

Student Handbook 2016
St. Cloud State University

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Applied Behavior Analysis Program
Department of Community Psychology, Counseling and Family Therapy

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St. Cloud, MN 56301-4498

Department Phone (320) 308-2160
Web: <http://www.stcloudstate.edu/ccp>

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

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

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

Sincerely,
Justin Page
Eric Rudrud
Kim Schulze
Michelle Traub
Benjamin Witts



Program Mission and Goals

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

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

The mission of the M.S. in Applied Behavior Analysis program is to prepare graduate level scientists/practitioners who will contribute to the field of applied behavior analysis in research and applied areas. We provide coursework in the principles of behavior, single case methodology, behavioral assessment, experimental and applied applications, ethics and codes of conduct, and behavioral applications in a variety of social, organizational, educational, and clinical settings.

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

- To provide courses to graduate students in Behavior Analysis that will lead to the M.S. degree in Applied Behavior Analysis.
- To provide supervised practicum and internship experiences in Behavior Analysis.
- To provide research experiences, including thesis and other research opportunities, in Behavior Analysis.
- To provide academic, professional, and career advising and guidance in Behavior Analysis.

Course Delivery Options

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

Distance Program - Since 2002 the distance base program has enrolled students from 49 states and 17 countries. Students are able to complete the M.S. in Applied Behavior Analysis or Behavior Analyst Certification Board coursework. 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: limited personal contact with faculty and students, difficulty in managing time and obligations to complete course requirements, and extended time to complete coursework (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. Scholarships – for tuition
3. Travel Scholarships – to support travel to ABA and other conferences
4. Personal contact with faculty and other students while taking courses.
5. Courses are typically scheduled to meet one day per week.
6. Internship opportunities with BACB supervision.

Students must apply to either Distance Program or On Campus Program. Students are accepted into the distance program or the on campus program. Students are not allowed to “transfer” between programs without reapplying.

Faculty Interests

Justin Page, Ph.D. 2016, The Ohio State University; fitness/physical activity, reduction of challenging behaviors, applied behavior analysis in schools, video prompting, staff training.

Email: ejpage@stcloudstate.edu

Phone: 320-308-4046

Eric H. Rudrud, Ph.D. 1978, Utah State University; applied behavior analysis, educational/school psychology, human growth and development, supported employment and community integration for individuals with developmental disabilities.

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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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Michelle Traub, Ph.D. 2016, University of Florida; applied behavior analysis, elopement, health behaviors, Mamma Care, staff training, applied behavior analysis in schools.

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Phone: 320-308-2043

Benjamin N. Witts, Ph.D. 2013, University of Nevada, Reno; applied behavior analysis, school-based interventions, the experimental analysis of human behavior, gambling, verbal behavior, and theory and philosophy in behavior analysis.

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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 and of new developments in the behavioral field. Students may also benefit from attending and presenting at professional conferences. Typically, membership and conference fees for students are inexpensive. The following list contains a few examples of organizations and web sites to explore.

Association for Behavior Analysis International <https://www.abainternational.org/welcome.aspx>

American Psychological Association-Division 25
<http://www.apadivisions.org/division-25/index.aspx>

Cambridge Center for Behavioral Studies <http://www.behavior.org>

Behavior Analyst Certification Board <http://www.bacb.com>

Minnesota Northland Association for Behavior Analysis <http://www.mnaba.org/>

Association of Professional Behavior Analysts <http://www.apbahome.net/index.php>

Academic Calendar

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

Full-Time Students

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

Part-Time Students

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

Financial Aid

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

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

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

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

On campus, full time graduate students may apply for graduate assistantships. The Behavior Analysis area offers graduate assistantships or student can check the Graduate Studies web site for a listing of all open graduate assistantships available on campus

<http://www.stcloudstate.edu/graduatestudies/ga/default.asp>

Keep this link handy and check back often for updated postings.

Graduate assistants through the Behavior Analysis (BA) office are typically paid for 10 hours of work a week. If you are interested in applying for a BA graduate assistantship, go to the graduate studies website and complete an application

<http://www.stcloudstate.edu/graduatestudies/ga/students/postings.asp>. Email the completed application as an attachment to the aba@stcloudstate.edu. Applications will be reviewed around the middle of June. Students will be notified via email.

Other departments or programs on campus may have 10 to 20 hour a week assistantships available (i.e., Career Services, Services for Students with Disabilities, Sponsored Programs, American Indian

Center, Atwood Center, and other departments). Because there are few Behavior Analysis assistantships, you may also wish to apply for other positions on campus. Follow the application directions listed on the posting. Remember to check the website often for open postings.

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

The graduate assistant will work for a designated faculty person(s). Responsibilities vary depending on the faculty person. The student should set up a meeting with the faculty member before the semester begins or during the first day or two of the semester. Graduate assistants are required to work the assigned number of hours per week and are periodically reviewed. It is critical to be available during the agreed upon hours.

These assistantships are jobs, not grants! If you do not have time to complete your duties or have a conflicting schedule, do not accept the graduate assistantship. Students must apply for a graduate assistantship each semester.

Technology and Library Resources

There are many state-of-the-art technology labs open to all students throughout campus. In addition, the campus supports wireless Internet.

Library Resources

- a. When you register for courses, you are eligible to receive a Student ID card. This is different from your HuskyNet ID. On campus students should visit the campus card office in Atwood Memorial Center to obtain an ID card. Distance students will receive an email around the beginning of August with the information to submit to receive your student ID. Please watch for that email to come through.
- b. Explore the Miller Learning Resources Center by going to <http://lrts.stcloudstate.edu> .
- c. You can conduct literature searches by using the pull down menu on the lrts for Articles and databases. <http://lrts.stcloudstate.edu/library/default.asp> . Search engines that are helpful include Psycinfo, Medline, AskEric, etc.
- d. You can get online Research Assistance <http://lrts.stcloudstate.edu/library/research/default.asp>
- e. You can request interlibrary loan for articles and books <http://lrts.stcloudstate.edu/library/services/illrequest.asp>

HuskyNet Account and E-mail Address

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

Faculty will communicate regularly with you through your MyHuskyNet e-mail, **NOT hotmail or other services which do not always go through!!!** MyHuskyNet provides you with a single user ID and password that allows you to access a variety of technology services including e-mail and calendar, file space, personal web space, D2L course access, dial-in access, access to library resources, electronic reserves, streaming media, and other various electronic systems. **File space** is an excellent

way to back up files and then access them from anywhere. For information on HuskyNet access, go to: <http://huskynet.stcloudstate.edu/>.

