

Applied Behavior Analysis

Master's program

ABA

Practicum MHS 6940

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Course Overview

While your training in the USF Applied Behavior Analysis program will involve many facets of behavior analysis, the practicum is intended to be wholly pragmatic with a focus on in-vivo experiential training. As will be described in greater detail below, there will be a variety of expectations that are centered on your professional growth in the areas of service delivery, development of behavior plans and/or curriculum development, training of others providing services, and finally, presentation of client relevant material.

The Practicum seminar will follow the experience guidelines of the Behavior Analysis Certification Board (www.BACB.com), which requires a minimum of 1,000 total hours of practicum experience to be eligible to sit for the BCBA exam. This should be quite easy to accomplish in 2 years. In addition, the BACB board indicates that in completing practicum at University settings, students must complete no less than 30 hrs/month and no more than 100 hrs/month. To help simplify understanding of this particular requirement the ABA Curriculum committee has provided some guidelines to help students understand and adhere to this particular requirement:

- ✓ Practicum seminar will be taken as a 2 credit class each semester (including 1 Summer) while you are here until:
 - 1000 hrs are accumulated ***and***
 - 2 different practica are completed ***and***
 - 5 seminars have been successfully completed

- ✓ In the name of breadth, you are required to complete at least 2 different practicum experiences.
 - You are responsible for completing the “Activity Logs” and obtaining the signed “Practicum Experience Supervision” form
 - These must be turned in with your Practicum Activity Report.
- ✓ You must perform at least 40 hours/month in your practicum placement.
 - Doing the math, you will see that if you maintain this minimum while here, you will still fall short of the 1000 hrs needed to sit for the exam, so always plan to do more.
 - As an example, completing 40 hrs/month you should have 920 hrs completed by August of your second year
 - Another example, completing 50 hrs/month you should have 1000 hrs completed by May of your second year.
- ✓ For a practicum experience to count, it must be contiguous for at least 1 semester (thus you must work at least 160 hours for a practicum experience to count)
- ✓ You may count current work placement as a single practicum site given approval from the practicum coordinator (following BACB guidelines for acceptable supervisors)
- ✓ You must attend practicum seminar regularly, successfully complete assignments, and, most importantly, participate!
 - Seminar is assigned a letter grade; with no Incompletes awarded.
 - Passing requires $\geq 80\%$ which is a B- or better.
 - It is expected you will ace this course!
 - Seminar will involve presentations (students and professor), quizzes, role-playing and much interaction. See below for details
- ✓ In the event your behavior warrants being let go or fired from the practicum site, you will receive an F in the course for that semester. If this occurs, you will be provided the opportunity to contend this with the Practicum Coordinator who will review all instances in a case by case basis.

The practicum requires the completion of activities under the direct supervision of a Board Certified Behavior Analyst (BCBA) employed by the organization (an exception is possible if you are supervised by a faculty). Supervision must take place on a weekly basis for 1 hour for every 10 hours of work; and students must be supervised for a total of 100 hours (10% of 1000 hrs). The supervisor is required to sign a “Practicum Experience Supervision” form verifying completion of supervision of appropriate activities. Supervisors are also required to both initial and sign off on Activity Logs. *You are solely responsible* for all documentation of your practicum activities and turning in copies to the practicum coordinator.

All of this activity will be under the governance of the USF ABA Program Director, the Practicum Coordinator, and, the Assistant Practicum Coordinator for the course.

Practicum Placement

A student's practicum placement will be determined by assessing the student's interests and available sites in the first four weeks of the first semester of program enrollment. The decision about where to place a student will be determined in consultation with the student, the Practicum Coordinator, and the on-site supervisor. The placement process will be managed by the Practicum Coordinator, who will be the contact person between the program and the practicum site. In the case that a student may be employed at a location or learn of opportunities for placements in which his or her responsibilities will include designing, implementing, monitoring and evaluating behavioral programs, students may request this place as their practicum site. The decision will be made by the Practicum Coordinator and the Program Director.

One of the goals of the ABA program is to train well rounded behavior analysts who have experience with multiple settings, clients, or both. As such, you will be required to engage in at least 2 different practica in your time here. This will provide students with the varied experiences necessary to produce the repertoire of behaviors required for future work in the field. For a practicum placement to count as one of the two required, you must complete a full semester at a satisfactory level and at least 160 hours of work in that practicum. Satisfactory performance refers to your performance in behavior analytic work (as indicated by your supervisor with a 4 or 5 out of 5 ranking) and professionalism throughout the semester.

