



**College of Education and Human Development
Division of Special Education and disAbility Research**

Fall 2016

EDSE 795 DL1: Standard Applied Behavior Analysis Practicum

CRN: 79095, 3 - Credits

Instructor: Dr. Kristy Park	Meeting Dates: 08/29/16 - 12/20/16
Phone: (703) 675-4211 For questions or concerns that can't be worked out with your supervisor, please email Kristy Park (kparkc@gmu.edu)	Meeting Day(s): 1 visit weekly- schedule with BCBA supervisor <i>*Based on 20 hours worked example 3cr - 90 mins/week for 15 weeks; 300 hrs worked & 23 hrs of supervision for the semester</i>
E-Mail: kparkc@gmu.edu	Meeting Time(s): 7.5% of time is supervised visit weekly schedule with BCBA supervisor
Office Hours: schedule by appointment	Meeting Location: Placement Site & Net

Note: This syllabus may change according to class needs. Students will be advised of any changes immediately through George Mason e-mail and/or through Blackboard.

Course Description

Meets standard practicum supervision requirements by the BACB to provide hands-on experience designing, implementing, and evaluating behavior analytic procedures under the supervision of a Board Certified Behavior Analyst.

Notes: This Applied Behavior Analysis Practicum follows the experience guidelines of the Behavior Analysis Certification Board (www.BACB.com).

Prerequisite(s): EDSE 619 or PSYC 619 or permission by the instructor.

Co-requisite(s): None

Advising Contact Information

Please make sure that you are being advised on a regular basis as to your status and progress through your program. Mason M.Ed. and Certificate students should contact the Special Education Advising Office at (703) 993-3670 for assistance. All other students should refer to their faculty advisor.

Nature of Course Delivery

Learning activities include the following:

1. Observation and feedback
2. Application activities
3. Video and other media supports
4. Research and presentation activities
5. Electronic supplements and activities via Blackboard

DELIVERY METHOD:

This course will be delivered online using an **asynchronous and/or synchronous** format via the Blackboard learning management system (LMS) housed in the MyMason portal. You will log in to the Blackboard course site using your Mason email name (everything before “@masonlive.gmu.edu) and email password. The course site will be available one week before the start of the semester. Asynchronous materials may be provided on Blackboard as indirect activities as learning modules. Synchronous sessions may be scheduled on Blackboard as part of group supervision time.

TECHNICAL REQUIREMENTS:

To participate in this course, students will need the following resources:

- High-speed Internet access with a standard up-to-date browser, either Internet Explorer or Mozilla Firefox. Opera and Safari are not compatible with Blackboard;
- Consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of the course requirements.
- The following software plug-ins for PCs and Macs respectively, available for free downloading by clicking on the link next to each plug-in:
 - Adobe Acrobat Reader: <http://get.adobe.com/reader/>
 - Windows Media Player: <http://windows.microsoft.com/en-US/windows/downloads/windows-media-player>
 - Apple QuickTime Player: www.apple.com/quicktime/download/
- A headset microphone for use with the Blackboard Collaborate web conferencing tool

EXPECTATIONS:

- **Course Week:** Refer to the asynchronous bullet below if your course is asynchronous or the synchronous bullet if your course is synchronous.
 - **Asynchronous:** Because online courses do not have a “fixed” meeting day, our week will **start** on Sunday and **finish** on Saturday. Learning modules are set up as indirect activities and may be included as part of your supervision plan. Please connect with your supervisor to devise a supervision program based on learning objectives.
 - **Synchronous:** Supervision sessions are scheduled on site at the practicum site unless arrangements are made with your supervisor. Synchronous sessions may be scheduled as group supervision time.
- **Log-in Frequency:** Refer to the asynchronous bullet below if your course is asynchronous or the synchronous bullet if your course is synchronous.
 - **Asynchronous:** Students must actively check the course Blackboard site and their GMU email for communications from the instructor, at a minimum this should be 2 times per week.
 - **Synchronous:** Students must log-in for all scheduled online synchronous meetings. In addition, students must actively check the course Blackboard site and their GMU email for communications from the instructor, at a minimum this should be 2 times per week.
- **Participation:** Students are expected to actively engage in all course activities throughout the semester, which include viewing of all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- **Technical Competence:** Students are expected to demonstrate competence in the use of all course technology. Students are expected to seek assistance if they are struggling with technical components of the course. Contact ITU (<http://itservices.gmu.edu/help.cfm>) at (703) 993-8870 or support@gmu.edu.
- **Technical Issues:** Students should expect that they could experience some technical difficulties at some point in the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- **Workload:** Expect to log in to this course **at least three times a week** to read announcements, participate in the discussions, and work on course materials. Remember, this course is **not** self-paced. There are **specific deadlines** and **due dates** listed in the **CLASS SCHEDULE** section of this syllabus to which you are expected to adhere. It is the student’s responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.