Adviser

Each new student is assigned a Program Adviser upon acceptance into the program. The student should meet with the adviser as needed to assist with course scheduling, thesis and internship planning, etc. **Advisers can be changed upon the student's request, and upon agreement of the potential new adviser.** In order to change advisers, a Change of Adviser form must be submitted as an attachment to aba@stcloudstate.edu email account.

<http://www.stcloudstate.edu/graduatestudies/current/documents/advisorchangeforms.pdf>

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 adviser form for this.

Graduate Program Form

Around the end of Spring semester of your second year each student must fill out a Proposed Program of Graduate Study. This is a contract between the student, Applied Behavior Analysis Program, and the Graduate Office, outlining the specific course of study to complete the Master of Science degree. **Students will receive and email from the aba@stcloudstate.edu email account as a reminder at the end of the of you second year.** The program must be filled out with the assistance of the adviser and approved by the adviser and the graduate dean. To be eligible, the student must have satisfied all conditions attached to admission and must maintain a 3.0 grade point average in all graduate work at SCSU. Graduate Program Form can be found by going to

<http://www.stcloudstate.edu/graduatestudies/documents/AllMajorsProgramofStudyForm.pdf>

Information regarding academic policies of the School of Graduate Studies can be found at:

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

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. Our office must have a copy of your Program Plan form on file before we will continue your registration.

Academic Requirements

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

Transfer Credits and Waiver of Classes

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

- ◆ Read and follow the transfer policies in the SCSU Graduate Bulletin
- ◆ Provide documentation (course syllabi, letters from instructors, transcripts) to the adviser and a written request to waive or credit the classes.

- ◆ The Behavior Analysis faculty will review the materials and notify the student and Graduate Studies Office of their decision.
- ◆ Final course approval will come from the School of Graduate Studies.
- ◆ Only Courses approved as graduate courses (must be part of an existing master's or doctoral program) will be considered. Professional courses (many BCBA and BCaBA classes) do not meet this requirement.

The School of Graduate Studies will not consider coursework more than 7 years old, or coursework that received a grade of "C" or less. Transfer credit and other School of Graduate Studies policies can be found at <http://www.stcloudstate.edu/graduatestudies/current/SGSpolicies.asp>.

Program of Study

Coursework is available both on campus and distance. Course requirements are the same. All students must apply to the School of Graduate Studies by February 1st to be considered for admittance. Students must indicate if they are applying to the distance based or on campus programs. We review all completed applications and base our decision upon undergraduate and graduate GPA, GRE scores, letters of reference, relevant research and work experience, and a personal statement. Students may complete a Thesis Option (Plan A – 45 Credits) or the Comprehensive Option (Plan B – 46 Credits). Students must maintain a 3.0 or "B" average or better to graduate.

Students are responsible for course information provided on each course syllabus. Please read and become familiar with course dates, times, test dates and times, and other information.

M.S. in Applied Behavior Analysis

Plan A, 45 credits; Plan B, 46 credits

Research courses

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

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

Major courses

Plan A or B, 24 credit minimum

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

Plan B, 4 credit minimum

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

Internship course

Plan A or B, 9 credit minimum

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

Electives

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

- CEEP 678. Introduction to Graduate Statistics, 3 credits
- CPSY 637. Functional Analysis, 3 credits
- CPSY 638. Autism, 3 credits
- CPSY 530. Seminar, 3 credits

Course Descriptions

CPSY 530. Seminar.

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

CPSY 597. Practicum in Behavior Analysis.

Practicum experience in behavior analysis. Students will attend agency orientation and gain practical experience in defining and observing behaviors, and the development and implementation of behavioral programs. Prereq.: 533. 3 credits F, S, SUM.

CPSY 630. Advanced Applied Behavior Analysis.

Definition and characteristics of applied behavior analysis. Behavioral principles, processes, and concepts of behavior change procedures and systems support. 3 credits F.

CPSY 633. Behavior Applications I.

Ethics, history, theories, and principles of behavior analysis and therapy. Current techniques, applications to specific populations, behavioral research, and future directions. 3 credits F.

CPSY 636. Ethics in Psychology and Behavior Analysis.

Responsible conduct during behavioral assessment, behavioral treatment, teaching, supervision, research, and other professional behaviors. Behavior Analyst Certification Board conduct guidelines, APA ethics codes, and Minnesota Board of Psychology standards. 3 credits S.

CPSY 637. Functional Analysis.

Components of a "functional behavior assessment (FBA)" including indirect assessment, descriptive analyse, and functional analysis will be examined. 3 credits S, SUM.

CPSY 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 credits DEMAND.

CPSY 639. Comprehensive Exam Preparation.

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

CPSY 640. Comprehensive Exam.

Capstone requirement for students completing M.S. in Applied Behavior Analysis, Plan B. 1 credit SUM.

CPSY 641. Single-case Design.

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

CPSY 643. Social Bases of Behavior.

Psychological approaches to the development and modification of social behavior and phenomena. 3 credits SUM.

CPSY 663. Applied Theories of Learning.

Applications to teaching, clinical intervention, and applied behavior analysis. 3 credits F.

CPSY 697. Supervised Internship in Behavior Analysis.

Supervised experience in a community agency. May be repeated; 9 credits required for graduation. Prereq.: Students must complete the prescribed sequence of courses (exceptions must be approved by advisor). 3-9 credits F, S, SUM.

CPSY 699. Thesis.

1-6 credits F, S, DEMAND.