Required Readings:

Behavior Analysis Certification Board Guidelines for Responsible Conduct <http://BACB.com> & Journal articles related to individual projects.

Practicum Assignments

Students will complete a *monthly* Activity Report due in hardcopy format at the first seminar of the following month. For example, September's report will be due at the first seminar meeting of October. This report should include three parts: the coversheet/narrative, the activity logs (signed & initialed), and the supervision forms (signed). See appendix A for an example of this format. Throughout the semester there will also be tasks assigned by the on-site supervisor, as well as the Instructor.

It is in the best interest of students to keep up with the recommended time line for completing assignments. However, when attempting to change real behaviors with real people, uncontrollable things happen that may delay (or possibly speed up)

the rate of completion. It is the responsibility of each student to inform the Assistant Practicum Coordinator immediately if any complication arises that may drastically affect pacing of the course. *Students will be responsible for all documentation of work completed at the practicum site. This includes: a Activity Report, Supervision Form, and practicum activity logs (see appendix).*

Written Products

All formal assignments (with the exception of written case notes that may have an informal format) must adhere to a professional standard of scholarly writing. Writing assignments must be coherent, organized, and grammatically correct. Students should purchase the Publication Manual of the American Psychological Association (Fifth Edition) and use it to guide all written work. Written work will be graded on organization, accuracy, ability to comprehend and utilize the scientific literature in writing, precision, and adherence to APA style.

Practicum Seminar & Participation

The culture of seminar is one of attempting to learn how to talk about what we do in both precise technical ways as well as loose, lay language for non-ABA audiences. It is expected that you will talk, participate, ask questions, etc. in such a way as to continue the conversation, or take it in another direction. I will not tolerate any coercive behavior that could result in suppressing a person's talking. The main function of seminar is to learn to talk about our work in a positive, supportive environment. This will show your fluency with the material.

Students will be participating with their cohort in a practicum seminar approximately every 2 weeks for 2 hours. In this seminar, students will share data they have collected in their practicum site as well as discuss any problems that may be occurring at their site (this must occur and is graded as participation). This serves as a forum for students to generate ideas, present data, share accomplishments, and problem-solve.

It is expected that each student will present data and relevant information from their practicum placement. These will be scheduled on a weekly basis throughout the seminar. You will need to meet with the practicum coordinator for review of your presentation the week prior to the seminar in which you present (e.g., the Wednesday before seminar). This will allow for changes to be made by you given my feedback on the presentation.

IRB Training for Inclusion in Research

As it is expected that you will engage in research activities while here as a graduate student, both for your thesis as well as the various opportunities that present themselves, you will need to be certified through the USF Office for Research. This process involves an online course that you register for, and complete on your own. Proof of completion will be required **by 10/6** but you may complete it as soon as you wish. *Forward your email confirmation that is sent by the office for Human Subjects Protection to the Assistant Practicum Coordinator for your records.*

Foundation Requirement for Human Subjects Protection (Main Info Page)

<http://www.research.usf.edu/cs/irb.htm>

Mandatory Investigator Education Information Page

<http://www.research.usf.edu/cs/hsp.htm>

The Required Readings

- [Belmont Report](#)
- [Federalwide Assurance](#) - Terms
- Code of Federal Regulations:
 - [Title 21 CFR Part 50](#) - FDA Policy on Informed Consent
 - [Title 21 CFR Part 56](#) - FDA Policy on IRBs
 - [Title 45, Part 46](#) - DHHS Policy on IRBs
- USF IRB Policies and Procedures
[Policies and Procedures Manual](#)

The Foundations Web Based Course (1.5 hrs)

http://www.research.usf.edu/cs/irb_courses_foundation.htm

Investigator's Responsibility Certification

<http://www.research.usf.edu/cs/invrespon.htm>

Semester Project

Each semester, students will be required to complete a practicum project. During the course of the semester, students should come into contact with several clients. For the semester project, students will pick one client and complete a functional and/or descriptive assessment with that client ***plus*** additional intervention work.