Netiquette: Our goal is to be **collaborative**, not combative. Experience shows that even an innocent remark in the online environment can be misconstrued. I suggest that you always re-read

your responses carefully before you post them to encourage others from taking them as personal attacks. **Be positive in your approach to others and diplomatic with your words.** I will do the same. Remember, you are not competing with each other but sharing information and learning from one another as well as from the instructor.

Learner Outcomes

Upon completion of this course, students will be able to:

1. Develop goals to develop new behavior analytic skills according to the BACB Task List
2. Practice within one's limits of professional competence in applied behavior analysis.
3. Conduct behavioral measurement using a variety of behavioral measurement procedures.
4. Implement behavior analytic assessment procedures as directed by one's supervisor.
5. Interpret behavior analytic assessment procedures in conjunction with one's supervisor.
6. Develop behavior analytic intervention procedures in conjunction with one's supervisor.
7. Implement behavior analytic instruction and intervention procedures in conjunction with and as directed by one's supervisor.
8. Make data based decisions in conjunction with one's supervisor.
9. Complete and submit all documentation as required by one's supervisor and by GMU personnel.
10. Conduct oneself in accordance with the Guidelines for Responsible Conduct and the Disciplinary Standards.

Required Textbooks

None

Required Resources

1. Go to the BACB website and download the most recent Task List.
2. Students must complete the Supervision Module on the BACB website. As stated by the BACB, "Supervisees may not start accumulating Supervised Independent Fieldwork, Practicum or Intensive Practicum hours until they have completed and passed the online training module over these standards. The module can be completed in under 90 minutes and is available free of charge via the Training tab in the BACB Gateway at www.BACB.com."

Course Relationships to Program Goals and Professional Organizations

This course is part of the George Mason University, Graduate School of Education (GSE), Special Education Program for Applied Behavior Analysis Graduate Certificate. This program complies with the standards for teacher licensure established by the Council for Exceptional Children (CEC), the major special education professional organization. The CEC Standards are listed on the following website:

<http://www.cec.sped.org/Content/NavigationMenu/ProfessionalDevelopment/ProfessionalStandards> The content of the courses in this program is derived from the Task List published by the national Behavior Analyst Certification Board (BACB) as well as the Board's Guidelines for Responsible Conduct. The BACB Standards are listed on the following website: For more information on the Board and the examination, please visit the Board's website at www.bacb.com. The content of the courses in this program is derived from the Task List published by the national Behavior Analyst Certification Board (BACB) as well as the Board's Guidelines for Responsible Conduct. The BACB Standards are listed on the following website: For more information on the Board and the examination, please visit the Board's website at www.bacb.com.

GMU Policies and Resources for Students:

- a. Students must adhere to the guidelines of the George Mason University Honor Code [See <http://oai.gmu.edu/the-mason-honor-code/>].
- b. Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>].
- c. 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.
- d. The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- e. Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services and inform their instructor, in writing, as soon as possible. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor. [See <http://ods.gmu.edu/>].
- f. Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.

g. The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].

Professional Dispositions

Students are expected to exhibit professional behaviors and dispositions at all times.