On Campus M.S. in ABA Program Sequence

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

Semester	Plan A	Plan B
Fall Year 1	CPSY 630. Advanced ABA, 3 Cr. CPSY 641. Single Case Design, 3 Cr. CPSY 541 EAB, 3 Cr.	CPSY 630. Advanced ABA, 3 Cr. CPSY 641. Single Case Design, 3 Cr. CPSY 541 EAB, 3 Cr.
Spring Year 1	CPSY 634. Behavior Assessment, 3 Cr. CPSY 597. Practicum in BA, 3 Cr. Elective 1, 3 Cr.* (1 Course)	CPSY 634. Behavior Assessment, 3 Cr. CPSY 597. Practicum in BA, 3 Cr. Elective 1, 3 Cr.* (1 course)
Summer Year 1	CPSY 636 Ethics in Psych & ABA, 3 Cr.	CPSY 636 Ethics in Psych & ABA, 3 Cr. Elective 2, 3 Cr.* (1 course) online (can take Summer 1 or 2) CPSY 638, Elective, 3 Cr. (every other year beginning 2018)
Fall Year 2	CPSY 697. Internship in BA, 3 Cr. CPSY 633. Behavioral Applications I, 3 Cr. CPSY 643. Social Bases of Behavior, 3 Cr.	CPSY 697. Internship in BA, 3 Cr. CPSY 633. Behavioral Applications I, 3 Cr. CPSY 643. Social Bases of Behavior, 3 Cr. CPSY 639 Comprehensive Exam Prep., 3 Cr. online CPSY 640 Comprehensive Exam, 1 Cr. online
Spring Year 2	CPSY 635. Behavioral Applications II, 3 Cr. CPSY 697. Supervised Internship in BA, 6 Cr. CPSY 699 Thesis, 6 Cr.	CPSY 635. Behavioral Applications II, 3 Cr. CPSY 697. Internship in BA 6 Cr.

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

Elective options are:

CEEP 678 Introduction to Graduate Statistics

CPSY 637 Functional Analysis

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

CPSY 530 Seminar: Advanced Applied Behavior Analysis II

CPSY 530 Seminar Course-topic vary

Online M.S. in ABA Program Sequence

You may take one or two courses per semester. Most students are able to complete two courses; however, some students find the time commitment for two courses to be difficult. You need to consider your current work, family, and other commitments to decide how many courses you register for.

NOTE: The following program sequence is subject to change.

Semester	Plan A	Plan B
Fall Year 1	CPSY 630. Advanced ABA, 3 Cr. CPSY 541 EAB, 3 Cr.	CPSY 630. Advanced ABA, 3 Cr. CPSY 541 EAB, 3 Cr.
Spring Year 1	CPSY 634. Behavior Assessment, 3 Cr. CPSY 641. Single Case Design, 3 Cr.	CPSY 634. Behavior Assessment, 3 Cr. CPSY 641. Single Case Design, 3 Cr.
Summer Year 1	CPSY 636 Ethics in Psy. and ABA, 3 Cr. Elective 1, 3 Cr.*	CPSY 636 Ethics in Psy. and ABA, 3 Cr. Elective 1, 3 Cr.*
Fall Year 2	CPSY 633. Behavioral Applications I, 3 Cr. CPSY 643. Social Bases of Behavior, 3 Cr.	CPSY 633. Behavioral Applications I, 3 Cr. CPSY 643. Social Bases of Behavior, 3 Cr.
Spring Year 2	CPSY 635. Behavioral Applications II, 3 Cr. CPSY 597 Practicum in Behavior Analysis	CPSY 635. Behavioral Applications II, 3 Cr. CPSY 597 Practicum in Behavior Analysis
Summer Year 2	CPSY 697. Internship in BA, 6 Cr.	CPSY 697. Internship in BA 6 Cr. Elective 2, 3 Cr.* (can take Summer 2 or 3)
Fall Year 3	CPSY 697. Internship in BA, 3 Cr. CPSY 699. Thesis, 6 Cr.	CPSY 697. Internship in BA, 3 Cr. CPSY 639 Comprehensive Exam Prep, 3 Cr. CPSY 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:

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

Plan A and Plan B Options

Students may complete a Thesis Option (Plan A -45 credits) or Comprehensive Examination Option (Plan B - 46 credits). Students planning to pursue a doctorate degree in the future should consider Plan A Thesis as experience in conducting research and/or publishing strengthens their application. Students in Plan B need 2 electives, whereas students in Plan A take a minimum of one elective. Students in Plan B must take a comprehensive exam to demonstrate mastery of program competencies.

Comprehensive Examination

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

Students must have a 3.0 GPA in order to complete the Comp Exam modules. Students must be registered for the CPSY 639 and 640 courses before they will have access to the modules.

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

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

1. You will need to register for CPSY 691 (1 cr continuing enrollment) the next spring, i.e., you will need to wait another year to repeat the modules.

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

1. You will be dismissed from the M.S. in Applied Behavior Analysis.

Recommended textbooks:

Cooper, J.O., Heron, T.E., & Heward, W. L. (2007). *Applied behavior analysis 2nd Ed.* Merrill Publishing Company.

Mayer, G.R., Sulzer-Azaroff, B., & Wallace, M. (2012). Supporting and maintaining programmatic change through organizational behavior management. In *Behavior analysis for Lasting Change*, New York: Sloan Publishing.

Bailey, J.S., & Burch, M.R. (2011). *Ethics for behavior analysts. 2nd Ed.* New York: Taylor & Francis.

Thesis Requirements

The thesis reflects the student's research interests and ability to conduct a research project. The research should be carried out toward the end of a student's program of studies. Information regarding thesis can be found at <http://www.stcloudstate.edu/graduatestudies/current/culmProject/>

Thesis committee. A student should form a thesis committee upon identifying a research interest. The thesis committee is comprised of three graduate faculty. (Note: Not all faculty at St. Cloud State are graduate faculty). One member from the Behavior Analysis faculty will be the chair of the committee

(usually the student's adviser). Students should speak to their adviser about the process of forming this committee. In consultation with your thesis advisor, the School of Graduate Studies will appoint a third member to your committee.

Thesis credits. The student must register for 6 thesis credits during the semester designated by the Behavior Analysis faculty even though the student may not complete the entire thesis during that semester. Students may begin working on thesis development earlier than the specified semester. **If a student 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 adviser **and cannot be scheduled unless your GPA is 3.0.** Distance students are not required to travel to St. Cloud State University for the Preliminary thesis meeting, but can schedule a phone meeting instead.

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

Institutional Review Board (IRB). All graduate students must complete St. Cloud University Institutional Review Board Training before their thesis proposal can be submitted to the SCSU IRB. This is completed when you take CPSY 636 Ethics in Psychology and ABA.. After the preliminary thesis meeting, submit the thesis proposal to the SCSU Institutional Review Board. (Advisers should review the IRB forms before the student submits forms to the IRB.) Applicants must submit applications to the Sponsored Programs Office at least two weeks before an IRB meeting. The meeting dates, a list of members, IRB application form and Informed Consent Handout are available on the Sponsored Programs web site: <http://www.stcloudstate.edu/irb/>

Writing Requirements. The student is required to submit a thesis that includes a literature review of the problem area. The preparation of the thesis manuscript in publication form will adhere to American Psychological Association Standards. (Use most recent edition 6th) of the *Publication Manual of the APA.*) In addition, the procedures and regulations governing the preparation of a thesis at SCSU are detailed in *A Manual for the Preparation of Field Studies and Theses*, <http://www.stcloudstate.edu/graduatestudies/current/culmProject/documents/ThesisManual.pdf> The SCSU policy is that any time the APA style manual and the SCSU manual do not agree, the SCSU manual takes precedence. Information regarding how to write a Literature Review http://www.stcloudstate.edu/graduatestudies/current/culmProject/documents/WritingtheLiteratureReview_Notes.pdf

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. The thesis defense should be scheduled through the Graduate Studies Office, **and only after the committee chair approves the written paper. Students must**

register for 1 credit CPSY 691 the semester they graduate, usually the semester the final defense is scheduled.

