



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

Summer 2017

EDSE 795 001: Standard Applied Behavior Analysis Practicum

CRN: 41101, 3 – Credits

<b>Instructor:</b> Dr. Kristy Park	<b>Meeting Dates:</b> 5/22/2017 – 8/12/2017
<b>Phone:</b> 703 993 5251	<b>Meeting Day(s):</b> Schedule with supervisor 1 supervision session a week for 7.5% of hours (ex: 20 hours worked = 90 minutes of supervision)
<b>E-Mail:</b> kparkc@gmu.edu	<b>Meeting Time(s):</b> Schedule with supervisor 20 hours / week for 12 weeks = 240 worked hours And 18 hours of supervised time
<b>Office Hours:</b> By appointment	<b>Meeting Location:</b> Schedule with Supervisor

\*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](http://www.BACB.com)).

**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. Research and presentation activities

## **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](http://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 complete the Supervision Module on the BACB website.

"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](http://www.BACB.com)."

2. Go to the BACB website and download the latest BCBA Task List.

## **Additional Readings**

As assigned by your BCBA supervisor

## **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). 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)**

##### 1. Initial Documents

- Supervision Contract
- Declaration of Professional Practice
- Confidentiality Policy
- Consent forms (as needed)

##### 2. Final Documents

- Weekly supervision feedback forms
- Summary Verification form

#### **College Wide Common Assessment (Tk20 submission required)**

None required

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

None required

#### **Other Assignments/Fieldwork Experience**

##### 1. Practicum Log of Hours

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. Practicum Binder

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

##### 3. Practicum 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 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 12 week summer 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 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 Practicum

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 the

course ASSESSMENT tab located in the course Blackboard site. 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](http://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 the course ASSESSMENT tab.
4. End of the semester documents (ie., Summary experience verification form and Session 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 <http://oai.gmu.edu/the-mason-honor-code/>).**

## Professional Dispositions

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

## 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	* Complete Initial Documentation Packet with BCBA supervisor & Practicum Site	Bear, Wolf, & Risely (1968)

	Review Initial Documentation Packet	* Obtain Home/School Consent forms as needed * Develop practicum schedule	
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) Maintain log of hours	* Monitor progress on goal	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	* Monitor progress on goal	As assigned by the BCBA supervisor

	Complete on-going documentation (supervision forms) Maintain log of hours		
9	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
10	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
11	Meet with BCBA supervisor and clients Complete on-going documentation (supervision forms)	* Monitor progress on goal	As assigned by the BCBA supervisor
12	Meet with BCBA supervisor and clients Complete on-going documentation (supervision forms)	* 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 <http://oai.gmu.edu/the-mason-honor-code/>).
- 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 silenced during class unless otherwise authorized by the instructor.

### **Campus Resources**

- Support for submission of assignments to Tk20 should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://course support.gmu.edu/>.
- The 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/>).
- The 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/>.) to enhance students' personal experience and academic performance (see <http://caps.gmu.edu/>).
- The Student Support & Advocacy Center staff helps students develop and maintain healthy lifestyles through confidential one-on-one support as well as through interactive programs and resources. Some of the topics they address are healthy relationships, stress management, nutrition, sexual assault, drug and alcohol use, and sexual health (see <http://ssac.gmu.edu/>). Students in need of these services may contact the office by phone at 703-993-3686. Concerned students, faculty and staff may also make a referral to express concern for the safety or well-being of a Mason student or the community by going to <http://ssac.gmu.edu/make-a-referral/>.

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

### **Assessment Rubric(s)**

	Does Not Meet Expectations 1	Meets Expectations 2	Not applicable 0
Initial Documents	Candidate does not meet the criteria for practicum requirements	Candidate meets the criteria for Practicum	Candidate has withdrawn from

	<p><b>related to required initial documents. All components must be submitted to meet criteria</b></p> <ul style="list-style-type: none"> <li>▪ Practicum Supervision Contract which includes BCBA supervisor responsibilities, Practice site responsibilities, and Practicum student responsibilities</li> <li>▪ Signatures of practicum student, BCBA supervisor, and Practicum site supervisor to consent to the responsibilities outlined in the Supervision Contract</li> <li>▪ Confidentiality Policy includes the items related to professional and responsible conduct such as maintaining confidentiality, maintaining records, rights of clients, and disclosures</li> <li>▪ Student has signed to agree to follow the items in the Confidentiality Policy</li> <li>▪ Declaration of Professional Practice includes the professional relationships, and risk related to services within one’s own level of competence</li> <li>▪ Signatures of practicum student, BCBA supervisor, and Practicum site supervisor to indicate consent on the Declaration of Professional Practices</li> </ul>	<p><b>requirements related to required documents. All components submitted.</b></p> <ul style="list-style-type: none"> <li>▪ Practicum Supervision Contract which includes BCBA supervisor responsibilities, Practice site responsibilities, and Practicum student responsibilities</li> <li>▪ Signatures of practicum student, BCBA supervisor, and Practicum site supervisor to consent to the responsibilities outlined in the Supervision Contract</li> <li>▪ Confidentiality Policy includes the items related to professional and responsible conduct such as maintaining confidentiality, maintaining records, rights of clients, and disclosures</li> <li>▪ Student has signed to agree to follow the items in the Confidentiality Policy</li> <li>▪ Declaration of Professional Practice includes the professional relationships, and risk related to services within one’s own level of competence</li> <li>▪ Signatures of practicum student, BCBA supervisor, and Practicum site supervisor to indicate consent on the Declaration of Professional Practices</li> </ul>	<p><b>the practicum program.</b></p>
<p><b>Final Documents</b></p>	<p><b>Candidate does not meet the criteria for Practicum requirements related to required final documents. All components must be submitted to meet criteria</b></p> <ul style="list-style-type: none"> <li>▪ Completed session forms for each supervision session</li> </ul>	<p><b>Candidate meets the criteria for Practicum requirements related to required final documents. All components must be submitted to meet criteria</b></p> <ul style="list-style-type: none"> <li>▪ Completed session forms for each supervision session</li> </ul>	<p><b>Candidate has withdrawn from the practicum program.</b></p>

	<ul style="list-style-type: none"> <li>▪ Supervised sessions match the worked hours required for the practicum</li> <li>▪ Total number of minimum number of hours in worked hours and supervised hours are met</li> <li>▪ Summary supervision form includes total hours of direct and indirect hours, supervised hours.</li> <li>▪ Summary supervision form includes signatures of student and the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervised sessions match the worked hours required for the practicum</li> <li>▪ Total number of minimum number of hours in worked hours and supervised hours are met</li> <li>▪ Summary supervision form includes total hours of direct and indirect hours, supervised hours.</li> <li>▪ Summary supervision form includes signatures of student and the supervisor.</li> </ul>	
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