the last semester where you either did not address a problem soon enough or where you could have addressed it better.

| | | |
|---|--|--|
| 0.00 | 0.25 | 0.50 |
| No evidence of an understanding of problem situations | Adequate understanding of problem situations | Superb understanding of problem situations |

Assessment:

Shows evidence of addressing problematic situations proactively.

| | | |
|------------------------------------|--------------------------|------------------------|
| 0.00 | 0.25 | 0.50 |
| Does not problem solve effectively | Adequate problem solving | Superb problem solving |

Life-Long Learning

Task:

Discuss a book you read this semester that relates to your career. This book cannot be a book that was assigned during coursework nor a book that you used for a specific project. Discuss an event, talk or activity such as volunteer work, work on a board, or a club that relates to your career. This event or activity must not be ABA related

| 0.00 | 0.25 | 0.50 |
|----------------------|--|--|
| No evidence learning | Adequate application of the book to their career | Superb understanding of the book and its relevance |

Evidence:

For lifelong learning to occur, the subject matter must hold control over academic and work-related initiatives rather than deadlines, grades, etc.

| 0.00 | 0.25 | 0.50 |
|---|---|---|
| No evidence life-long learning will occur | Adequate evidence life-long learning will occur | Superb evidence life-long learning will occur |

Program contribution

Task:

Explain at least one specific activity or action you've taken this semester to contribute to the program. Where there steps that could have been taken to improve the effectiveness of the contribution, if so, please explain.

| 0.00 | 0.25 | 0.50 |
|-------------------------------------|---|---|
| No evidence of program contribution | Adequate evidence of program contribution | Superb evidence of program contribution |

Assessment:

Does this student improve the overall functioning of the program (including all facets; academic, mentorship, clinical)?

| 0.00 | 0.25 | 0.50 |
|-------------------------------------|---|---|
| No evidence of program contribution | Adequate evidence of program contribution | Superb evidence of program contribution |

Clinic work

Task:

Explain your greatest clinical growth over the last semester. Describe an area of growth you want to work on and detail how you will make that advancement.

| 0.00 | 0.25 | 0.50 |
|---|---|---|
| No evidence of growth OR poor plan for growth | Adequate evidence of growth AND plan for growth | Superb evidence of growth AND plan for growth |

Assessment:

Clinical skills are myriad, and a well-rounded clinician should be well-versed in all, relative to their level of experience. Do note with the student areas that need improvement as well as a plan to work on those areas.

| 0.00 | 0.25 | 0.50 |
|-----------------------------------|---|---------------------------------------|
| No evidence of clinical expertise | Adequate evidence of clinical expertise | Superb evidence of clinical expertise |

Academic work

Task:

Discuss a class project or assignment where you went above and beyond the expectations. Discuss a class project or assignment where you cut corners.

| 0.00 | 0.25 | 0.50 |
|---|---|---|
| No evidence of academic expectations or awareness | Adequate evidence of academic expectations or awareness | Superb evidence of academic expectations or awareness |

Assessment:

Discuss with the student their academic progress, class presence, and general academic demeanor. Work with the student to plan ways to improve where deficits exist.

| 0.00 | 0.25 | 0.50 |
|---|---|---|
| No evidence of academic expectations or awareness | Adequate evidence of academic expectations or awareness | Superb evidence of academic expectations or awareness |

Humility

Task:

Identify one student in the program who is better than you at a particular skill or is more knowledgeable than you in a particular area. Explain why they outperform you and how their expertise adds to your overall experience in the program.

| | | |
|-------------------------|-------------------------------|-----------------------------|
| 0.00 | 0.25 | 0.50 |
| No evidence of humility | Adequate evidence of humility | Superb evidence of humility |

Assessment:

To what extent does this student understand their strengths and weaknesses as a professional?

| | | |
|-------------------------|-------------------------------|-----------------------------|
| 0.00 | 0.25 | 0.50 |
| No evidence of humility | Adequate evidence of humility | Superb evidence of humility |

EVALUATION

Score: _____ / 10.0

NOTES:

Date: _____

Advisor signature:

Student signature:

Checklist for MS Students

| | Year 1 | | | Year 2 | | |
|---------------------|--------|--------|--------|--------|--------|--------|
| | Fall | Spring | Summer | Fall | Spring | Summer |
| Adequate GPA | | | | | | |
| SOBA Participation | | | | | | |
| Attend a Conference | | | | | | |
| Serve as an RA | | | | | | |
| Practicum project | | | | | | |
| Internship projects | | | | | | |
| <i>Plan A</i> | | | | | | |
| Thesis proposal | | | | | | |
| Thesis Defense | | | | | | |
| <i>Plan B</i> | | | | | | |
| BDS module progress | | | | | | |

Checklist for PsyD Students

| | Year 1 | | | Year 2 | | |
|-----------------------|--------|--------|--------|--------|--------|--------|
| | Fall | Spring | Summer | Fall | Spring | Summer |
| Adequate GPA | _____ | _____ | _____ | _____ | _____ | _____ |
| SOBA Participation | _____ | _____ | _____ | _____ | _____ | _____ |
| Attend a Conference | _____ | _____ | _____ | _____ | _____ | _____ |
| Supervise MS Research | _____ | _____ | _____ | _____ | _____ | _____ |
| Teaching Rotation | _____ | _____ | _____ | _____ | _____ | _____ |
| Clinic Rotation | _____ | _____ | _____ | _____ | _____ | _____ |
| Research Rotation | _____ | _____ | _____ | _____ | _____ | _____ |
| Dissertation Research | _____ | _____ | _____ | _____ | _____ | _____ |
| Dissertation proposal | _____ | _____ | _____ | _____ | _____ | _____ |
| Dissertation Defense | _____ | _____ | _____ | _____ | _____ | _____ |

Checklist for PsyD Students

| | Year 3 | | | Year 4 | | |
|-----------------------|--------|--------|--------|--------|--------|--------|
| | Fall | Spring | Summer | Fall | Spring | Summer |
| Adequate GPA | | | | | | |
| SOBA Participation | | | | | | |
| Attend a Conference | | | | | | |
| Supervise MS Research | | | | | | |
| Teaching Rotation | | | | | | |
| Clinic Rotation | | | | | | |
| Research Rotation | | | | | | |
| Dissertation Research | | | | | | |
| Dissertation proposal | | | | | | |
| Dissertation Defense | | | | | | |

ABA 597 – SPRING 2021
Practicum in Behavior Analysis

Instructors: Odessa Luna, Ph.D. BCBA-D odluna@stcloudstate.edu (320) 308-4176/4167
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Recommended Reference Texts

1. American Psychological Association (2019). *Publication Manual (7th Ed.)* Washington, D.C.: American Psychological Association.
2. Cooper, J.O., Heron, T.E., & Heward, W.L. (2007 or 2019). *Applied Behavior Analysis. (2nd or 3rd Ed.)* Columbus: Merrill Publishing Co.
3. Mayer, G. R., Sulzer-Azaroff, B., & Wallace, M. (2018). *Behavior Analysis for Lasting Change (4th Ed.)*. New York: Sloan Publishing.

Course Overview

Students will gain practical experience in the design and implementation of behavioral programs with individuals. All students will work in community-based agencies, attend and complete agency orientation, meet agency guidelines for volunteers and/or employees, and will be supervised by community agency and SCSU faculty.