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.**

Formatting Final Thesis. Students may contact Graduate Studies and/or advisor for typists who are familiar with SCSU thesis format and rules. For a fee, typists will prepare your final thesis to meet SCSU guidelines and be ready for printing. Additional information can be found at <http://www.stcloudstate.edu/graduatestudies/current/culmProject/documents/ThesisManual.pdf>.

Your thesis will be uploaded in the SCSU Online Repository upon completion. You may find previous Applied Behavior Analysis thesis at the repository website.

<http://repository.stcloudstate.edu/>

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.

CPSY 597 Practicum in Behavior Analysis: Students gain practical experience in the design and implementation of behavioral programs in an agency for 5 to 10 hours per week (in addition to class time). Practicum can be carried out during hours of employment as long as approved by the employer. Appropriate supervision is face to face, for a minimum of one hour per week, by a BCBA or doctorate level person. It is your responsibility to find appropriate supervision.

CPSY 697 Internship. Internship requirements lead toward eligibility to become certified by the BACB. Students must complete the sequence of courses as prescribed in the semester program before interning **and must have a GPA of 3.0**. Students must register for a total of 9 internship credits in the semesters designated and complete a 750-hour internship. Internship responsibilities and requirements will be provided the semester before you are to begin internship. If the internship is not completed during the designated semesters, a grade will be reported as IP “in progress”. If the IP grade is not removed before one year has elapsed the grade will change to an F. Students must complete 750 hours of supervision within 2 consecutive semesters.

Board Certified Behavior Analyst requirements for internship:

Students should work closely with their adviser to ensure that they are meeting internship requirements for the BCBA (category of Independent Supervised FieldWork). Current information is found of coursework and experience standards may be found on the BACB web site, <http://www.bacb.com>. Please see the September 2012 newsletter for changes in supervision requirements

http://www.bacb.com/newsletter/BACB_Newsletter_9-12.pdf.

(Our program is not designed for accruing BCBA hours during practicum.)

Practicum and Internship sites. The setting for practicum and internship will depend upon the student’s interests and availability of sites. On Campus students have completed practicum and internships at various community based agencies including:

Autism Matters

Behavioral Dimensions

Lazarus Project
Lovass Institute –Midwest
Meeker and Wright Special Education Cooperative
Minnesota Early Autism Project
Elk River Area School District
Southwest West Central Service Cooperative
Training, Support, and Employment, Inc.

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.

Liability insurance

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.

Application for Graduation

A candidate for graduation must file an application for graduation in the Graduate Office at the beginning of the semester in which the work for the degree is anticipated to be completed. The deadline for application, graduation application form, and commencement information is located on the Graduate Studies web site. Students must be registered for at least 1 Credit (can use CPSY 691 Continuous Enrollment if you are not enrolled in other courses) during the semester of graduation. <http://www.stcloudstate.edu/graduatestudies/current/commencement.asp>

Behavior Analyst Certification Board Coursework

Applying for BCBA and BCaBA Coursework does not mean you are accepted into the M.S. in Applied Behavior Analysis program. If you decide to apply to the M.S. in Applied Behavior Analysis program at a later date, these courses will count toward degree acceptance, but you will need to meet the School of Graduate Studies GPA requirement for continued enrollment in a M.S. degree. If you are in the M.S. in Applied Behavior Analysis program, you will meet the course requirements to sit for the BACB examination.

Applying for BCBA and BCaBA Coursework. You do not need to apply to the School of Graduate Studies. However, you do need to complete a BCBA or BCaBA application and a non-degree seeking student (NDS) application.

BCBA <http://www.stcloudstate.edu/cpcf/programs-grad/applied-behavior-analysis/bcba-form.aspx>

BCaBA <http://www.stcloudstate.edu/cpcf/programs-grad/applied-behavior-analysis/bcaba-form.aspx>

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 <http://www.bacb.com>

Students who are applying for BACB coursework do not need to apply to the School of Graduate Studies but **must register through the aba@stcloudstate.edu**. We recommend that students complete all admissions paperwork at least one month prior, and **register for courses at least 4 weeks prior**, to the start of their first semester. Students may begin the BCBA or BCaBA coursework in any semester in which the courses are available.

The Behavior Analyst Certification Board has passed new coursework requirements that take effect for the 2015 BCBA and BCaBA examinations. Beginning fall of 2013 colleges and universities offering BACB pre-approved coursework must provide instruction to meet the content guidelines for the 2015 BACB examinations, Course Content Allocation Fourth Edition Task List with Foundational Knowledge. If you will have completed all coursework and supervision requirements and take the BCBA or BCaBA examination on or before September 2014, you can complete the “old” BACB coursework outlined below.

The BCBA and BCaBA sequences through SCSU are pre-approved by the Behavior Analyst Certification Board. Note: the BACB requires applicants to have completed an appropriate undergraduate or graduate degree

“that was conferred in behavior analysis or other natural science, education, human services, engineering, medicine or a field related to behavior analysis and approved by the BACB” ,see <http://www.bacb.com/index.php?page=158>.

It is your responsibility to contact the BACB to see if your degree meets these requirements. Enrollment in the BCBA or BCaBA coursework does not guarantee your degree will be accepted by the BACB.

