

GEORGE MASON UNIVERSITY  
COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT  
APPLIED BEHAVIOR ANALYSIS CERTIFICATE PROGRAM  
EDSE 790, Section 003  
Internship in Special Education (Applied Behavior Analysis)  
Fall 2011

Days, Times, and Locations to be arranged by Supervising Faculty and Interns

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Credit Hours: 6 Credit Hours

**COURSE DESCRIPTION:**

Supervised internships that apply university course work to instruction of children and their families in school and community settings.

**NATURE OF COURSE DELIVERY**

Individual and group practical demonstration, discussion, observation, and consultation.

**A Prerequisites.**

Admission to or prior completion of the Applied Behavior Analysis Graduate Certificate Program (ABAC), Masters in Special Education with a Concentration in Applied Behavior Analysis, or a Psychology Graduate Program in which Psych 619, 621, 623, 624, and 625 (or their EDSE cross-listings) were or are taken.

**B Description.**

This course provides practical, hands-on experience designing, implementing, evaluating, and revising behavior analytically based instruction and related procedures with children who are diagnosed with intellectual disabilities or other behavioral difficulties, under supervision of a Board Certified Behavior Analyst. Supervision includes individual on-site and in situ observation and consultation; individual off-site review of and consultation on videorecorded instruction, data, and other records; and group off-site review of and consultation on videorecordings and data, and consultation on professional and ethical issues pertaining to practicing behavior analysis in home, school, and other settings

**STUDENT OUTCOMES AND PROFESSIONAL STANDARDS**

This course is designed to enable students to perform in accordance with the Council for Exceptional Children's Standard 9: Professional and Ethical Practice. It is also designed to enable students to perform in accordance with the Behavior Analyst Certification Board's *Task List and Guidelines for Responsible Conduct* standards.

**Relationship of Course to Program Goals and Professional Organizations:** EDSE 790: Internship is the supervised field base teaching experience for the program. These courses are part of the George Mason

University, Graduate School of Education, and Special Education Program requirements for teacher licensure in the Commonwealth of Virginia in Special Education and the Master's of Education Degree (M.Ed.). The program aligns with the standards for teacher licensure established by CEC, the major special education professional organizations in the United States and the National Council for the Accreditation of Teacher Education (NCATE). See the CEC standards on this web site <http://www.cec.sped.org>. This course addresses the following CEC standards:

1. Foundations
2. Characteristics of learners
3. Individual learning differences
4. Instructional strategies
5. Learning environments
6. Language
7. Instructional planning
8. Assessment
9. Ethics and professional practice
10. Collaboration

#### REQUIRED TEXTS

Bailey, J., and Burch, M. (2011). *Ethics for behavior analysts: Second expanded edition*. New York, NY: Routledge. ISBN: 978-0-415-88030-5.

#### Required Internet Accessible Text Materials

You will need to go to the Behavior Analyst Certification Board website ([www.bacb.com](http://www.bacb.com)), and download the **Task List, Guidelines for Responsible Conduct, and Disciplinary Standards**. We will refer to these documents throughout this course and all others in this Certificate Program.

#### Blackboard

This syllabus, your Practicum Manual, and many important forms will be available to you through Blackboard.

#### COURSE REQUIREMENTS, PERFORMANCE BASED ASSESSMENT, AND EVALUATION CRITERIA

##### Requirements, Performance Based Assessments, and Criteria for Evaluation

This course is graded on a Pass / Fail system. You must attain a score of Pass on each of the following in order to attain a score of Pass for this course.

**BACB'S MEASURES OF PROFESSIONAL INTEGRITY.** At every supervisory encounter, your supervisor will provide you with a completed BACB Fieldwork and Practicum Experience Supervision Form. On the lower portion of this form is a section entitled "Check measures of professional integrity." You will receive no more than one rating of U (and that being within the first five weeks of the semester), and no more than five ratings of NI (and those being within the first 10 weeks of the semester) in order to pass this component of the course.

