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

Fall 2020
EDSE 799 001: Intensive Applied Behavior Analysis Practicum
CRN: 72991, 6 – Credits

Instructor: Dr. Kristy Park	**Meeting Dates:** 8/24/20 – 12/16/20
Phone: 7039935251	**Meeting Day(s):** N/A
E-Mail: kparkc@gmu.edu	**Meeting Time(s):** N/A
Office Hours: By appointment	**Meeting Location:** N/A; Placement site
Office Location: 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 intensive 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).

Advising Contact Information
Please make sure that you are being advised on a regular basis as to your status and progress in your program. Students in Special Education and Assistive Technology programs can contact the Special Education Advising Office at 703-993-3670 or speced@gmu.edu for assistance. All other students should refer to their assigned program advisor or the Mason Care Network (703-993-2470).

Course Delivery Method
Learning activities include the following:
1. Class lecture and discussion
2. Application activities
3. Small group activities and assignments
4. Video and other media supports
5. Research and presentation activities
6. Electronic supplements and activities via Blackboard

This course will be delivered online (76% or more) using synchronous format via 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 on August 24, 2020 at 8am EST.

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: Browser support (https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers)

  To get a list of supported operation systems on different devices see: Tested devices and operating systems (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:
  o Adobe Acrobat Reader (https://get.adobe.com/reader/)
  o Windows Media Player (https://support.microsoft.com/en-us/help/14209/get-windows-media-player)

- o [Apple Quick Time Player](www.apple.com/quicktime/download/) (www.apple.com/quicktime/download/)

Expectations

- Course Week:
  Because asynchronous courses do not have a "fixed" meeting day, our week will start on Sunday and finish on Saturday. 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 times 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, students will be able to:
1. Identify and describe purposes of grants.
2. Identify and explore sources for grants.
3. Develop a short-term and long-term research agenda.
4. Given a variety of grants, identify those that fit within a pre-determined research agenda.
5. Describe similarities and differences between and among grants, and contrast grants to contracts.
6. Analyze grants' evaluation criteria, then describe how to develop (i.e., write) grants based on the criteria.
7. Synthesize characteristics of grants that either increase or decrease the probability the grant is funded.
8. Given grant components (i.e., parts), describe type of content needed, where to get that content, and how to write content clearly and professionally.
9. Describe the grant budget development and process.
10. Identify multiple small grant categories now funded that matches a pre-determined research agenda, and acquire funded grants from that category.
11. Given a range of small grant purposes and types, target one small grant that matches a pre-determined research agenda, and write the entire grant, including the budget. Optional: Submit grant to the funding agency.
12. Identify one large grant category currently funded that matches a pre-determined research agenda, and acquire one complete funded grant from that category.
13. Given a range of grant purposes and types, target one large grant (e.g., NSF, IES) and develop almost the entire grant, including the major parts of the multi-year budget.

Professional Standards

Not applicable

Required Texts

No textbook required.

Recommended Texts

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). https://doi.org/10.1037/0000165-000

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, VIA, hard copy).

VIA 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 VIA (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 VIA.

For EDSE 885, the required PBA is (NO ASSESSMENT REQUIRED FOR THIS COURSE). Please check to verify your ability to upload items to TkVIAefore the PBA due date.

Assignments and/or Examinations
Performance-based Assessment
(VIA submission required)

1. Initial Documents
   - Supervision Contract / Experiential Learning Agreement
   - Confidentiality Policy
   - Consent forms (as needed)

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

College Wide Common Assessment
(VIA submission required)
None

Performance-based Common Assignments
(No VIA submission required)

1. 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 8-15 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 8-15 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

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 (Experiential Learning Agreement) 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. See Academic Integrity Site (https://oai.gmu.edu/) and Honor Code and System (https://catalog.gmu.edu/policies/honor-code-system/). 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 new, original work for this course or with proper citations.

Professional Dispositions

Students are expected to exhibit professional behaviors and dispositions at all times. See Policies and Procedures (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	* Complete Initial Documentation Packet with BCBA supervisor & Practicum Site	Bear, Wolf, & Risely (1968)

Week	Objective	Assignment	Readings
	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)	* Monitor progress on goal	As assigned by the BCBA supervisor

Week	Objective	Assignment	Readings
	Maintain log of hours		
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: See Core Values (http://cehd.gmu.edu/values/).

GMU Policies and Resources for Students

Policies

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

- Students must follow the university policy for Responsible Use of Computing. See Responsible Use of Computing (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 Disability Services (https://ds.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 VIA should be directed to VIA Help support@watermarkinsights.com. Questions or concerns regarding use of Blackboard should be directed to Blackboard Instructional Technology Support for Students (https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/).

Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:

- As a faculty member, I am designated as a "Responsible Employee," and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason's Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason's Title IX Coordinator by calling 703-993-8730, or emailing the Title IX Coordinator (titleix@gmu.edu).

- **For information on student support resources on campus, see Student Support Resources on Campus (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 College of Education and Human Development (http://cehd.gmu.edu/).

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	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	Candidate has withdrawn from the practicum program.

	Does Not Meet Expectations 1	Meets Expectations 2	Not applicable 0
	▪ 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 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	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 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	Candidate meets the criteria for Practicum requirements related to required final documents. All components must be submitted to meet criteria	Candidate has withdrawn from the practicum program.

	Does Not Meet Expectations 1	Meets Expectations 2	Not applicable 0
	- 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 direct and indirect hours, supervised hours. - Summary supervision form includes signatures of student and the supervisor.	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 direct and indirect hours, supervised hours. - Summary supervision form includes signatures of student and the supervisor.	