Core Values Commitment

The College of Education & Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles. [See <http://cehd.gmu.edu/values/>]

For additional information on the College of Education and Human Development, Graduate School of Education, please visit our website [See <http://gse.gmu.edu/>]

Course Policies & Expectations

Attendance.

- You are expected to attend each supervision meeting scheduled with your BCBA supervisor (or supervisor designee for those participating in group supervision). You may miss no more than two of these meetings in the 15 week semester, with prior notice of at least 6 hours given for each. Should circumstances necessitate tardiness, you are expected to phone/email your supervisor and notify her or him. You will be responsible for making up any time lost due to absence or tardiness.

Late Work.

- You must have completed the online Supervision Module on the BACB website. Hours cannot be accrued until you have completed this module. Students who do not complete this module will receive the grade of “Fail.”
- At the beginning of the semester sign and submit the
 - Practicum Supervision contract
 - Confidentiality policy, and
 - Declaration of Professional Practicumno later than the end of the second week of the academic semester. Consent forms must be obtained prior to disclosing information or audio/video recording sessions. Failure to obtain proper consent forms may result in removal from the practicum placement.
- At the end of each semester, you must submit the Summary of Experience Verification form along with each Session Experience Supervision Forms to GMU online assessment system (TK20) by the last day of the semester. Failure to submit forms will result in an incomplete for the practicum.

Tk20 Performance-Based Assessment Submission Requirement

Every student registered for any Special Education course with a required performance-based assessment is required to submit the (*NO ASSESSMENT REQUIRED FOR THIS COURSE*) to Tk20 through Blackboard (regardless of whether the student is taking the course as an elective, a onetime course or as part of an undergraduate minor). Evaluation of the performance-based assessment by the course instructor will also be completed in Tk20 through Blackboard. Failure to submit the assessment to Tk20 (through Blackboard) will result in the course instructor reporting the course grade as Incomplete (IN). Unless the IN grade is changed upon completion of the required Tk20 submission, the IN will convert to an F nine weeks into the following semester.

Students will submit initial and final documents to Blackboard. Initial documents include a practicum supervision contract, Confidentiality policy and Declaration of Professional Practice. A home setting practicum may include additional consent forms such as authorization to share information and/or record session, and/or adult-in-home policy. A school-based setting may require additional consent forms such as authorization to disclose and/or audio/video consent. End of semester documents includes a summary Experience Verification form as well as each supervision form for the week.

Grading Scale

Practicum is graded on a Pass / Fail system. To obtain a passing grade, the following tasks and performances must be met:

1. Complete and pass the online training module found on the BACB website (www.bacb.com)
2. Receive a Satisfactory rating on more than 80% of the Session Experience Verification forms during individual supervision sessions.
3. Initial documents (i.e., Practicum Supervision Contract, Confidentiality policy, Declaration of Professional Practice, and necessary consent forms) must be uploaded onto GMU's online assessment system.
4. End of the semester documents (ie., Summary experience verification form and Session experience verification forms) must be uploaded onto GMU's online assessment system.

Assignments

Performance-based Assessment (Tk20 submission required)

The following documents must be uploaded onto Blackboard at the start (i.e., first 2 weeks) of the semester: 1) Practicum supervision contract, 2) Confidentiality Policy, and 3) Declaration of Professional Practice. Consent forms are submitted as needed.

The following documents must be uploaded at the end of the semester: 1) Session feedback form (i.e., 15 supervised sessions = 15 forms), and 2) Summary Verification Form (copy) – student keeps original document.

Performance-based Common Assignments (No Tk20 submission required).

Students are responsible for maintaining a log of hours, which may be requested by the BCBA supervisor to determine if progress is being made toward the total hours for the semester. Students are encouraged to maintain a Practicum Binder which sections of the Task List and supporting evidence of work.

Other Assignments.