Course Objectives

1. Students will learn to apply behavioral principles to socially relevant behavior change procedures in a real-world setting.
2. Students will learn to work collaboratively with other human-service professionals, families, and clients.
3. Students will expand their familiarity with the research literature and learn to apply empirical literature to their own clinical and research practices.
4. Students will develop their written and oral communication skills.
5. Students will maintain accountability for direct and indirect work, document behavior change, and monitor behavioral programs.

Prerequisites

1. C or better in ABA 630 and overall GPA of at least 3.0 to remain in the program.
2. Completion of state and/or federal background checks as required by your agency or site.
3. Pre-service training as required by your agency or site. Any training should be completed *prior to* the beginning of the semester.
4. Liability Insurance. You may obtain affordable personal liability insurance from one of the following sites:

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

www.cphins.com

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

[Student members of ABAI can purchase insurance through Huntington Insurance](#)

5. Site approval by SCSU Behavior Analysis faculty. Contact your course instructor for 597.

Practicum Supervision

You must make arrangements for onsite supervision. Appropriate supervision is defined as face-to-face, for a minimum of one hour per week, by a BCBA certified or doctoral-level person. It is your responsibility to find appropriate supervision.

BCBA Supervision

With appropriate supervision, hours accrued during ABA 597 may be applied to BCBA Supervised Fieldwork category. Hours do not apply to the BCBA Practicum or Intensive Practicum categories. You must make your own arrangements for BCBA supervision from a BACB approved supervisor. Remote supervision as per BCBA standards and SCSU instructor approval is allowed.

The MS in ABA program does not require that you earn BCBA supervision hours. It is on the student to find and document appropriate BCBA supervision.

Time Requirements

It is expected that this project will require approximately 5 to 6 hours of direct service with a client per week at the agency. Time will vary depending on variables such as the severity of the behavior and type of intervention planned. Additional time for practicum will be needed outside of the 5 to 6 direct service hours to review literature, create program supports, and analyze data. Practicum time can be carried out during hours of employment as long as this is approved by the employer. Please plan accordingly.

Student Conduct and Behavior

Practicum will run differently from our other coursework at SCSU. Other classes are highly structured and are faculty-led. This course will require more independence from you, the student, in directing your success. No two practica experiences are the same, so for many this flexibility is necessary to accomplishing the course's goals.

Agencies that provide practicum and internship experiences expect all students to demonstrate the highest level of professional and personal conduct in all interactions and assignments. The agencies have no requirement to provide these practicum and internship experiences. You are a guest at the agency and serve at the discretion of onsite supervisors.

We expect all students to conduct themselves in a professional and ethical manner at all times. Your behavior reflects upon yourself and on current and future students enrolled in the MS in Applied Behavior Analysis program. Any unprofessional, unethical, inappropriate, or questionable behavior/interactions will result in the immediate suspension and/or termination of your practicum or internship placement. Suspension or termination from your practicum site will result in a grade of F and possible dismissal from the MS in Applied Behavior Analysis program and/or St. Cloud State University.

All students are expected to adhere to appropriate Codes of Conduct as stipulated by St. Cloud State University, the Behavior Analysis Certification Board, and the Association for Behavior Analysis International. You are expected to be familiar with these documents. Links are provided below.

<https://www.stcloudstate.edu/studenthandbook/>

<https://bacb.com/ethics-code/>

<https://www.abainternational.org/about-us/policies-and-positions.aspx>

Plagiarism

Plagiarism is defined as presenting ideas, works, research, writings, papers, words, powerpoints, etc. as works of your own when in fact these ideas and products came from others. All professional and academic organizations state plagiarism is not appropriate and serious consequences may follow. Consequences to students who have plagiarized works include:

1. Grade of F on the paper submitted
2. Grade of F in the course taken
3. Retraction of research presentations and submissions
4. Retraction of research publication submissions
5. Retraction of your Thesis, and/or
6. Dismissal from SCSU

In their apparent defense of this violation of conduct, students have offered the following excuses:

1. I did not know that it was plagiarism.
2. You (faculty member) approved the first draft, or you didn't catch it earlier.
3. Other student examples included plagiarized sentences.

The answers to the above:

1. "I didn't know" is an unacceptable excuse as a graduate student.
2. As a graduate student and future member of the Applied Behavior Analysis community, and you are bound by SCSU, BACB, and ABAI codes of conduct. All of the codes of conduct, not just some of them.
3. Faculty are responsible for providing constructive comments, feedback, and direction for proposed scientific and experimental methodologies. Faculty are not responsible for checking to see if students plagiarize other people's work.
4. It doesn't matter what other students did or did not do. You are the author, you are the one who is responsible for writing the paper.
5. If you do not understand the concept of plagiarism and how to acknowledge the contributions of others... <http://leo.stcloudstate.edu/research/plagiarism.html>
6. Other helpful hints for writing can be found at <http://leo.stcloudstate.edu/>.

Assignment Overview

Agency Visit: Every student must schedule and be present for one agency visit (in person or online [e.g., Skype, Zoom]). The immediate supervisor must be present for the meeting. Meetings should be arranged as early as possible in the semester to help discuss the intervention plan. **There is no grade for agency visits; failing to arrange an agency visit within the first half of the semester will result in a failing grade for the course.**

Agency Contract: You must have a contract with the agency you are completing your practicum; no assignments or hours will be accepted prior to having submitted this contract. An agency contract template is available on the D2L site, though some agencies have their own service contracts. In addition, with the exception of practicum sites contained within SCSU, you must file a completed Student Training Experience/Internship Agreement SCSU contract for experiential learning (also available on D2L).

Behavior-Change Project: Each student will complete a behavior-change project over the course of the semester. While each project will be unique based on your site and interests, there are required elements to each final project: a literature review, a statement of the project goal, behavioral assessment, an intervention program, data collection, data analysis, and a complete written report in APA format. With the exception of the final paper (**see D2L for Grading Criteria for final paper**), which is due one week prior to the last day of the semester, you will submit drafts of each portion of the project for review and feedback. It is expected that you will incorporate the feedback from these interim submissions in later elements of the project and in your final paper. **Note: Your**

faculty supervisor and onsite supervisor *must* give you permission to start your project.

Assignment Plan: During the second week of the semester, you will turn in a specific action plan—developed in conjunction with your site supervisor—of your behavior-change project, including an outline of how you plan to fulfill each of the required elements of the assignment and a calendar of dates each will be submitted for review. Once your assignment plan is submitted, you will be held responsible for submitting your assignments by the dates specified. **Note: assignment plans are always a work in progress, and deviations will sometimes be needed. Just communicate this to your faculty supervisor immediately. Unnecessary or unjustified alterations will result in a reduced score.**

Case Notes: Case notes are due weekly by Sunday at 10:00PM (**your faculty supervisor might require a different due date; adjust accordingly**). Case notes should maintain client privacy but include detailed information on the practicum activities you completed that week, as well as a running total of your direct-service hours and progress on your assignment plan. They should be uploaded to D2L and emailed to your site supervisor. If you work at multiple sites or agencies for your practicum, you must submit separate case notes for each site to maintain confidentiality. A case note template is available on D2L.

Discussions: You are responsible for participating in group discussions, either in class or on D2L. See discussion in D2L for more specific criteria. Discussions will center on the topic for the week; each topic will incorporate content from your prior coursework and your experiences at your practicum site. It is expected that you will review the notes and material from prior courses and the posted lectures/content for the week, and that you will use that information to spark discussion. Discussion participation is expected throughout the week and due by Sunday at 10:00pm.