**INITIAL DOCUMENTATION.** No later than the end of your second week of internship, you will complete the following. Each of these is in your manual, and is available through Blackboard. You must complete these with each family with whom you work (if your internship work entails

you providing in-home service to one or more families who directly employ you), or with the agency through at which you are participating in your internship.

1. Confidentiality Agreement.
2. Internship Contract.

You will submit these completed and signed documents to Dr. Hoch or to Ms. Gillian Philips no later than the end of the third week of the semester in order to pass this component of the course. You may submit these in person, by mail, scanned and saved as pdf files by e-mail, or by fax.

**ONGOING DOCUMENTATION.** No less frequently than every two weeks, you will submit to Dr. Hoch or to Ms. Gillian Philips the following:

1. A copy of your log of hours for the preceding two week period, signed by your supervisor.
2. A copy of all BACB Fieldwork and Practicum Experience Supervision Forms completed by your supervisor with you, with both your supervisor's and your signature, during the preceding two week period.

Your documentation will be submitted and received on time for at least 6 of the 8 of the reporting periods in the 15 week semester in order for you to pass this component of the course. You may submit these in person, by mail, scanned and saved as pdf files by e-mail, or by fax.

**ATTENDING SUPERVISION.** You are expected to attend each supervision meeting scheduled with your supervisor (or supervisor designee for those participating in group supervision with rotating supervisors). You may miss no more than three of these meetings in the 15 week semester, with prior notice of at least 6 hours given for each. Should circumstances necessitate your being late, you are expected to phone your supervisor and notify her or him of this. You will be responsible for making up any time lost due to absence or tardiness. Should you miss no more than three supervision meetings (with prior notification for each), and should you notify your supervisor of each instance of tardiness, you will pass this component of the course.

**PARTICIPATING IN SUPERVISION.** In addition to attending supervision, you are expected to participate actively in supervision. For each instance of in situ supervision, you are expected to work with your clients / students, and receive guidance from your supervisor as you do so. For each instance of office or off-site supervision, you are expected to bring video or other artifacts (e.g., data, graphs, etc.) of your work with your clients / students, and participate in peer review or otherwise receive guidance regarding your work. You are expected to accept suggestions and recommendations made by your supervisor, and to adjust your work per your supervisor's suggestions and recommendations. Please remember – internship (e.g., practicum and intensive practicum) is an apprenticeship – you are learning from one who has done this before and has become certified. Finally, you are expected to read in advance of your supervision the sections of *Ethics for Behavior Analysts: Second Expanded Edition* (Bailey & Burch, 2011) assigned in this syllabus, and to discuss what you have read with your supervisor. Having read in preparation for each of these discussions, and actively participated in each discussion will earn a passing grade for this component of the course.

**Final examination.** Each student will complete a 15 item multiple-choice examination based on the portions of the Bailey and Burch book assigned for this course during the last supervision meeting of this semester. A score of 13 or better will earn a pass for this course.

**Signature Assignment.** Students will submit an Artifact Entry Form via Taskstream following completion of this course, that documents their performance throughout this course. The Instructor will rate the student's performance for the semester on the basis of the data contained in this form with regard to CEC Standard 9 (Professional and Ethical Practice), using the following rubric:

Does not meet Expectations	Meets Expectations	Exceeds Expectations
Student earned a score of less than 13 / 15 on the final examination and / or fails to earn Passes on the BACB's Measures of Professional Integrity, Attending Supervision, Participating in Supervision, Initial Documentation, and Ongoing Documentation.	Student earns a score that is 13 or greater on the final examination, and earns Passes on the BACB's Measures of Professional Integrity, Attending Supervision, Participating in Supervision, Initial Documentation, and Ongoing Documentation.	Student earns a score of 15 / 15 on the final exam, and earns Passes on the BACB's Measures of Professional Integrity, Attending Supervision, Participating in Supervision, Initial Documentation, and Ongoing Documentation.