Students are highly encouraged to complete a practicum project that includes a behavior change component. The focus of the project is for the practicum student to acquire new behavior-analytic skills. Activities must be consistent with the dimensions of applied behavior analysis identified by Bear, Wolf, and Risley (1968). Examples of the project can include:

- Conducting assessments related to the need for behavioral interventions
- Demonstration of a behavior change process
- Design, implementation, and evaluation of a skill-acquisition program
- Design, implementation, and evaluation of a training program

If a supervisee is unable to obtain the signature of a supervisor on the Experience Verification Form or disagrees with the total number of hours recorded on the form, the supervisee may supplement his or her application with proof of the following:

- A. Copy of the supervisory contract
 - B. Copies of the signed Experience Supervision Forms completed during the experience
 - C. Letters or other documentation from third parties who observed the supervisory relationship
- Supervisees also must provide the supervisor with copies of the documentation they are submitting to the BACB and must include proof of provision of this information to the supervisor (e.g., certified mail receipt along with a letter from the supervisee to the supervisor).

Schedule

Week	Objective	Assignment	Readings
1	<p>Meet with BCBA supervisor, practicum site personnel, clients</p> <p>Review Initial Documentation Packet</p>	<p>* Complete Initial Documentation Packet with BCBA supervisor & Practicum Site</p> <p>* Obtain Home/School Consent forms as needed</p> <p>* Develop practicum schedule</p>	Bear, Wolf, & Risely (1968)
2	<p>Meet with BCBA supervisor and clients</p> <p>Set up system to complete, organize, and store on-going documentation (supervision forms)</p> <p>Set up system to maintain log of hours</p>	<p>* Upload initial Documentation Packet to GMU online assessment system</p> <p>* Set practicum goal(s)</p>	As assigned by the BCBA supervisor
3	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	<p>* Define goal and measurement system</p> <p>* Develop task analysis to complete goal</p>	As assigned by the BCBA supervisor
4	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	<p>* Monitor progress on goal</p>	As assigned by the BCBA supervisor
5	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	<p>* Monitor progress on goal</p> <p>* Progress review of supervision. Provide student with written and/or verbal feedback about whether adequate progress is being made.</p>	As assigned by the BCBA supervisor

Week	Objective	Assignment	Readings
6	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	<p>* Monitor progress on goal Progress review #1 Progress review of supervision. Provide student with written and/or verbal feedback about whether adequate progress is being made.</p> <p>(if 2 inadequate progress reviews, supervisor must determine whether supervision should continue, and provide in writing the required steps to allow for continued supervision.</p> <p>If the determination is made that supervision should stop, the supervisor must provide in writing to the supervisee what areas were lacking adequate progress and determine if any of the hours during that period should be counted toward supervision)</p>	As assigned by the BCBA supervisor
7	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	* Monitor progress on goal	As assigned by the BCBA supervisor
8	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	* Monitor progress on goal	As assigned by the BCBA supervisor
9	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	* Evaluate goal	As assigned by the BCBA supervisor

Week	Objective	Assignment	Readings
10	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	<p>* Evaluate goal</p>	<p>As assigned by the BCBA supervisor</p>
11	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	<p>* Evaluate goal</p> <p>* Progress review #2 Progress review of supervision. Provide student with written and/or verbal feedback about whether adequate progress is being made.</p> <p>(if 2 inadequate progress reviews, supervisor must determine whether supervision should continue, and provide in writing the required steps to allow for continued supervision.</p> <p>If the determination is made that supervision should stop, the supervisor must provide in writing to the supervisee what areas were lacking adequate progress and determine if any of the hours during that period should be counted toward supervision)</p>	<p>As assigned by the BCBA supervisor</p>
12	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	<p>* Evaluate goal</p> <p>* Review hours and confirm documented hours accumulated</p>	<p>As assigned by the BCBA supervisor</p>
13	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	<p>* Evaluate goal</p> <p>* Review hours and confirm documented hours accumulated</p>	<p>As assigned by the BCBA supervisor</p>

Week	Objective	Assignment	Readings
14	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	<p>* Evaluate goal</p> <p>* Review hours and confirm documented hours accumulated</p>	<p>As assigned by the BCBA supervisor</p>
15	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	<p>* Develop summary of skills/experiences gained and skills/experiences you plan to work on</p> <p>* Submit Verification form and supervised forms onto GMU online assessment system</p>	