Semester Project Proposal

Students will submit a written proposal to the Assistant Practicum Coordinator for their semester project (described above). Proposals should include a description of the client and the relevant history of the client, an operational definition of the behavior(s) identified for acquisition and for reduction, if applicable, and the proposal

for how the functional assessment will be conducted and how the intervention will follow. This will be a couple pages in length at the most.

Semester Project Final Paper

Projects will be graded on content, quality of work, and writing skills. Proposals must be approved by the instructor prior to beginning data collection. The assessment should include a brief description of the client and the client's history (while maintaining client confidentiality). If the client emits behaviors targeted for reduction, students must submit a written description of the behaviors targeted for reduction, hypotheses of the functions of those behaviors, and a description of the functionally-equivalent replacement behaviors targeted for acquisition.

If the client is strictly working on acquisition behaviors, students must provide an operational definition of the behavior(s) targeted for acquisition, the type of training that will be used (task analysis, fluency, discrete trials, etc), and various procedures used to facilitate acquisition. For all clients, students should describe the short-term and long-term objectives for that client, a description of data collection procedures, data sheets (e.g., ABC data sheets), data analysis, a conclusion, and recommendations for further work with that client. Students will present their final projects in paper form on the final class date. Projects will be graded on content, quality of work, and writing skills.

Practicum Documentation

There will be a total of 4 reports to turn in this Fall. These will be organized into a report with a summary cover page. The report will contain the following information and be organized in the following order:

1. Summary cover page (look to Blackboard for a copy)highlighting:
 - a. Number of hours of practicum work by week
 - b. Amount of supervision for the period reported in 1a.
 - c. Short narrative on the actual activities engaged in with identification of task list area (e.g., assessment 4-2).
2. Page 2 should include a narrative description of practicum work since previous seminar. This should be short (1 page single spaced with 1 inch margins is expected—or very close to it), to the point, and include the following:
 - a. What behavioral procedures did you implement (assessment and/or intervention). List/describe all you did.
 - b. Did you work with a new client? What did you do?
 - c. What happened in your work (They learned something? You learned something? Ethical dilemma? Difficulty working with staff or other important people?)

- d. If you include graphs, do not put them in text—just attach them as additional pages. By the way, graphs are desirable!!

In addition, print the report and attach your completed and signed:

- e. Activity logs for the period between last seminar meeting and the current meeting.
- f. Supervision logs that correspond to the dates of the Activity Logs.

Bring to Seminar and turn in the whole month at one time, at the start of the class on the first meeting of the month. Anything after this is late and reduces the total points possible to 1 out of 2.

It is in your best interest to organize these requirements now to facilitate your getting a completed report in on time. Getting all materials in a report format is your responsibility and there will be no exceptions granted (e.g., I couldn't meet with my supervisor to get my forms signed!). It is the responsibility of each student to inform the Assistant Practicum Coordinator immediately if any complication arises that may drastically affect pacing of the course. Students will be responsible for all documentation of work completed and to turn these in at each class meeting.

Course Evaluation

The Practicum Coordinator is responsible for assigning a grade (A, A-, B+, B, B-) at the end of each semester in which a student is involved in practicum work. A grade of B- or better ($\geq 80\%$) is needed to successfully complete seminar. *Keep in mind that if you are fired for unprofessional or ethical issues, you will receive and F in the course.* The determination of whether satisfactory work has occurred involves:

1. Turning in report complete and on-time (including summary page, activity logs, supervisor forms, case notes, & area paper progress)
 - a. there will be 4 opportunities (see schedule)
 - b. worth 20% of grade
 - c. each opportunity scored as 0 (0%), 1 (2.5%), or 2 (5%)
 - i. 0=not turned in, inadequate, incomplete
 - ii. 1=turned in but lacking in either content or performance; or, turned in late but otherwise complete
 - iii. 2=turned in and complete with both content and performance
2. Consideration of the on-site supervisor's evaluation of student overall performance
 - a. worth 30% of grade
 - i. Excellent (5 out of 5) 30%
 - ii. Very good (4 out of 5) 20%
 - iii. Good (3 out of 5) 10%
 - iv. Poor (1 or 2 out of 5) 0%

