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

Semester
EDSE 795 002: Standard Applied Behavior Analysis Practicum
CRN: 20752, 3 – Credits

Instructor: Dr. Kristy Park	**Meeting Dates**: 01/07/2019 – 03/03/2019
Phone: 7039935251	**Meeting Day(s)**: Schedule with BCBA Supervisor 4x/month for 7.5% of hours
E-Mail: kparkc@gmu.edu	**Meeting Time(s)**: Placement Site
Office Hours: email to schedule an appointment	**Meeting Location**: Schedule with Supervisor
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.

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 Student Services at (703) 348-5006 (Option 2) 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

This course will use the Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available Friday before the start of the semester.
Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.

Technical Requirements

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see: https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers

  To get a list of supported operation systems on different devices see: https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested-devices-and-operating-systems

- Students must maintain 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 course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download:
    - Adobe Acrobat Reader: https://get.adobe.com/reader/
    - Windows Media Player: https://support.microsoft.com/en-us/help/14209/get-windows-media-player
    - Apple Quick Time Player: www.apple.com/quicktime/download/

Expectations

Our course week will begin on the day that our synchronous meetings take place as indicated on the Schedule of Classes.

- Log-in Frequency:
Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least 1 time per week.

- Participation:
Students are expected to actively engage in all course activities throughout the semester, which includes viewing 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 who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.

- Technical Issues:
Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.

- Workload:
Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.

- Instructor Support:
Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

- Netiquette:
The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words.* Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.

- Accommodations:
Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services.

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
No textbook required.

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

Required Resources
Go to the behavior analyst certification board website (www.bacb.com) and download the latest edition of the BACB Tasklist and Professional and Ethical Compliance Code.

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.

For EDSE 795, the required PBA is (NO ASSESSMENT REQUIRED FOR THIS COURSE). 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)
    1. Initial Documents
        - Supervision Contract
        - Declaration of Professional Practice
        - Confidentiality Policy
        - Consent forms (as needed)

    2. Final Documents
        - Monthly Experience Verification Forms
        - Final Verification Form

    College Wide Common Assessment (TK20 submission required)
    None

    Performance-based Common Assignments (No Tk20 submission required)

    Other Assignments
    . Experience Tracker
    Students are responsible for maintaining a log of hours, which may be requested by the BCBA supervisor to match supervised hours with hours worked and to determine if progress is made toward the total hours for the semester.

    2. Supervision Binder

Students are responsible for creating and maintaining a Practicum Binder to show evidence of learning activities based on the BACB Tasklist sections.

3. ABA Project

Students are encouraged to develop a practicum project focused on behavior change. 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

CONTESTED EXPERIENCE:

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 Monthly and Final 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).

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 8 week semester, with prior notice of at least 6 hours given for each. Should circumstances necessitate tardiness, you are expected to contact supervisor and notify her or him. Unless other arrangements are made between you and your BCBA supervisor, you may not accrue the hours needed to fulfill satisfactory progress in the supervision program.

Late Work
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 8 week semester, with prior notice of at least 6 hours given for each. Should circumstances necessitate tardiness, you are expected to contact supervisor and notify her or him. Unless other arrangements are made between you and your BCBA supervisor, you may not accrue the hours needed to fulfill satisfactory progress in the supervision program.

Grading Scale (traditional rounding principles apply)

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

1. Receive a Satisfactory rating on more than 80% of the Experience Verification forms during individual supervision sessions.

2. Initial documents (i.e., Practicum Supervision Contract, Confidentiality policy, Declaration of Professional Practice, and necessary consent forms) must be uploaded onto the course ASSESSMENT tab.

3. End of the semester documents (ie., Monthly Experience Verification form and Final Experience verification forms) must be uploaded onto the course ASSESSMENT tab.

*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

*<u>Note</u>: 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 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
6	Meet with BCBA supervisor and clients Complete on-going documentation (supervision forms)	* Monitor progress on goal	As assigned by the BCBA supervisor

	Maintain log of hours		
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 +		Continue practicum activities until a minimum of 300 hours of behavior analytic hours are completed.	
Final	Final meeting with BCBA supervisor and clients Complete final documentation (supervision forms)	* Review summary of skills/experiences gained and skills/experiences you plan to work on * Submit Monthly and Final Experience Verification forms onto GMU online assessment system	As assigned by the BCBA supervisor

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 silence all sound emitting devices 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)

	Does Not Meet Expectations 1	Meets Expectations 2	Not applicable 0
Initial Documents	Candidate does noes not meet the criteria for practicum requirements related to required initial documents. All components must be submitted to meet criteria ▪ Practicum Supervision Contract which includes BCBA supervisor responsibilities, Practice site responsibilities, and Practicum student responsibilities ▪ Signatures of practicum student, BCBA supervisor, and Practicum site supervisor to consent to the responsibilities outlined in the Supervision Contract ▪ Confidentiality Policy includes the items related to professional and responsible conduct such	Candidate meets the criteria for Practicum requirements related to required documents. All components submitted. ▪ Practicum Supervision Contract which includes BCBA supervisor responsibilities, Practice site responsibilities, and Practicum student responsibilities ▪ Signatures of practicum student, BCBA supervisor, and Practicum site supervisor to consent to the responsibilities outlined in the Supervision Contract ▪ Confidentiality Policy includes the items related to professional and	Candidate has withdrawn from the practicum program.

	as maintaining confidentiality, maintaining records, rights of clients, and disclosures ■ Student has signed to agree to follow the items in the Confidentiality Policy ■ Declaration of Professional Practice includes the professional relationships, and risk related to services within one's own level of competence ■ Signatures of practicum student, BCBA supervisor, and Practicum site supervisor to indicate consent on the Declaration of Professional Practices	responsible conduct such as maintaining confidentiality, maintaining records, rights of clients, and disclosures ■ Student has signed to agree to follow the items in the Confidentiality Policy ■ Declaration of Professional Practice includes the professional relationships, and risk related to services within one's own level of competence ■ Signatures of practicum student, BCBA supervisor, and Practicum site supervisor to indicate consent on the Declaration of Professional Practices	
Final Documents	Candidate does noes not meet the criteria for Practicum requirements related to required final documents. All components must be submitted to meet criteria ■ Completed session forms for each supervision session ■ Supervised sessions match the worked hours required for the practicum ■ Total number of minimum number of hours in worked hours and supervised hours are met ■ Summary supervision form includes total hours of	Candidate meets the criteria for Practicum requirements related to required final documents. All components must be submitted to meet criteria ■ Completed session forms for each supervision session ■ Supervised sessions match the worked hours required for the practicum ■ Total number of minimum number of hours in worked hours and supervised hours are met	Candidate has withdrawn from the practicum program.

	direct and indirect hours, supervised hours. ▪ Summary supervision form includes signatures of student and the supervisor.	▪ Summary supervision form includes total hours of direct and indirect hours, supervised hours. ▪ Summary supervision form includes signatures of student and the supervisor.	