2015 BCBA Coursework Requirements–4th Edition Task List

	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6	
CONTENT AREA AND REQUIRED NUMBER OF CLASSROOM HOURS	CPSY 630 Advanced Behavior Analysis	CPSY 641 Single Case Design	CPSY 634 Behavior Assessment	CPSY 633 Behavioral Applications I	CPSY 635 Behavioral Applications II	CPSY 636 Ethics in Psy & ABA	Total Hours of Instruction for content area
Ethical and Professional Conduct						45	45
Concepts and principles of Behavior Analysis	45						45
Measurement (including Data Analysis)		25					25
Experimental Design		20					20
Identification of the Problem and Assessment			30				30
Fundamental Elements of Behavior Change & Specific Behavior Change Procedures				45			45
Intervention & Behavior Change Considerations			5		5		10
Behavior Change Systems					10		10
Implementations, Management and Supervision					10		10
Discretionary			10		20		30
Total Hours of Instruction	45	45	45	45	45	45	TOTAL 270

2015 BCaBA Coursework Requirements–4th Edition Task List

	Course 1	Course 2	Course 3	Course 4	
CONTENT AREA AND REQUIRED NUMBER OF CLASSROOM HOURS	CPSY 330 Principles of Behavior	CPSY 433 Applied Behavior Analysis I	CPSY 434 Applied Behavior Analysis II	CPSY 436 Behavioral Supports	Total Hours of Instruction for content area
Ethical Considerations				15	15
Concepts and Principles of Behavior Analysis	45				45
Measurement (including Data Analysis)		10			10
Experimental Design		5			5
Identification of the Problem & Assessment		30			30
Fundamental Elements of Behavior Change & Specific Behavior Change Procedures			45		45
Behavioral Change Systems				5	5
Intervention & Behavior Change Considerations				5	5
Implementation, Management and Supervision				5	5
Discretionary				15	15
Total Hours of Instruction	45	45	45	45	TOTAL 180

2015 BCaBA Coursework Requirements—4th Edition Task List

BCaBA Only Students – Graduate Program Sequence (Bachelor’s Degree Level)

You may take only **1 course per semester**. The courses **must** be completed in sequence.

1. CPSY 630 Advanced Behavior Analysis
2. CPSY 634 Behavior Assessment
3. CPSY 530 Seminar: Advanced Behavior Analysis II
4. CPSY 530 Seminar: Behavioral Supports

	Course 1	Course 2	Course 3	Course 4	
CONTENT AREA AND REQUIRED NUMBER OF CLASSROOM HOURS	CPSY 630 Advanced Behavior Analysis	CPSY 634 Behavior Assessment	CPSY 530 Seminar: Applied Behavior Analysis II	CPSY 530 Seminar: Behavioral Supports	Total Hours of Instruction for content area
Ethical Considerations				15	15
Concepts and Principles of Behavior Analysis	45				45
Measurement (including Data Analysis)		10			10
Experimental Design		5			5
Identification of the Problem & Assessment		30			30
Fundamental Elements of Behavior Change & Specific Behavior Change Procedures			45		45
Behavioral Change Systems				5	5
Intervention & Behavior Change Considerations				5	5
Implementation, Management and Supervision				5	5
Discretionary				15	15
Total Hours of Instruction	45	45	45	45	TOTAL 180

Policies and Procedures

Behavior Analysis Student Policies and Procedures

Grade Point Average

1. Students must meet the Standards of Scholarship of the SCSU School of Graduate Studies (maintain an overall 3.0 grade point average in all course work, see graduate bulletin).
2. Graduate students whose records show less than a 3.00 average at the completion of the approved program of courses may be permitted to register for a maximum of 9 additional semester credits to be earned in courses approved by the petition procedure. The nine additional credits will be designed with the adviser and may include both repeated and new courses. If, after the completion of these nine additional credits, the average is still less than a 3.00 the student will be dismissed from his/her program of study.

Application Deadlines

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

Student Advising and Assignment

1. All students have a choice of Adviser.
2. When students are first admitted to the M.S. in Applied Behavior Analysis program, if the student does not designate an adviser, the student will be randomly assigned to M.S. in Applied Behavior Analysis faculty.
3. If, at any time, the student wishes to change adviser the student may fill out a Change of Advisor form from the School of Graduate Studies- see page 6 for more information.
4. Faculty who are on Sabbatical (for a semester or the year) will not be assigned new student advisees, nor be assigned students for CPSY 597 Practicum in Applied Behavior Analysis, CPSY 697 Internship in Applied Behavior Analysis, or CPSY 699 Thesis.
5. When multiple instructors are listed for the following courses (e.g., CPSY 597 Practicum in Applied Behavior Analysis, CPSY 697 Internship, CPSY 699 Thesis); students will be randomly assigned amongst the faculty, depending upon the faculty member’s availability to work with the students.

Student Conduct and Testing Procedures

1. Distance students must complete all exams and tests have to be completed in an approved **Proctored Site**, see SCSU Online website (<http://www.stcloudstate.edu/online/>). Students are able to have tests proctored through Proctor U. Students will be emailed at the beginning of every semester with the proctor information pertaining to that particular semester.
2. Most exams are closed book. Students are not allowed to use notes, articles, cell phones, personal computers, flash drives, nor any other electronic means of obtaining information while taking the exam. If you do so, you will be expelled from the M.S. in Applied Behavior Analysis program and the School of Graduate Studies.
3. Exceptions (listed on course syllabi) to the closed book policy include the following:
 - a. CEEP 678 Intro to Graduate Statistics – may use books, notes, calculator
 - b. CPSY 630 Advanced Applied Behavior Analysis – calculator may be used for test 3.
 - c. CPSY 530 Advanced Applied Behavior Analysis II – students may use a calculator for Test 1.
4. Plagiarism. Instances of plagiarism on papers or projects, using the works of other students, etc. will result in a grade of F in the class and possible dismissal from the M.S. in Applied Behavior Analysis program.
5. Discussion of examination content. Graduate students may not discuss the content or answers of any exam, including the comprehensive examination, with anyone other than current faculty in the M.S. in Applied Behavior Analysis program.