Evaluations: Your site supervisor will submit three evaluations of your work at various points during the semester. These evaluations will emphasize professionalism, ability to work with others, core knowledge, practical skills, and willingness to accept feedback. It is your responsibility to ensure that

your supervisor completes these on time and reviews them with you.

Case Presentations: Students are to prepare a 15-minute professional presentation outlining their case, its background, a brief review of the treatment literature, their plan, any obstacles or considerations for their case, and finally their maintenance plan. Each week half of the class will post their presentation by linking to it (e.g., to a Zoom video of their presentation). Be sure all presentations are compliant with ethical and legal requirements—no identifying information! The other half of the class will participate in a discussion led by the presenter. Your points for case presentations are split between presenting, leading discussion, and participating in discussion.

Course Grading

| | |
|--|-----|
| Weekly Case Notes (15 x 5pts each) | 75 |
| Discussion Participation (10 x 5 pts each) | 50 |
| Supervisor Evaluations (3 x 25 pts each) | 75 |
| Assignments | |
| Lit Review | 30 |
| Goal / Purpose Statement | 10 |
| Assessment Methods | 20 |
| Intervention Plan | 20 |
| Data Collection & Analysis | 20 |
| Case Presentation | 40 |
| Final Paper | 100 |
| <hr/> | |
| Total | 440 |

****You must receive at least a B (80%) on your final paper in order to receive an A overall in this course. Grades on the final paper lower than a C (70%) may result in failing the course.****

Project Presentations/Publications

On occasion a student project is worthy of presenting at a conference or submitting for publication to a peer-reviewed journal. Your faculty supervisor will help walk you through this process if they feel your projects is ready for dissemination. Consistent with ethical guidelines and the umbrella IRB that covers this course, your faculty member is part of the team and should be included in all discussions related to dissemination efforts, including authorship, document preparation, and when possible presentation.

Course Structure and Assignments (Due by Monday at 11:59pm unless otherwise noted)

| | | | |
|---------|--------|---|----------------------|
| Week 1 | Jan 11 | Syllabus review, expectations, initial paperwork | CN1, Contract(s) |
| Week 2 | | How to search for research literature | CN2, Assignment Plan |
| Week 3 | | Building rapport | CN3, D1 |
| Week 4 | | Discussion: Prioritizing and assessing goals | CN4, D2 |
| Week 5 | | Discussion: Working with families | CN5, D3, Eval 1 |
| Week 6 | | Discussion: Graphing for publication | CN6, D4 |
| Week 7 | | Discussion: Writing a treatment plan | CN7, D5 |
| Week 8 | | Discussion: Experimental control in applied settings | CN8, D6 |
| Week 9 | | Discussion: Ongoing assessment and data-based decision making | CN9, D7 |
| Week 10 | | Discussion: Cultural competence | CN10, D8, Eval 2 |
| Week 11 | | Discussion: Ethics in practice | CN11, D9 |
| Week 12 | | Discussion: Transition planning and maintenance | CN12, D10 |
| Week 13 | | Case presentations | CN13 |
| Week 14 | | Case presentations | CN14 |
| Week 15 | | Final paper and wrap-up | CN15, Eval 3 |

ABA 697 Syllabus
Internship in Behavior Analysis
1/7/2021

Documents are subject to change: Check D2L when the course begins to download the most recent version of this and other important documents.

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Recommended Reference Texts

4. American Psychological Association (2019). *Publication Manual (7th Ed.)* Washington, D.C.: American Psychological Association.
5. Cooper, J.O., Heron, T.E., & Heward, W.L. (2007 or 2019). *Applied Behavior Analysis. (2nd or 3rd Ed.)* Columbus: Merrill Publishing Co.
6. Mayer, G. R., Sulzer-Azaroff, B., & Wallace, M. (2018). *Behavior Analysis for Lasting Change (4th Ed.)*. New York: Sloan Publishing.

Course Overview

Students will gain practical experience in the design and implementation of behavioral programs with individuals. All students will work in community-based agencies, attend and complete agency orientation, meet agency guidelines for volunteers and/or employees, and will be supervised by community agency and SCSU faculty.

Course Objectives

6. Students will learn to apply behavioral principles to socially relevant behavior change procedures in a real-world setting.
7. Students will learn to work collaboratively with other human-service professionals, families, and clients.
8. Students will expand their familiarity with the research literature and learn to apply empirical literature to their own clinical and research practices.
9. Students will develop their written and oral communication skills.
10. Students will maintain accountability for direct and indirect work, document behavior change, and monitor behavioral programs.

Prerequisites

6. Complete ABA 597 and overall GPA of at least 3.0 to remain in the program.
7. Completion of state and/or federal background checks as required by your agency or site.

8. Pre-service training as required by your agency or site. Any training should be completed *prior to* the beginning of the semester.

Internship Policies

- Students must abide by the Behavior Analyst Certification Board (BACB) Professional and Ethical Compliance Code.
- Unprofessional, unethical, inappropriate, or questionable behavior or interactions that are brought to the attention of the ABA faculty will result in the immediate suspension, corrective action, and/or termination of student placement at the internship site. For severe infractions, a student might receive a grade of F and possible dismissal from the MS in Applied Behavior Analysis program and/or St. Cloud State University
- If the Internship agency terminates your relationship (employment/internship placement) for inappropriate, unprofessional, unethical, questionable behavior, or lack of progress in meeting job/internship requirements, students might receive a grade of F, and/or possible dismissal from the MS in Applied Behavior Analysis
- Students are responsible for:
 - Understanding and comprehending specific internship requirements for licensure, credentialing, and/or BACB certification requirements
 - Arranging appropriate on site supervision to meet licensure and certification requirements and obligations.
 - Arranging and documenting supervision and meeting specific requirements of the BACB or other license granting agency
 - Completing any background checks required by the agency
- Students who receive an incomplete (I) or in progress (IP) grade in ABA 697 have 12 months from date of beginning ABA 697 Internship in Behavior Analysis to complete their ABA 697 course requirements. Students who do not complete ABA 697 within 12 months of enrollment, will receive a grade of F and will be required to register for 9 credits of ABA 697 and begin their Internship anew.
- Most agencies require staff/volunteers/students to complete pre-service training. It is your responsibility to complete all orientation and training requirements prior to the semester.
- You must arrange for Liability Insurance Coverage through your place of employment, internship site, or from the following. You must submit evidence of insurance prior to starting their internship (copy of policy or statement via email from your HR director).
 - <http://www.trustinsurance.com/>
 - www.cphins.com
 - <http://www.americanprofessional.com/student/index.htm>
 - [Student members of ABAI can purchase insurance through Huntington Insurance](#)

- Campus students are provided with a list of approved local agencies. If you wish to intern at a site not on the list, speak with the ABA Program Director well in advance of the semester.

Information and Guidelines

- Requirements for licensure and certification vary by state and organization. You are responsible for identifying relevant information regarding specific state statutes and must make assurances that your internship will meet those requirements
- ABA 697 Internship in Behavior Analysis meets the SCSU requirements for the MS Degree
- With appropriate supervision, hours accrued during ABA 697 may be applied to BCBA Supervised Fieldwork category. Hours do not apply to the BCBA Practicum or Intensive Practicum categories. You must make your own arrangements for BCBA supervision from a BACB approved supervisor. Remote supervision as per BCBA standards and SCSU instructor approval is allowed.
- Acceptable on site internship supervision credentials
 - *Preferred:* Board Certified Behavior Analyst-Doctoral (BCBA-D)
 - Board Certified Behavior Analyst (BCBA) in good standing.
 - Doctorate in Psychology and Licensed in State.
 - Doctorate in Psychology or related field.