**NOTE REGARDING TASKSTREAM AND SIGNATURE ASSIGNMENTS:** Every student registered for any EDSE course as of the Fall 2007 semester is required to submit signature assignments to Taskstream (regardless of whether the course is an elective, a one time course, or part of an undergraduate program). Taskstream information is available at <http://gse.gmu.edu/programs/sped/>. Failure to submit the assignment to Taskstream will result in the course instructor reporting the course grade as incomplete (IN). Unless this grade is changed upon completion of the required Taskstream submission, the IN will convert to an F 9 weeks into the following semester.

**Grading Scale.** Given the assignment descriptions offered above, a student must earn a grade of Pass for each of the assessment areas in this course to earn a grade of Pass for this course.

### Schedule

Throughout the following table B&B refers to the Bailey and Burch (2011) text, DS refers to the Disciplinary Standards, GRC refers to the Guidelines for Responsible Conduct, and TL refers to the Task List

Date	Topics / Objectives	Assignment
<b>Week of 12 September</b> Week 1	Meet with Supervisor; Meet with clients / students Complete Initial Documentation Complete Ongoing Documentation Read Disciplinary Standards	Complete Initial Documentation with the agency through which you are doing your internship, or with the family / families in whose homes you are doing internship (if self-employed by the families). Meet with Supervisor and complete supervision contract; discuss Disciplinary Standards; Develop supervision schedule with Supervisor; complete ongoing documentation.
<b>Week of 19 September</b> Week 2	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation Read Preface and Chapter 1 of <u>B&amp;B</u>	Continued work with your clients / students. Meet with supervisor as scheduled. <b>Complete ongoing documentation and submit to Dr. Hoch or Ms. Philips.</b> Discuss <u>B&amp;B</u> Preface and Chapter 1 with supervisor.
<b>Week of 26 September</b> Week 3	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation	Continued work with your clients / students. Meet with supervisor as scheduled. Discuss <u>B&amp;B</u> Chapter 2 with supervisor.