CPSY 597 Practicum in Applied Behavior Analysis - Policies

1. Students must abide by guidelines provided by the Behavior Analyst Certification Board (BACB)
 - a. Guidelines for Responsible Conduct, and
 - b. Professional Disciplinary and Ethical Standards.
2. While taking CPSY 597 Practicum in Applied Behavior Analysis Students are expected to behave in a professional manner at all times and in all settings. Any unprofessional, unethical, inappropriate or questionable behavior or interactions that are brought to the attention of the faculty supervisor, will result in the immediate suspension, corrective action and/or termination from the practicum placement. Depending upon the severity of the infraction, a student may receive a grade of F and possible dismissal from the M.S. in Applied Behavior Analysis program and/or St. Cloud State University.
3. If the Practicum Agency terminates your practicum placement for inappropriate, unprofessional, unethical, questionable behavior and/or lack of progress in meeting practicum requirements, the student may receive a grade of F for CPSY 597 Practicum, and/or possible dismissal from the M.S. in Applied Behavior Analysis.
4. If the practicum placement is terminated (by faculty or Practicum Agency), the student will be required to re-register and repeat CPSY 597 Practicum in Applied Behavior Analysis.
5. Students must complete CPSY 597 Practicum in Applied Behavior Analysis prior to enrolling in CPSY 697 Internship in Applied Behavior Analysis.
6. Students must have a signed CPSY 597 Practicum contract prior to starting the course.
7. Students must complete all background checks (if required) and hold any other credentials/certificates/licenses required by the Practicum Agency
8. On Site Practicum Supervisor Credentials
 - a. Preferred – BCBA -D
 - b. Doctorate in Psychology and Licensed in State.
 - c. Doctorate in Psychology or related field.
 - d. BCBA Certified in good standing.
9. Students are responsible for completing all course activities and assignments in a timely manner as outlined in the syllabus for CPSY 597 Practicum in Applied Behavior Analysis. Failure to do so will result in a grade of F. In order to receive a grade of A, students must complete all CPSY 597 course requirements within 1 semester.
10. Students who receive an incomplete (“I”) grade in CPSY 597 have 6 months from date of beginning CPSY 597 Practicum in Applied Behavior Analysis to complete their CPSY 597 course requirements. Students who do not complete CPSY 597 within 6 months of enrollment, will receive a grade of F will be required to repeat CPSY 597.

CPSY 697 Internship Policies

1. Students must abide by the Behavior Analyst Certification Board (BACB)
 - a. Guidelines for Responsible Conduct, and
 - b. Professional Disciplinary and Ethical Standards.
2. Students are expected to behave in a professional manner at all times and settings while completing CPSY 697 Internship in Behavior Analysis. Any unprofessional, unethical, inappropriate or questionable behavior or interactions that are brought to the attention Behavior Analysis faculty, will result in the immediate suspension, corrective action and/or termination of student placement at the internship site. Depending upon the severity of infraction, a student may receive a grade of F and possible dismissal from the M.S. in Applied Behavior Analysis program and/or St. Cloud State University.
3. If the Internship agency terminates your relationship (employment/internship/practicum placement) for inappropriate, unprofessional, unethical, questionable behavior or lack of progress in meeting job/internship requirements, students may receive a grade of F, and/or possible dismissal from the M.S. in Applied Behavior Analysis.
4. If the agency terminates a student's internship contract because of failure to meet job requirements, job responsibilities, agency expectations, and/or inappropriate behavior, the student will be required to re-register for 6 credits of CPSY 697 Internship and complete all course requirements.
5. Students are responsible for
 - a. Understanding and comprehending specific internship requirements for licensure, credentialing, and/or BACB certification requirements.
 - b. Arranging appropriate on site supervision to meet licensure and certification requirements and obligations.
 - c. Arranging and documenting supervision and meeting specific requirements of the BACB or other license granting agency.
6. Students must make arrangements for Liability Insurance, either by purchasing their own coverage and/or being covered under the Internship Agency Policy. Students must submit evidence of insurance prior to starting their internship. Students may apply to the following
<http://www.americanprofessional.com/student/index.htm>
<http://www.apait.org/apait/products/studentliability/>
www.cphins.com
7. Students must have a signed CPSY 697 Internship contract prior to starting their internship.
8. Students must complete all background checks (if required) and hold any other credentials/certificates/licenses required by Internship Agency

9. On Site Internship Supervisor Credentials
 - e. Preferred – BCBA -D
 - f. Doctorate in Psychology and Licensed in State.
 - g. Doctorate in Psychology or related field.
 - h. BCBA Certified in good standing.
10. CPSY 697 Students must have an overall GPA of 3.0 for all coursework completed prior to enrolling in CPSY 697.
11. Students are responsible for completing all course activities and assignments in a timely manner as outlined in CPSY 697 Internship in Applied Behavior Analysis. Students must complete all Internship requirements within 2 semesters to receive a grade of A, see syllabus. Assignments that are late and/or poor quality will impact your final grade.
12. Students who receive an incomplete (“I”) grade in CPSY 697 have 9 months from the date of beginning CPSY 697 Internship in Behavior Analysis to complete their CPSY 697 course requirements. Students who do not complete CPSY 697 within 9 months will receive a grade of F and will be required to register for 6 additional credits of CPSY 697 and begin their Internship anew.
13. Students enrolled in CPSY 697 must work between 20 and 35 hours per week at their internship site and must complete the 750 hours of internship within 2 semesters.

M.S. in Applied Behavior Analysis Thesis Policies

Students selecting Plan A Thesis must design and implement a Thesis project in order to fulfill graduation requirements. Students will work with their Thesis Advisor throughout the process. All students must conduct the research projects. 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. The student must be directly involved in the design of the thesis, data collection, manipulation of the independent variables, and collection of IOA data. Typically, students must also provide replication of the thesis results by the inclusion of multiple participants, behaviors, and/or settings.

1. Students must enroll in CPSY 699 Thesis during a designated Semester
 - a. On Campus – Spring Semester of the second year
 - b. Off Campus – Fall Semester of the third year.
2. Continuous Enrollment – M.S. in Behavior Analysis Graduate students must be registered for at least 1 credit the semester the student graduates. If students are not enrolled in courses, they must register for 1 credit of CPSY 691 Continuous Enrollment.
3. Completion of Thesis
 - a. Students have 7 years from initial enrollment to complete all coursework, comprehensive examination, and/or thesis requirements.
 - b. If you do not complete all graduation requirements (course completion and final thesis defense) within 7 years (or current requirements as stipulated by the School of Graduate Studies), you will need to re register, pay for, and complete all courses are more than 7 years old from original semester of enrollment.
4. Students may not schedule their Preliminary Thesis Proposal Conference and Final Thesis Defense during the same semester. You may schedule your Preliminary Thesis Proposal Conference any semester (pending thesis chair and committee approval, see below) and schedule your Final Thesis Defense the following (or other) semester.
5. Students should schedule the Final Thesis Defense the semester they plan to graduate.
6. 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.
7. Thesis Committee is comprised of at least 2 full time faculty in the M.S. in Applied Behavior Analysis program (first and second readers) and 1 outside member.
8. Temporary Appointed Graduate Faculty may serve as fourth readers of a thesis.
9. Students must attend to and abide by all requirements as outlined by CPSY 699 Thesis syllabus, thesis adviser, thesis committee, and SCSU IRB. Failure to do so will result in the thesis not being accepted.
10. Students may request any full time faculty in M.S. in Applied Behavior Analysis program to serve as Thesis advisor of the student's research project.