Credit Requirements

Distance Students: 6 cr. Summer; 3 cr. Fall

Campus Students: 6 cr. Spring; 3 cr. Summer

BCBA Certification Requirements

- Taking the BACB exam requires:
 - MS degree
 - 315 hours of coursework (5th Edition Task List)
 - 2000 hours of Supervised Fieldwork under the supervision of a BCBA
 - Supervisor must take an 8-hour post-certification competency-based training on supervision
- Supervised Fieldwork hours can start the day you begin the master's program in ABA at SCSU. Hours completed under ABA 697 may count toward your Supervised Fieldwork, though we do not require supervisors to provide BCBA Supervised Fieldwork hours.
- Carefully review Recent News and Newsletters for important BACB updates. As you prepare to eventually become board certified, you need to be aware of changes in hours and standards that will take effect in 2022. See the October 2017 and March 2018 newsletters for important announcements. See: <https://www.bacb.com/>

Note: SCSU Internship and BACB Supervised Fieldwork requirements, including hours to be counted, are different. You are responsible for being up to date on both sets of policies.

SCSU Internship Requirements

- Students must complete 750 hours internship
 - Up to 40 hours per week can be applied to your internship hours
 - A minimum of 10 hours per week are required
 - Fewer than 10 hours per week should be recorded as 0 hours per week
 - Distribution of hours between direct (working with clients) and indirect activities (program development, literature reviews, graphing) will be at the discretion of your on-site supervisor and your faculty supervisor
 - On-site supervision is required for at least 1 hour per week from designated on-site supervisor
 - Remote or delayed (e.g., videotaped) samples of behavior are permissible if the on-site supervisor cannot attend live

Required internship activities

*****Review Grading Criteria carefully**

- Site must be approved by SCSU faculty the semester prior to beginning internship.
- **If the supervised setting does not have a BCBA on-site supervisor, you are required to sign a letter stating the internship supervision does not meet the BACB requirements and that you are aware of this limitation.**
- Complete Internship Contract (see below) and student training experience/internship agreement (see below)
- Meet Supervision requirements (On site and SCSU requirements)
- Complete Weekly Case Note Log. You may only accrue hours during weeks in which case notes are turned in on time. If you fail to turn in notes or turn in late notes, those hours will not count toward internship.
 - Case notes are to be turned in **Monday morning at 8:00AM CST** (not Friday, Saturday, or Sunday)
 - i. If you need, see here for creating the note, starting the email, but suspending its delivery until Monday morning: <https://support.office.com/en-us/article/delay-or-schedule-sending-email-messages-026af69f-c287-490a-a72f-6c65793744ba>
- Complete Monthly Time Log
- Complete 4 Evaluations (See form below)

- Distance students must arrange 2 Zoom conferences between the student, SCSU faculty supervisor, and the on-site supervisor during the course of the internship.
- On-campus students must arrange 1 site visit with the student, SCSU faculty supervisor, and the on-site supervisor each semester.
- Two case studies (working with clients and/or organizational) must be completed by the end of your internship (typically one each semester). Submit case study proposals (template included in d21) to your faculty and on-site supervisors for approval BEFORE beginning each case study. The format of your final case study write ups is up to your SCSU faculty supervisor.

Project Presentations/Publications

On occasion a student project is worthy of presenting at a conference or submitting for publication to a peer-reviewed journal. Your faculty supervisor will help walk you through this process if they feel your projects is ready for dissemination. Consistent with ethical guidelines and the umbrella IRB that covers this course, your faculty member is part of the team and should be included in all discussions related to dissemination efforts, including authorship, document preparation, and when possible presentation.

STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT
ST. CLOUD STATE UNIVERSITY

Name of College/School: _____

Name of College/School Program/Major: _____

Type of Training Experience/Internship: _____

Dates of Training/Internship: _____

Course Number: _____ Credits: _____

Student's Name: _____ Phone #: _____

Average number of hours to be worked by the Student each week: _____

Facility Name and Address: _____

Location Where Training will Occur (if different from Facility's Address above): _____

Facility Representative's Name: _____ Phone #: _____

Facility Representative's Email: _____

Activities/Job tasks and skills the Student will learn:

Tools and Equipment the Student will use:

STUDENT RESPONSIBILITIES

In exchange for the opportunity to participate in the internship, the student agrees to:

1. Be present at the internship site on the dates, times and the number of hours agreed upon. The student will promptly notify the internship site if unable to report.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn.
3. Furnish the coordinating St. Cloud State University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for action under the University Code of Conduct.
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the internship site, follow all instructions given by the internship site and always conduct myself in a safe manner.
5. Consult with the St. Cloud State University instructor about any difficulties arising at the internship site.
6. Not terminate his/her participation in the internship prior to the agreed upon end date without first consulting with the St. Cloud State University's instructor.
7. Not terminate his/her participation in the internship prior to the agreed upon end date without notifying the internship site supervisor.
8. Conform to all applicable provisions of the University Code of Conduct.

The student also understands and agrees that:

- a. Placement and participation in this internship is not employment with St. Cloud State University or the internship site.
- b. The student is not covered by St. Cloud State University worker's compensation coverage.

The student also understands that the internship site does not promise or guarantee any future employment for the student.

The student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the internship site.

Student's Signature: _____

Student's Name (please print): _____

Date: _____

Name of Student's Parent (required for students under 18 years of age) (please print):

Parent's Signature: _____

Date: _____

St. Cloud State University, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator.

Sample Internship Contract

Behavior Analysis Internship Contract

Name: BA Student
Address: 720 4th Avenue North
St. Cloud, MN 56303
Telephone: 320-308-4155
E-mail: pali0701@stcloudstate.edu

Internship Organization: Behavioral Dimensions Inc.
Name of Supervisor: Susan Supervisor, MS, BCBA
Supervisor's Position: Clinical Supervisor
Address: 415 Blake Rd. Suite 240
Hopkins, MN 55343
Telephone: (952) 814-0207
E-mail: ssupervisor@behavioraldimensions.com

Credits to be awarded for internship: 9 credits

Starting Date: 5-18-2020 **Ending Date:** Approximately 12-15-2020

Hours Per Week: 20-25 **Total Hours:** 750 hours

A. Agency Description: Behavioral Dimensions is an agency that provides in home intensive behavioral therapy to children with autism. The company relies on behaviorally sound methodology to treat those with autism.

B. Learning Objectives: The student intern will:

- 1) Enhance knowledge in the delivery of Intensive Behavioral Intervention as a treatment approach for children with used by BDI
- 2) Perform functional analysis and assessment of undesirable behaviors in a home-based setting.
- 3) Assist in the development of program goals to increase children's repertoire of skills and abilities.
- 4) Implement behavioral protocols aimed at modifying undesirable target behavior and promoting acquisition of prosocial and adaptive replacement behaviors.
- 4) Review and use research related to behavior interventions used at BDI.
- 5) Develop and use data recording procedures and select the most efficient, reliable, and valid procedure.
- 6) Develop and implement behavioral intervention procedures that are consistent with behavioral research and principles of behavior.
- 7) Select the best data display to effectively communicate child's progress.
- 8) Participate in professional activities as requested by BDI that are directly related to behavior analysis.
- 9) Become familiar with the roles and responsibilities of the various team members providing behavioral services to BDI.
- 10) Work as a team to enhance children receiving behavioral intervention through BDI
- 10) Maintain a satisfactory performance and a measure of professional integrity.
- 10) Demonstrate an acceptable level of performance using strategies and teaching programs designed to remediate the symptoms of autism.
- 11) Identify socially significant behaviors to change using sufficient and necessary assessment methods.
- 12) Assist in intake assessment to determine child's current level of performance.
- 12) Conduct a literature review to investigate evidence-based interventions.
- 13) Operationally define the behavior to develop appropriate data recording procedures.
- 14) Develop and implement behavioral interventions to modify identified behavior.
- 15) Present intervention data to supervisors.

