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

Spring 2018
EDSE 795 001: Standard Applied Behavior Analysis Practicum
CRN: 14186, 3 – Credits

Instructor: Dr. Kristy Park	**Meeting Dates**: 01/22/18 – 05/16/18
Phone: 703.993.5251	**Meeting Day(s)**: Schedule with BCBA supervisor 1 visit weekly- schedule with BCBA supervisor *Based on the recommended 20 worked hours a week:* *3cr - 90 mins/week for 15 weeks; 300 hrs worked & 23 hrs* *of supervision for the semester*
E-Mail: kparkc@gmu.edu	**Meeting Time(s)**: Schedule with BCBA supervisor 7.5% of time is supervised visit weekly schedule with BCBA supervisor
Office Hours: email to schedule an appointment	**Meeting Location**: Off-campus/Other
Office Location: GMU Fairfax Campus, Finley 100	**Other Phone**: N/A

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

Prerequisite(s): EDSE 619 or PSYC 619 or Permission of Instructor
Co-requisite(s): None

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) Offered by Graduate School of Education. May be repeated within the degree for a maximum 18 credits.
Recommended Prerequisite: EDSE 619 or PSYC 619 or permission by the instructor

Registration Restrictions:
Enrollment is limited to Graduate or Non-Degree level students.
Students in a Non-Degree Undergraduate degree may not enroll.
Schedule Type: Internship

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 teacher candidates/students should contact the Special Education Advising Office at (703) 993-3670 for assistance. All other teacher candidates/students should refer to their faculty advisor.

Advising Tip
Have you met with an advisor? All students should make an appointment to meet with an advisor to outline a plan for completing coursework and non-course requirements such as testing. To make an appointment by phone or in person, go to http://gse.gmu.edu/special-education/advising/.

Course Delivery Method
Learning activities include the following:
1. Application activities
2. Small group activities and assignments
3. Video and other media supports
4. Electronic supplements and activities via Blackboard

Learner Outcomes
Upon completion of this course, teacher candidates/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.

Course Relationship 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. 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 Professional and Ethical Compliance Code

for Behavior Analysts. The Professional and Ethical Compliance Code for Behavior Analysts is listed on the following website: http://bacb.com/wp-content/uploads/2016/03/160321-compliance-code-english.pdf. For more information on the Board and the examination, please visit the Board's website at www.bacb.com.

Required Textbooks
None

Recommended Textbooks
American Psychological Association. *(2010). Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Required Resources
1. Go to the BACB website and download the most recent versions of the Task List and Professional and Ethical Code for Behavior Analysts.
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 Performance Evaluation
Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy).

> **Tk20 Performance-Based Assessment Submission Requirement**
> It is critical for the special education program to collect data on how our students are meeting accreditation standards. Every teacher candidate/student registered for an EDSE course with a required Performance-based Assessment (PBA) is required to upload the PBA to Tk20 (regardless of whether a course is an elective, a one-time course or part of an undergraduate minor). A PBA is a specific assignment, presentation, or project that best demonstrates one or more CEC, InTASC or other standard connected to the course. A PBA is evaluated in two ways. The first is for a grade, based on the instructor's grading rubric. The second is for program accreditation purposes. Your instructor will provide directions as to how to upload the PBA to Tk20.
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> For EDSE 795, the required PBA is (NO ASSESSMENT REQUIRED FOR THIS COURSE). Failure to submit the assignment to Tk20 will result in reporting the course grade as Incomplete (IN). Teacher candidates/students have until five days prior to the University-stated grade change deadline to upload the required PBA in order to change the course grade. When the PBA is uploaded, the teacher candidate/student is required to notify the instructor so that the "IN" can be changed to a grade. If the required PBA is not uploaded five days prior to the University-stated grade change deadline and, therefore, the grade not changed, it will become an F. Please check to verify your ability to upload items to Tk20 before the PBA due date.

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.

Assignments and/or Examinations
      Performance-based Assessment (Tk20 submission required)
      N/A

      College Wide Common 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.
4) Screenshot of the completed BACB Supervision Module

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.

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.

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).

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

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
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Course Policies and Expectations
Attendance/Participation

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 24 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 before you start your practicum hours. 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 Practicum
- Screenshot of the completed BACB Supervision Module

no 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.

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.

*Note: The George Mason University Honor Code will be strictly enforced. Students are responsible for reading and understanding the Code. "To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work." Work submitted must be your own or with proper citations (see https://catalog.gmu.edu/policies/honor-code-system/).

Professional Dispositions
Students are expected to exhibit professional behaviors and dispositions at all times. See https://cehd.gmu.edu/students/polices-procedures/

Class Schedule
*Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

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

Week	Objective	Assignment	Readings
6	Meet with BCBA supervisor and clients Complete on-going documentation (supervision forms) Maintain log of hours	* 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. (if 2 inadequate progress reviews, supervisor must determine whether supervision should continue, and provide in writing the required steps to allow for continued supervision. 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)	As assigned by the BCBA supervisor
7	Meet with BCBA supervisor and clients Complete on-going documentation (supervision forms) Maintain log of hours	* Monitor progress on goal	As assigned by the BCBA supervisor
8	Meet with BCBA supervisor and clients Complete on-going documentation (supervision forms) Maintain log of hours	* Monitor progress on goal	As assigned by the BCBA supervisor
9	Meet with BCBA supervisor and clients Complete on-going documentation (supervision forms) Maintain log of hours	* Evaluate goal	As assigned by the BCBA supervisor

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

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

Core Values Commitment
The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: http://cehd.gmu.edu/values/

GMU Policies and Resources for Students

Policies
- Students must adhere to the guidelines of the Mason Honor Code (see https://catalog.gmu.edu/policies/honor-code-system/).

- Students must follow the university policy for Responsible Use of Computing (see http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/).

- Students are responsible for the content of university communications sent to their Mason 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 with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see http://ods.gmu.edu/).

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

Campus Resources

- Support for submission of assignments to Tk20 should be directed to tk20help@gmu.edu or https://cehd.gmu.edu/aero/tk20. Questions or concerns regarding use of Blackboard should be directed to http://coursessupport.gmu.edu/.

- For information on student support resources on campus, see https://ctfe.gmu.edu/teaching/student-support-resources-on-campus

For additional information on the College of Education and Human Development, please visit our website https://cehd.gmu.edu/students/.

Appendix
    Assessment Rubric(s)