11. Faculty who agree to serve as major adviser for a student's thesis will notify the student of availability to do so.
12. Students who do not request a specific faculty member to serve as Thesis Adviser and/or students for whom a faculty member is unavailable, those students will be randomly assigned (during the designated semester) to faculty members who are available to supervise thesis activities. Students will be notified of the faculty member assignment.
- 13. Students are responsible for maintaining weekly email/phone/personal contact with their Thesis Adviser during the course of the thesis project.**
14. Thesis Advisers are responsible for providing timely responses to student inquiries, questions, and comments during the development and completion of the thesis project.

Frequently Asked Questions

1. When are the courses offered?
 - a. BCBA and BCaBA courses are not offered every semester.
 - b. M.S. in Applied Behavior Analysis – starts in the fall. Courses need to be taken in sequence (see tables for course sequence). Not all courses are offered every semester, and students who take courses out of sequence may have to wait a year to enroll in courses.
 - c. Academic Calendar can be found at <http://www.stcloudstate.edu/events/academic.asp>

2. How do I register for classes?

All ABA, BCBA and BCaBA 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 per semester.

You can check the Records and Registration website for registration information. <http://www.stcloudstate.edu/registrar/default.aspx>. If you do not receive an email after two weeks pass from the registration begin date, email the aba@stcloudstate.edu email account along with your StarID.

3. How many courses can I take?
 - a. On campus students enrolled in the M.S. in Applied Behavior Analysis usually take 3 or 4 courses per semester.
 - b. Distance students usually take 2, however some distance students find this to be a difficult load given their circumstances and drop to one course per semester however course availability may delay their progress in the program.
 - c. Behavior Analyst Certification Board students usually take 1 or 2 courses per semester.
 - d. Courses for the M.S. in Applied Behavior Analysis and Behavior Analysis Certification Board certification must be completed in sequence.
4. How much time does it take to study for the courses?
 - a. This depends upon the student's abilities, commitments, and personal situation. Most students report 12 -18 hours per course.
 - b. We are a rigorous academic program... it is not send your money in and get a grade. The national passing rate for the 2015 BACB exam was **65%** (<http://bacb.com/bcba-results/>). First time test takers who took the approved BACB coursework from SCSU, had a passing rate of **92%**.

5. Where do I get my books?
 - a. You may order your books from any vendor. We list all of our books with the SCSU Husky Bookstore
<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?langId=-1&storeId=10066&demoKey=d&catalogId=10001>
 - b. The SCSU Bookstore offers Books Express
<https://www5.stcloudstate.edu/BookStore/loginS.asp>
 - c. Email: husky@bkstr.com
 - d. Phone: (320) 308 -1489
 - e. It is important to obtain the textbook a few weeks prior to the beginning of the course as tests as assignments begin quickly. Remember that shipping takes time, so make sure you order early. Shipping from the SCSU Husky Bookstore is fast and reliable. 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. No. Course schedules are set for two years in advance. Faculty make commitments to offer these courses to on campus students. If on campus students switch to the distance program, then on campus class may become a “low enrollment” course that is subject to cancellation. If a student “switches” that creates a problem for the University to fund a low enrollment course, problem for faculty to pick up additional classes or combine classes, and a problem for their graduate student cohorts who may find their classes cancelled.
 - b. Faculty made a commitment to on campus students to deliver the program. Students made a commitment to attend the program.

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. The site must have a BCBA or Doctoral Level supervision to be considered.
 - b. Distance Students must complete their practicum and internship experience under BCBA or Doctoral Level supervision. This may include the student’s present employment situation if appropriate supervision can be arranged.

8. BCaBA – does it matter if you take the undergraduate or graduate coursework?

Both coursework options meet the BACB requirements, so it doesn’t matter. The graduate courses are more difficult than the undergraduate courses. Students who want to take these courses at the graduate level must hold a bachelor’s degree. We suggest only BCaBA students with a strong background in applied behavior analysis coursework take the graduate option. Undergraduate classes (BCaBA) are less expensive and do not have a tuition differential.

9. Tuition – Tuition rates are set by MnSCU and SCSU administration. Faculty have no control of these contingencies. Current tuition rates (subject to change) can be found at <http://www.stcloudstate.edu/srfs/finances/cost-of-attendance.aspx>
Scroll down to **Tuition Details**
Click on the + sign in front of: **Tuition per credit (Undergraduate and Graduate)**
Scroll down under: **Graduate**
- On Campus course tuition – Minnesota, Wisconsin, North Dakota and Manitoba Resident OR Non-Resident Non-Reciprocity OR Wisconsin Resident Non-Reciprocity depending on where you are from.
 - Distance/Online Course tuition – Applied Behavior Analysis, M.S. (BCAB Approved)
There is a differential rate for the GRADUATE classes offered online.
- On campus and distance courses also require student fees. For a list of student fees, scroll down and click on the + in front of **Student Fees and Explanation**.
Tuition and fees generally increase in Fall – at the beginning of the Academic Year. Keep this information handy, reference for updates.
10. Online-Distance Students Fee Refund Request Form. Some online/distance learning courses require the payment of Student Union/Activity fees defined as: Student Union Operating, Student Union Debt Service, Student Activities, Health Services, Athletics, MSUSA, and Technology fees. Students who live out of state and are taking only online courses are eligible for a waiver of all the above fees except for the MSUSA and Technology fees.
<http://www.stcloudstate.edu/businessservices/forms/documents/WaiverOnlineDistanceLearning.pdf>
Complete the form and mail or fax to the Business Office (information is listed on the form).
11. Will the BCBA or BCaBA courses taken at SCSU count toward the M.S. in ABA at SCSU?
- a. Yes, if you are accepted in the program, the graduate level courses count toward the M.S. in Applied Behavior Analysis at SCSU. The courses are included in our curriculum and are taken by our students in the beginning of the SCSU M.S. in ABA.
12. Will courses taken at other BACB approved schools count at SCSU?
- a. BACB coursework – the BACB approves universities to offer coursework that meets the content requirements. Each university submits their course offerings according to the “Content Grid” (prescribed number of hours in certain content areas). As such, each university’s content grid assigns different hours of content for courses. Applicants (BCaBA and BCBA) may try and mix and match content grids, but it is very difficult to find one or two courses that will match their content deficiencies. We tell all applicants they may apply to the BACB who, upon receipt of application fee, will review their application to identify the necessary hours for a particular content. SCSU content grids are sent out to all students who apply.
 - b. With advisor/faculty approval, students may transfer 3 graduate credits towards the M.S. in Applied Behavior Analysis. However, the graduate coursework must be approved by the host university as a regular graduate class. St. Cloud State University will not accept BCBA courses that do not meet the minimum academic requirements for a graduate level course.