Student Responsibilities: The student intern will:

- 1) Complete case studies, behavioral analyses and interviews, and complete corresponding behavioral/clinical documentation under the supervision of the clinical supervisor and assigned behavior analyst.
- 2) Complete behavioral programs and plans as assigned.

- 3) Become familiar with the curriculum used by BDI.
- 4) Develop and/or update group materials and program as assigned.
- 5) Participate in additional training programs as provided as assigned.
- 6) Provide definition of a behavior in using observable and measureable terms.
- 7) Submit weekly e-mail summaries of primary activities to university supervisor.
- 8) Complete Monthly Time Log
- 9) Complete case studies.
- 10) Demonstrate ethical codes and standards for behavior analysis.
- 11) Fulfill the role of line staff at an acceptable level.
- 12) Maintain satisfactory performance on measure of professional integrity.
- 13) Submit BCBA supervision forms to her supervisor during supervision visits.
- 14) Schedule supervision sites at least 2 weeks in advance with both supervisors.
- 15) Obtain necessary authorization to arrange a site visit with the agency supervisor and SCSU supervisor.
- 16) Submits drafts of case study documents to supervisors at least 1 week in advance of the deadline, in order to receive and implement feedback.

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 and On-Site Supervisor:** Susan Supervisor MS, BCBA On Site Supervisor
2. **SCSU Supervisor:** BA Faculty, Ph.D., BCBA-D

Evaluation: The evaluation form will be filled out by the on-site or agency supervisor after 100 hours, 200 hours, 400 hours, and 750 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 BACB Fieldwork and Practicum Experience Supervision Form.

Agreement: The intern will abide by all national, state, provincial, and/or SCSU and/or rules of conduct and/or ethical guidelines applied to practicing psychologists, behavior analysts, and students. Further, the student will provide evidence of liability insurance prior to beginning ABA 697 Internship.

This contract may be terminated or amended by the student, faculty advisor, agency, or agency supervisor at any time upon written notice.

Student Signature: _____ Date: _____

Faculty Advisor: _____ Date: _____

Agency Supervisor: _____ Date: _____

ABA 697 Behavior Analysis Internship Evaluation

Date _____ (check one) 100 hours ___ 200 hours ___ 400 hours ___ 750 hours ___

Intern Name: _____ Site: _____

SCSU Supervisor: _____ Phone _____ Email _____

On-site Supervisor: _____ Phone _____ Email _____

| Internship Responsibilities | % of Time | Evaluation Comments |
|-----------------------------|-----------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

100%

Compared to other employees and or interns, how would you rate the student on the following:

| | Not Acceptable | Acceptable | Acceptable | Very Acceptable |
|------------------------------|----------------|------------|------------|-----------------|
| 1. Task completion | 1 | 2 | 3 | 4 5 |
| 2. Quality of work | 1 | 2 | 3 | 4 5 |
| 3. Attendance/Punctuality | 1 | 2 | 3 | 4 5 |
| 4. Acceptance of supervision | 1 | 2 | 3 | 4 5 |
| 5. Dependability | 1 | 2 | 3 | 4 5 |
| 6. Interaction with others | 1 | 2 | 3 | 4 5 |
| 7. Overall performance | 1 | 2 | 3 | 4 5 |

My evaluation of the Intern's performance of contract responsibilities/activities:

- ___ Satisfactory
- ___ Unsatisfactory

General Comments on the Intern's performance:

Areas of concern or need for improvement:

Supervisors Signature _____ Date: _____

Grading Criteria: ABA 697 Internship in Behavior Analysis

Successful completion of ABA 697 requires students to meet the standards of professional conduct and responsibility at the site and for SCSU. The final grade will be determined by the SCSU faculty member, based in part on feedback from the onsite supervisor. Grading requirements include (but are not limited to) the following.

GRADING CRITERIA

Grade of A

1. All case notes turned in Mondays by 10:00pm CST
 - a. All case notes thoroughly document your time each week—see sample below
2. All hours logs turned in, signed, by the 7th of each month
 - a. Late time sheets will result in those hours being dismissed completely
3. Successful and timely completion of all assignments and responsibilities as outlined on Internship Contract and syllabus
4. Both Internship Case Studies/Projects completed and turned in within two weeks of completing the 750 hour internship
 - a. Studies/Projects are well-designed, well-executed, well-written, and thorough
 - b. The faculty member decides when the case study is complete—anticipate making revisions to your document and giving the faculty member at least two weeks to make those recommended revisions
5. High marks (Acceptable to Very Acceptable) on supervision evaluation forms

Grade of B

1. Performance on internship is rated by site supervisor as Acceptable
2. 6-10% of assignments late
3. Case Notes and Case Studies are acceptable
4. Case Study design and execution is acceptable

Grade of C

1. Performance on internship is rated by site supervisor as less than Acceptable.
2. 11-20% of assignments late
3. Very poorly written Case Notes and Case Studies
4. Case Studies poorly designed and/or poorly executed

Grade of D

1. Performance on internship is rated by onsite supervisor as Not Acceptable.
2. >20% of assignments late
3. Very poorly written Case Notes and Case Studies
4. Case Studies poorly designed and/or poorly executed

Grade of F

1. Extremely poor and/or unethical behavior
2. Lapsed IP (see below)

Incompletes

If you do not complete all assignments for ABA 697 within 2 semesters, a grade of IP will be assigned. When you complete all assignments, the grade will be changed.

If you receive an IP, you have one year from the first semester of registration for ABA 697 to complete all internship assignments (e.g., Summer 2018... you must complete all assignments by the end of Summer 2019). If you do not complete the assignments, the IP grade will turn to an F. You will then be required to register for 9 credits of ABA 697 again. All incomplete assignments for ABA 697 must be completed by the end of the new semester. Failure to complete all assignments by the end of the new semester will result in the ABA Faculty Committee deciding on penalties for unmet deadlines; these penalties could include restarting internship, dismissal from the program, etc.

ABA 697 General Requirements

1. Professional conduct at Internship Agency and SCSU. Students must demonstrate and adhere to the professional, ethical, and standard codes of conduct and behavior for behavior analysts (see American Psychological Association, Association for Behavior Analysis International, and Behavior Analysis Certification Board)
2. Students must abide by all Internship Agency and SCSU policies and procedures.
3. Students must complete all assignments in a timely manner. Late submission will result in a lower grade.
 - a. Weekly case notes emailed to SCSU supervisor and Onsite supervisor. Weekly case notes are due on Mondays of each week.
 - b. Monthly time sheets (documenting hours, supervision hours) are due within 1 week of the end of the month.
 - c. Evaluations are due within 1 week of the end of the completed hours, i.e. 100, 200, 400 and 750 hours. You will not receive credit for hours completed if the evaluations are not turned in
 - i. i.e., if you work 200 hours before turning in your 100 hour evaluation, you will only be credited with 100 hours of supervised internship experience.
 - d. Case Studies – Students must submit 2 case studies/internship projects that reflect their work at the internship site. Submit case study proposals (template included in d21) to your faculty and on-site supervisors for approval BEFORE beginning each case study. These can be case studies of individuals that you worked with or organizational issues (staff training, development of procedures/manuals, organizational restructuring, etc.). Formats for other internship products will be determined by the SCSU Supervisor and On Site Supervisor.
 - e. Case studies must be written in APA style and reflect the high quality of work of the M.S. in Applied Behavior Analysis. See specific requirements under Specific Requirements. Both Internship Case Studies/Projects must be turned in within two weeks of completing the 750 hour internship.
4. Maintain satisfactory performance (as measured by required supervisor evaluations) on measures of professional behavior/integrity (e.g., professional and courteous interactions, solicit and accept feedback, professional interactions with clients and family members, professional interactions with other staff, etc.). If performance is not satisfactory or does not show consistent improvement across time, termination of internship and failure of 697 may occur.