	Read Chapter 2 of <u>B&amp;B</u> <b>SUBMIT INITIAL DOCUMENTATION TO DR. HOCH NO LATER THAN THE END OF THIS WEEK.</b>	
<b>Week of 3 October</b> Week 4	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation Read Chapter 3 of <u>B&amp;B</u>	Continued work with your clients / students. Meet with supervisor as scheduled. <b>Complete ongoing documentation and submit to Dr. Hoch or Ms. Philips.</b> Discuss <u>B&amp;B</u> Chapter 3 with supervisor.
<b>Week of 10 October</b> Week 5	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation Read Chapter 4 of <u>B&amp;B</u>	Continued work with your clients / students. Meet with supervisor as scheduled. Discuss <u>B&amp;B</u> Chapter 4 with supervisor.
<b>Week of 17 October</b> Week 6	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation Read Chapter 5 of <u>B&amp;B</u>	Continued work with your clients / students. Meet with supervisor as scheduled. <b>Complete ongoing documentation and submit to Dr. Hoch or Ms. Philips.</b> Discuss <u>B&amp;B</u> Chapter 5 with supervisor.
<b>Week of 24 October</b> Week 7	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation Read Chapter 6 of <u>B&amp;B</u>	Continued work with your clients / students. Meet with supervisor as scheduled. Discuss <u>B&amp;B</u> Chapter 6 with supervisor.
<b>Week of 31 October</b> Week 8	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation Read Chapter 7 of <u>B&amp;B</u>	Continued work with your clients / students. Meet with supervisor as scheduled. <b>Complete ongoing documentation and submit to Dr. Hoch or Ms. Philips.</b> Discuss <u>B&amp;B</u> Chapter 7 with supervisor.
<b>Week of 7 November</b> Week 9	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation Read Chapter 8 of <u>B&amp;B</u>	Continued work with your clients / students. Meet with supervisor as scheduled. Discuss <u>B&amp;B</u> Chapter 8 with supervisor.
<b>Week of 14 November</b> Week 10	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation Read Chapter 9 of <u>B&amp;B</u>	Continued work with your clients / students. Meet with supervisor as scheduled. <b>Complete ongoing documentation and submit to Dr. Hoch or Ms. Philips.</b> Discuss <u>B&amp;B</u> Chapter 9 with supervisor.
<b>Week of 21 November</b> Week 11	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation Read Chapter 10 of <u>B&amp;B</u>	Continued work with your clients / students. Meet with supervisor as scheduled. Discuss <u>B&amp;B</u> Chapter 10 with supervisor.
<b>Week of 28 November</b> Week 12	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation Read Chapter 11 of <u>B&amp;B</u>	Continued work with your clients / students. Meet with supervisor as scheduled. <b>Complete ongoing documentation and submit to Dr. Hoch or Ms. Philips.</b> Discuss <u>B&amp;B</u> Chapter 11 with supervisor.
<b>Week of 5 December</b> Week 13	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation Read Chapter 12 of <u>B&amp;B</u>	Continued work with your clients / students. Meet with supervisor as scheduled. Discuss <u>B&amp;B</u> Chapter 12 with supervisor.
<b>Week of 12 December</b> Week 14	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation Read Chapter 13 of <u>B&amp;B</u>	Continued work with your clients / students. Meet with supervisor as scheduled. <b>Complete ongoing documentation and submit to Dr. Hoch or Ms. Philips.</b> Discuss <u>B&amp;B</u> Chapter 13 with supervisor.
<b>Week of 19 December</b> Week 15	Meet with Supervisor; Meet with clients / students Complete Ongoing Documentation	Continued work with your clients / students. Meet with supervisor as scheduled. <b>Complete ongoing documentation and submit to Dr. Hoch or</b>

	Complete Taskstream Form and submit to Taskstream	<b>Ms. Philips.</b> <b>Complete Taskstream Form and submit to Taskstream.</b> <b>ALL MATERIALS MUST BE SUBMITTED NO LATER THAN 10:00 PM ON 12.20.2011.</b>
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### Contacting Dr. Hoch, Ms. Philips, and Your Supervisor

You may contact Dr. Hoch at 703.993.5245 or 703.987.8928, or by e-mail at [thoch@gmu.edu](mailto:thoch@gmu.edu). Alternatively, you may stop by his office at 102F Finley Building on the GMU Fairfax Campus. Ms. Philips' office is just outside of Dr. Hoch's office, in 102 Finley Building on the GMU Fairfax Campus. Faxes may be sent to Dr. Hoch or Ms. Philips at 703.993.3681.

Your Supervisor will provide you with contact information (to include a phone number and e-mail address, at minimum) during your first week of internship. If your Supervisor fails to do so, please contact Dr. Hoch.

### GSE Syllabus Statements of Expectations

The Graduate School of Education (GSE) expects that all students abide by the following:

Students are expected to exhibit professional behavior and dispositions. See [gse.gmu.edu](http://gse.gmu.edu) for a listing of these dispositions.

Students must follow the guidelines of the University Honor Code. See [http://www.gmu.edu/catalog/apolicies/#TOC\\_H12](http://www.gmu.edu/catalog/apolicies/#TOC_H12) for the full honor code.

Students must agree to abide by the university policy for Responsible Use of Computing. See <http://mail.gmu.edu> and click on Responsible Use of Computing at the bottom of the screen.

Students with disabilities who seek accommodations in a course must be registered with the GMU Disability Resource Center (DRC) and inform the instructor, in writing, at the beginning of the semester. See [www.gmu.edu/student/drc](http://www.gmu.edu/student/drc) or call 703-993-2474 to access the DRC.

Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.

Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.