Updating Student information

Change of Address, Phone number, Name, etc.

- a. It is your responsibility to make sure your personal information is updated <http://www.stcloudstate.edu/srfs/information/update.aspx> regarding changes. Many of the changes can be done online through your eservices, others changes may require a form to be completed. Check the website above for more information.
- b. You must also notify our office of any changes, Send information to aba@stcloudstate.edu. The information may be changed on your account but our office will not be notified of the change being made.

General Course Information

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

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

Proctor request must be submitted at:

<http://www.stcloudstate.edu/online/proctor/offsite.aspx>

Students must submit an off campus proctor request every semester – even if they use the same proctor. 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.

Off campus proctors must meet the following requirements.

- Doctoral-level practitioner (proctoring to occur at proctor's place of employment)
- University testing center or an accredited testing facility (examples: Sylvan Learning Center, Peasons Professional Center)
- Faculty member at a 2 or 4 year college or university (proctoring to occur at the University), only if the college or university does not have a Testing Center.
- **Proctor U** – an online test proctoring system (only for computer-based exams).
- Unacceptable proctors:
 - No public libraries
 - The proctor may not be friend or related to the student
 - The proctor may not be a subordinate of the student, or employed by the student
 - The proctor may not be a current or future student in the Behavior Analysis program at St. Cloud State

h. Due Dates

- a. It is your responsibility to read the syllabus and submit assignments on time. Late assignments are not accepted and there are penalties for turning in late assignments. Operationalized definition of late: Received after 12:00 pm midnight (Central Time, our time at SCSU) on day due. **Get it in the day before!**
- b. NO LATE ASSIGNMENTS will be graded. We will only grade what we have received by the due date. Make sure you have all assignments in by that date.

i. Incompletes/ Withdrawals

- a. Note the academic calendar. Students have several options for dropping/withdrawing a course by specific dates (noted on the Registration Calendar, <http://www.stcloudstate.edu/registrar/>). These are university policies, faculty do not have any control over these dates.
- b. If you are not doing well in a course and do not withdraw by a certain date, a grade of "F" will be submitted.
- c. Incompletes for course work are not given unless there are unusual circumstances, procrastination is not considered an unusual circumstance.
- d. Incompletes must be completed before the end of the following semester or, as per university policy, the grade becomes an F.
- e. You will not be allowed to register for additional courses until incompletes are removed from your transcripts.

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

Email – we use myhuskynet for correspondence.. We will not respond to user accounts that ask us to download information, etc. All correspondence and important announcements (e.g.,

comprehensive exam date) from Behavior Analysis faculty and the SCSU Online Office are emailed to your huskynet account.

- a. **ALWAYS put your name, date, and course number on all messages**
- b. Do not use yahoo, hotmail, etc. accounts. The campus server often reads these as junk mail and messages do not always get through.
- c. **Do not zip files.** You may send an attachment but do not zip it. We will not open a zip file.
- d. Format your papers. Make sure they are in the correct APA format. We will not re-format papers and you will lose points for assignments that are not in a correct format. You can see how your paper looks by selecting print preview on most word processing programs.
- e. Always double space and follow APA guidelines 6th Ed. You may order the APA manual from the bookstore or order directly from APA. NOTE: Word 7 does not format papers according to the current APA guidelines.
- f. Always put your name and course number on all papers and assignments. Always use page numbers.
- g. Include your name on any attachment, use the header and put your name, date, course number, and number the pages. (repetition on purpose)
- h. **EMAIL** -Do not email two or more persons with one message. When we each receive the same email we assume the other faculty member responded to the email.
- i. **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. You phone number is familiar to you, and you may decipher with a short latency, but we aren't as skilled.
 - a. If you have many questions, or if you have a question that will take some time to discuss, call rather than email. If you do not reach us on your first attempt, leave a message and we will get back to you.
 - b. When leaving a phone message, state your name, what course you are in, and then slowly state your phone number (a phone number that actually works). If you do not hear back from us shortly, please email and/or phone again. If there is an extension number.... Leave that also!!! And if you have a answering system that requires us to spell the first 4 letters of the party to be reached..... we have not been successful.... Provide instructions as to how to reach a live person.
 - c. Remember, the time zone differences. If you would like us to call back at a certain time, tell us what time zone you are referring to.
 - d. We do have many students, both on and off campus, and other responsibilities. We do our best to keep up but at times we fall behind. If you do not hear from us, please call again or email and we will find you eventually.

Resources and information for Behavior Analysis Students

As a student you can qualify for reduced subscriptions and memberships in various organizations. We have provided a brief synopsis of some resources you may be interested in. This is not meant to be all inclusive, rather a start. Further, as a SCSU student, you may access journal articles from the SCSU library... see finding research articles in your d2l content.

Association for Behavior Analysis International Annual Conference
<http://www.abainternational.org/> Annual Autism Conference

Minnesota Association for Behavior Analysis Regional Conference
<http://www.mnaba.org/>

Journal of Applied Behavior Analysis
<http://onlinelibrary.wiley.com/journal/10.1002/%28ISSN%291938-3703>

American Association on Intellectual Disabilities
<http://www.aaidd.org/>

Council for Exceptional Children
<http://www.cec.sped.org/>

The Association for Severely Handicapped (TASH)
<https://tash.org/>

Cambridge Center for Behavioral Studies
<http://www.behavior.org/>

Any Questions You May Have Regarding the ABA Program:

An email account has been designated to assist with students enrolled in the Applied Behavior Analysis courses: aba@stcloudstate.edu. We will be able to assist you with most of your questions. If we cannot assist you, we will direct you to the correct office. It is imperative you email all your questions (except course content) to the aba@stcloudstate.edu. If your questions are not emailed to the account, they may be overlooked or you may receive incorrect information.

MAKE SURE YOU KEEP THIS EMAIL ACCOUNT HANDY THROUGHOUT YOUR PROGRAM PLAN.