5. Liability Insurance – students must present evidence of Professional Liability Insurance before completing any hours of the practicum/internship.
 - a. Purchase and provide copy of individual liability insurance coverage
 - b. Documentation (letter from agency director or HR director) or copy of Internship Agency insurance policy.

6. Attendance
 - a. Daily attendance at internship site (punctuality)
 - b. Attendance at all scheduled supervision meetings.
 - c. Prompt and regular attendance at all supervision meetings. Tardiness and absences will result in a reduction in overall grade and supervision hours will not count toward BACB supervision hours.

7. Preparedness
 - a. Bring data/case notes/ examples to all supervisory meetings
 - b. Be prepared to discuss data and client progress at supervisory meetings
 - c. Be prepared to discuss assigned weekly readings

8. Participation
 - a. Participate in all professional activities as requested by the Internship Agency that are directly related to behavior analysis (planning meetings, staff supervision and training, presentation at a workshop or conference, etc.)
 - b. Actively participate in all individual and group supervisory sessions.
 - c. Complete any assigned readings by internship agency and/or SCSU supervisor.
 - d. Will be responsible for discussion of readings during supervision.
 - e. Will complete quizzes over required reading materials.

9. Students are expected to behave in a manner that is consistent with the Behavior Analysis Certification Board policies as outlined in the BACB
 - a. Task List,
 - b. Professional and Ethical Compliance Code,
 - c. Professional Disciplinary Standards

10. Reporting of unethical behavior
 - a. Students completing internship must abide by state, agency, and SCSU policies and procedures regarding reporting of unethical/abusive behavior.
 - b. Reporting must be done immediately.
 - c. Reporting must be documented and SCSU faculty and on-site supervisors must be notified.

11. Reporting of conflicts, difficulties, obstacles, problems, etc.
 - a. Students are to report any difficulties encountered during intensive practicum/internship to their on-site supervisor and/or SCSU faculty member.
 - b. A dated written report shall be required for documentation.

- c. A prescriptive plan shall be developed and put in place to remedy difficulty.
- d. Student, on-site supervisor, and SCSU faculty will be responsible for monitoring of prescriptive plan.
- e. Significant progress must be made and noted within 2 weeks of documentation.
Unresolved difficulties shall result in termination of intensive practicum/internship contract.

Specific Requirements

1. 697 Internship Contract
 - a. Outline general and specific duties and responsibilities
 - b. Signed and dated by student and on-site supervisor
 - c. If on-site supervisor is SCSU faculty member, contract is to be signed and dated by student, SCSU on-site supervisor, and agency representative.
 - d. Also complete **STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**
 - e. Both contracts must be turned in before supervision hours begin.

2. Malpractice/Liability Insurance – this is required. You may purchase your own (recommended) or you may be covered by an agency policy. You must submit evidence of malpractice/liability insurance before your internship hours begin.

3. Weekly emails
 - a. Submitted to on-site supervisor and SCSU faculty member.
 - b. Submitted on designated day of week (by Monday)
 - c. Correct grammar and spelling.
 - d. Complete and accurate content.
 - e. Provide an accurate depiction of each day's activity.
 - f. Assure confidentiality
 - g. Comply with all agency rules and regulations regarding correspondence.
 - h. Late submissions will result in a lower grade.

4. Documentation of Supervision
 - a. All supervision activities will be documented by using the BACB Fieldwork and Practicum Experience Supervision Form.
 - b. Students will maintain personal copies of all evaluation and supervision forms.

5. Time Logs
 - a. Completed at the end of each month.
 - b. Signed by on-site supervisor.
 - c. If SCSU faculty member serves as on-site supervisor, time logs are to be signed by SCSU on-site faculty supervisor and agency representative.
 - d. Submitted to SCSU supervisor in timely manner at the end of each month, i.e. within 1 week. Late submissions will result in a lower grade.

6. Evaluations
 - a. To be completed by on-site supervisor and student at 100, 200, 400, and 750 hours.

- b. Must be turned in within one week of completion of designated hours.
7. BACB Supervision forms. Onsite supervisor and student must document the nature and extent of supervision on the BACB Supervision forms. The student and onsite supervisor must maintain copies of these forms (see BACB website).
8. On-site Visits – Phone Call Contacts
- a. On campus practicum student will make arrangements (schedule meeting) for SCSU faculty member to meet with internship agency. A minimum of two on-site visits will be scheduled, one per semester.
 - b. Distance Students must make arrangements for a minimum of 2 phone calls (200 hours, 400 hours) to review their performance during internship. SCSU faculty, onsite supervisor, and student must be available.

9. Case Studies

- a. The case study should include the following. Your advisor may ask that you use the Brief Report format for Behavior Analysis in Practice or JABA, or the case study format for Clinical Case Studies, or some other format. We encourage you to work with your faculty supervisor in submitting manuscripts for publication or presentations for conferences.
- b. Graded on writing style (sentence structure, grammar, spelling, etc.)
- c. Written following APA guidelines (references, tables, figures, etc.)
- d. Include references, tables, and figures (adhere to APA guidelines)
- e. Detailed paper must include
 - i. Introduction – relevant research, and/or background information (3 to 5 pages)
 - ii. Participant – description, demographic
 - iii. Setting
 - iv. Operational definition of behaviors
 - v. Functional assessment/analysis
 - vi. Data recording procedures
 - vii. Inter-observer reliability during baseline and intervention
 - viii. Intervention
 - ix. Results – written and displayed in table and/or figures
 - x. Discussion

Internship Hours Verification Instructions

In the d2l course there is an excel file **Internship Hours Verification**, you can download this form to your computer and then record the number of hours for your internship.

To download this file, click on Internship Hours Verification (in d2l) when the window opens you will be asked if you want to open or save the file to your computer...you want to save it to your computer.... If the window opens and there is only a title showing, then click on the unlock button and then you will be asked to open or save the file to your computer. You will want to save it to your computer. Once the document is saved, you can then enter data and it will automatically calculate your hours. Fill out one form for each month.

1. Name – you put your name in
2. Supervisor – put the name of your supervisor in
3. Agency – name of agency
4. Date – in the cell below date, type in the date
5. Number of hours – in the first cell below, enter the number of hours worked during your internship, it is important to enter the number in the first cell otherwise the cumulative function won't calculate.
6. Cumulative Hours – excel should enter the cumulative totals for you
7. Supervised Hours – this refers to hours that you met with your on-site supervisor, on any given date record the number of supervised hours.
8. Sign the form at the bottom, your total cumulative hours of your internship and supervised hours should appear in the appropriate boxes.
9. Have your supervisor sign the form.
10. Scan (pdf) the form to your university supervisor.
11. Complete one form each month.

The excel file that you download is blank (with the exception of titles in cells). The sample below includes data entered into appropriate columns.

After completing the hours for the month, you can delete the entries under date, hours, and supervised hours by highlighting all of the cells in that column and then use the delete key. Do not attempt to delete the cumulative hours... they will automatically reset to zero and if you try to delete them you will delete the formula used for the autocalculation.

SAMPLE WEEKLY NOTES
ABA 697 Internship Weekly Log

Name: BA Student

Week 1

Agency: Behavioral Dimensions

Date: 6/17/15

Agency Supervisor: Eric Rudrud, Ph.D.

Mon, May 13th: Finished client reports from last week. I prepared supervision documents for meeting with psychologist. Met with psychologist for supervision on 7 cases – there have not been any problems since my last supervision. I discussed toilet training, maintenance systems, and school next year for a couple of the cases. Met with speech/language pathologist to discuss social skills group – I will be a leader for the group in the summer. Finished client reports for this week. Participated in social skills group by prompting the children to interact with conversation starters and responding to questions and comments that peer made.

Tues, May 17th: Participated in one on one staff training with new staff. Met with Case X to discuss toilet training procedures. Attended staff meeting where we discussed current programming and made changes to several since he is making progress. I completed an ABLLS assessment for new intake. I conducted family skills training on toileting and social skills. Met with family in St. Cloud to discuss current changes in staff composition and conducted family skills training on social interactions with young children as well as sign language. Met with another mother in Foley for family skills training on social interactions and social skills training, will follow up in June.

Wed, May 18th: Conducted family skills training with a mother in Waite Park on extinction and ABC data. Also briefly discussed plans for school and scheduling therapy shifts for next year. I conducted family training session (Waite Park) on social interactions/peer play. Also went through child's ITP with mother to review objectives with her. Met with Mother to discuss her child's progress on toilet training and solutions to his accidents (using a gentle reminder – pager device that will beep which will remind the child it is time to use the bathroom). We discussed his ITP objective of tolerating going on outings and we will implement a plan in June.

Thurs, May 19th: Met with staff, parents, and supervising psychologist for a 6 month progress review. The child has a few target areas left to work on for the next few months and we will gradually fade services by providing more family skills training with the parents. Met with staff to discuss three cases – need to follow up with her on staff schedules, toilet training procedure, summarizing ABC data, and writing ITP for a child.

Fri, May 20th: Reviewed different toilet training procedures. I wrote a toilet training procedure for child who lives in Sartell. Completed summer schedules for families and staff. Summer schedules were sent to staff for final review. I completed timesheets and notes for the week.

ABA 639/640 Comp Prep Seminar

Fall 2021

Documents are subject to change: Check D2L when the course begins to download the most recent version of this and other important documents.

Instructors: Odessa Luna, Ph.D. BCBA-D odluna@stcloudstate.edu (320) 308-416776
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Recommended Reference Texts

7. American Psychological Association (2019). *Publication Manual (7th Ed.)* Washington, D.C.: American Psychological Association.
8. Cooper, J.O., Heron, T.E., & Heward, W.L. (2007 or 2019). *Applied Behavior Analysis. (2nd or 3rd Ed.)* Columbus: Merrill Publishing Co.
9. Mayer, G. R., Sulzer-Azaroff, B., & Wallace, M. (2018). *Behavior Analysis for Lasting Change (4th Ed.)*. New York: Sloan Publishing.

Course Overview

You will use the CBA Learning Module Series by Behavior Development Solutions for this course; thus, you are required to purchase a CBA Learning Module Series license. **Do not purchase the modules until you receive an email from BDS with instructions specific to this course. I cannot monitor your progress or provide a grade unless you follow the purchase instructions in the email from BDS so that you appear in my administrative account.** The CBA Learning Module Series consists of 9 units. Each unit includes module sets (total of 200 sets). Each unit includes a pre-test, acquisition and fluency-based modules, and a post-test. The series covers the Content of the BACB Fifth Edition Task List, including Concepts and Principles of Applied Behavior Analysis and the Professional and Ethical Compliance Code for Behavior Analysts. The BCBA exam will be based on the Fifth Edition Task List beginning January 1, 2022. An advantage of the Fifth Edition modules is that they include all of the Fourth Edition learning items, so you'll be prepared to take the exam based on either edition. Another advantage is the inclusion of a mock exam that simulates the BCBA exam. Finally, with an active subscription to the Modules upon graduation, you may request the Fourth Edition from BDS to use for exam prep at no additional cost.

Note: These instructions may differ from BDS instructions. These instructions supersede those of BDS.

Getting Started

Step one is to complete the **Getting Started** modules by the deadline below.

Pretests

Step two is to complete all of the unit **Pretests**. Pretests serve as your individual and my class baseline and must be completed before beginning any of the modules. The module map in BDS shows the average time needed to complete each pretest. Plan on an hour for each of the 9 pretests and complete them by the deadline below.

Acquisition and Fluency-based modules

Step three is to complete the **Acquisition and Fluency-based modules** as instructed by BDS until you achieve 100% mastery on each. BDS supplies hints and feedback for incorrect answers. If unsure of the answer, you may access hints before you select the answer. Make use of these features in order to learn the appropriate discriminations rather than simply memorizing answers. The modules take an average of 80 hours so plan accordingly. Plan on additional time to review textbook materials.

Step Four: The Comprehensive Exam (Post-Tests)

To meet the SCSU comprehensive exam competency, you must first complete ALL of the acquisition and fluency-based modules to 100% mastery. Following completion of all modules, you will take the CBA Learning Module Series post-tests that you must pass at an average of 70% to meet the SCSU requirement. Take each post-test only once. Because learning overlaps in ways across modules, it is best. My requirement that you complete all modules before post-tests.

The post-tests are the comp. You will have only 1 attempt to pass each of 9 post-tests at an average of 70%. Thus, some scores may be below 70% as long as others are above 70%. Post tests are NOT proctored. You will take the fluency-based post-tests on your own. The post-tests are NOT open book/notes. Be sure to ensure a quiet setting with no distractions and an adequate amount of time. You should NOT complete all of the post-tests in one sitting. Space them out across several days with adequate review time before each. The timed nature of the tests means that you must respond quickly.

To prepare for the post-tests, it is strongly recommended to redo modules of content that were more difficult or required many runs to reach criterion. It is strongly recommended to keep a list of difficult topics and re-study those chapters.

If you do not pass at an average of 70% or higher on your first attempt:

- You must repeat the modules the following year. If you are not enrolled in any other courses during the next semester that ABA 639/640 is offered (fall), you will need to register for CPSY 691 (1 cr continuing enrollment). Contact aba@stcloudstate.edu to register for the 1 credit after you've completed the course requirements. You may register for the 1 credit at any point of the semester.

- If you do not pass at an average of 70% or higher on your second attempt, you will be dismissed from the M.S. in Applied Behavior Analysis.

Study Suggestions

You may form study groups with colleagues locally or participate in online discussion. You may use d2l for student-initiated online discussion. I will assist in setting up a d2l discussion group upon request.

BDA recommends that you first read a chapter that corresponds to a module from Mayer et al., then read the same chapter from Cooper et al. and, last, complete the module. Former students have reported that it takes a considerable amount of time to study everything recommended by BDA in depth. You will need to be selective in your review of chapters in order to finish during the semester.

BDA recommends to always answer every question. As indicated by BDS: “Please note that the CBA is a learning exercise and aims to teach principles and concepts. There is a limit to the number of times that modules can be accessed. Although this limit is generous, **please do not quit the module and forfeit the run.**”

Don’t immediately repeat a module if you don’t reach criterion. Instead, distributed practice is advised in order to decrease memorization and to facilitate conceptual understanding. BDS states the following on how to structure your practice:

“We recommend that students complete Acquisition modules to criterion (i.e. 100% correct) *before* substituting the corresponding fluency module into their rotation. **That is, we advise that students NOT practice the same module repeatedly to achieve criterion, as this will likely cause option selection to come under inappropriate stimulus control. Instead, we recommend that students pick 4 module sets (e.g. the first four learning module sets in the first unit), begin by using the acquisition module of each set one time, and then repeat, substituting Fluency modules into the rotation as Acquisition modules are completed to criterion.** (When an Acq./Flu. module set is completed to criterion, then a new module set should be incorporated into the rotation, thus ensuring practice is continually distributed across at least 4 module sets.)”

If you have repeated a module several times, you may be memorizing items rather than understanding concepts. Contact me for assistance if you are struggling.

Mock Exam

BDS includes a Mock Exam for the Fifth Edition module series; however, the exam is actually based on the Fourth Edition at this time. The Mock Exam should be practiced closer to your exam date and is not required for this course. BDS recommends:

“The *Mock Exam* can be beneficial in assessing your readiness temporally close to your actual exam. We provide two opportunities to use the Mock Exam. They are recommended to be taken following completion of all of the learning modules—ideally, one to be used near the beginning of the exam preparation phase of your study (after completion of coursework) and one shortly before sitting for the BCBA exam. Results from the former identify weak areas, which should be a

primary focus of your attention. Results from the latter will identify lingering weaknesses, enabling you to target your last-minute study efforts. Additional mock exam testing would not be advised with this exam because predictive validity deteriorates with each practice.”

Grades

To earn a grade of S (satisfactory), you must complete all modules and the post-tests by the deadline below. Completing the modules to criterion in one semester is a lot to do while also juggling other courses or internship. Use your best judgement in deciding if you need additional time to complete the modules. If you need additional time beyond fall semester, you will (a) receive a grade of I (incomplete), (b) must register for 1 credit of continuing enrollment ONLY if you have no remaining courses needed for graduation that you are taking the same semester AND (c) must contract for a new completion deadline with me.

Grades for the 639/640 courses will be entered at the end of finals week. If this is your last semester, your degrees will be posted after that time (see Records).

Check the BACB web site to for exam dates.

Notification of passing the comp for your DARS (degree audit). When you have completed the posttests to criterion, the program director will email a comprehensive exam pass letter to Graduate Studies. That triggers the change in your DARS to show that you’ve passed the comprehensive exam requirement.

Here are the links to the online graduation application and transcript ordering information:

<https://www.stcloudstate.edu/graduatestudies/students/completing-program.aspx>

<http://www.stcloudstate.edu/srfs/transcripts/default.aspx>

Course Evaluation

On the tool bar you can click survey and complete the course evaluation at the end of the course. Your answers are anonymous and I appreciate your feedback.

Course Time Line

CBA includes 200 module sets for a total of 400 individual learning modules. I suggest that you pace yourself at about 30-32 modules a week across 13 weeks of the semester with weeks 14 and 15 for post-tests. You may work through the modules faster or slower than what is suggested. **Use the personal study scheduler in the CBA dashboard to determine your at-a-glance daily/weekly minimum module completion rate based on your available study days.**

Sept. 8 Email me a dashboard screenshot of your timeline for completing the modules to me. Put ABA 639 and assignment name in the email heading.

Aug. 24 - Sept. 8

- **Complete Getting Started modules**
- **Complete all 9 Pretests**

Sept. 8 Email me to let me know that you've completed the assignment. Provide brief comments/feedback on your progress and your experience with the BDS series in your email. Your feedback helps me to evaluate the course as we go through the semester.

Sept. 8 – Dec. 1

Complete acquisition and fluency modules to 100%.

Oct. 27 and Dec. 1 Email me to let me know your progress. Provide brief comments/feedback on your progress and your experience with the BDS series in your email.

Suggested time line:

- A. Philosophical Underpinnings - Sept. 15
- B. Concepts and Principles – Sept. 29
- C. Measurement, Data Display, and Interpretation – Oct. 6
- D. Experimental Design – Oct. 13
- E. Professional and Ethical Compliance Code – Oct. 27 Email me with a progress update.
- F. Behavior Assessment – Nov. 3
- G. Behavior-Change Procedures - Nov. 10
- H. Selecting and Implementing Interventions – Nov. 24
- I. Personnel Supervision and Management Dec. 1 Email me with a progress update.

Dec. 1 - 11 Review material (especially modules in which you needed more runs) and Complete Post-tests

Dec. 11 Email me to let me know that you've completed post-tests or to let me know that you need to extend into spring semester with details of your spring semester timeline. Provide brief comments/feedback on your progress to date and your experience with the BDS series in your email.

ABA 699 Thesis

Fall 2021/Spring 2022/Summer 2022

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OPEN SCIENCE FRAMEWORK; PRE-REGISTRATION

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.

Students must enroll in ABA 699 Thesis during the designated semester

- Completion of Thesis
 - Students have 7 years from initial enrollment to complete all coursework, comprehensive examination, and/or thesis requirements.
 - 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.
- Students may not schedule their Preliminary Thesis Proposal Conference and Final Thesis Defense during the same semester.
- 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.
- Thesis Committee is comprised of at least 2 full time faculty in the MS in Applied Behavior Analysis program.
- Temporary Appointed Graduate Faculty may serve as fourth readers of a thesis.
- Students must attend to and abide by all requirements as outlined by ABA 699 Thesis syllabus, thesis advisor, thesis committee, and SCSU IRB. Failure to do so will result in the thesis not being accepted.
- Students may request any full time faculty in MS in Applied Behavior Analysis program to serve as thesis advisor of the student's research project.

- Faculty who agree to serve as major advisor for a student's thesis will notify the student of availability to do so.
- Students are responsible for maintaining weekly email/phone/personal contact with their thesis advisor during the course of the thesis project.
- Thesis advisors are responsible for providing timely responses to student inquiries, questions, and comments during the development and completion of the thesis project.
- Projects that are presented or published must include the faculty supervisor as a co-author, as per APA guidelines

University policies can be found here: <https://www.stcloudstate.edu/graduatestudies/culminating-projects/completion-and-submission-directions.aspx>

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

Typically, the program director will send out a call for thesis projects to students' SCSU email account. When this happens, students will have an opportunity to write up a 1-2 paragraph explanation of their research idea along with a rank-ordering of faculty they would like to chair their thesis. Students and advisors will then be matched based on availability, interest, and expertise.

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

Students should begin working on thesis development earlier than the specified semesters. Thesis students should have a proposal ready by the end of Fall, then register for Thesis credits Spring and Summer. If a student does not defend their thesis in Summer, they will be required to register for the ABA 691 – 1 credit course the semester they graduate.

Thesis Timeline

- Semester 1: Work with advisor to develop a thesis proposal, hold thesis proposal meeting
- Semester 2: Register for 3 cr. of thesis. Carry out the thesis project
- Semester 3: Register for 3 cr. of thesis. Finish thesis project, write up thesis defense, defend thesis

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.

Thesis Requirements-Plan A

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.**

Post-Defense

Final copies of each thesis will be uploaded to the [SCSU Online Repository](#).

The [Preparation for Submission](#) section will guide you through the steps.