3. Number of hours of work completed this semester (at least 160 hrs)
 - a. Worth 10% of grade
 - i. ≥ 160 hrs scored as 10%
 - ii. ≥ 100 & < 160 hrs scored as 5%
 - iii. < 100 hrs scored as 0%
4. Quizzes
 - a. Worth 10% of grade
 - i. May not be announced
5. Final semester project paper
 - a. Worth 10% of grade
 - b. Scored on a 5 point scale as above
6. Participation (expected every class)
 - a. 7 opportunities
 - b. worth 20% of grade
 - c. based less on quantity and more so on quality of participation each class scored as 0,1, or 2

Ethical Considerations

Students should always secure permission prior to the implementation of any procedure with children and adults. Compliance with ethical standards for the practice of behavior analysis is necessary when working with individuals in accomplishing the activities required for the practicum (e.g., permission from the agency, written consent secured from the individual or the individual's legal guardian, careful assessment of any potential risk to the individual prior to the application of a procedure). While on the practicum site, students should adhere to the *Behavior Analyst Certification Board Guidelines for Responsible Conduct for Behavior Analysts* ©.

Cheating and plagiarism

See the policy in the USF Graduate Catalog. If you are caught cheating or plagiarizing in this course, you will receive a "0" for the assignment and possible termination from the course. Cheating is the use of another person's work and turning it in as your own. Plagiarizing means turning in written work that includes copyrighted material taken from someone else, without using quote marks or otherwise giving proper credit to the true author. In other words, plagiarism is the presentation of an author's work in a way that the material might be mistaken to be your own.

USF's Policy on Religious Observances

"No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief in accordance with the University policy on observance of religious holy days. Students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide notice of the dates to the instructor, in writing, by the second class meeting. "

Audio or Video Recording Policy

You must obtain advance written permission from the Instructor prior to audio recording or video recording any lecture or discussion with the Instructor. However, students are not permitted to sell notes or tapes of class lectures.

Policy for Academic Continuity in the Event of a Prolonged Campus Closure

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Blackboard, Elluminate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Blackboard site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

Course Calendar

8/25	Overview/Expectations of Practicum Seminar Overview of BACB Practicum standards/requirements/ professional behavior
9/1	Using the Library at USF—Ardis Hanson Complete the Syllabus Review
9/22	Read: <i>Behavior Analyst Certification Board Guidelines for Responsible Conduct by Behavior Analysts</i> <i>August Activity Report Due</i>
10/6	Review of <i>BACB Task List</i> <i>On-line IRB Training Due</i> <i>Written proposals due</i>
10/20	Data Sharing Clinical skills training <i>September Activity Report Due</i>
11/3	Data Sharing Clinical skills training
11/17	Data Sharing Clinical skills training <i>October Activity Report Due</i>
12/1	Data Sharing Clinical skills training <i>Case Write Ups Due</i> <i>November Activity Report Due by 12/4</i>



Practicum Report on Behavior Analysis Activities

This report is inclusive of the date range: 9/1/09-9/31/09

Number of Hours by Week:

Week 1: 20
 Week 2: 10
 Week 3: 20
 Week 3b: 10

Amount of Supervision:

2
 1
 0
 3

Total Hours

For Interval: 60

6

(please be sure to keep hours for each site separate; thus, if the first site had 10 hrs in the first week and the 2nd site had 20, each would be listed separately along with the corresponding supervision hours.)

Short Narrative of Activities:

Summary	Content Area
Assessment of behavioral deficit	4.1, 4.3
Behavioral Measurement	6.2, 6.4
Data Analysis	5.1, 5.3
1-to-1 training	9.2, 9.5, 9.8, 9.9, 9.17, 9.19, 9.25, 9.26

Narrative Log of ABA Work Experience

Date Range: _____ *Site* _____

Behavior Acquisition Programs Implemented:

Behavior Reduction Programs Implemented:

Trainings Conducted

Issues Encountered During This Interval:

ABA Practicum Activity Log

Student name: _____

Supervisor: _____

Practicum location: _____

Date: _____

Date	Client Description/Activity	Time start	Time end	Total time	BACB Content Area:	Sup. Init.
8/28/09	Observation in group home: took ABC data and frequency data on 2 target behaviors for reduction.	3:00pm	5:00pm	2 hrs	6,7	SN

Supervisor signature: _____ Total time on this sheet: _____

Appendix C

BACB Fieldwork and Practicum Experience Supervision Form

Supervisee: _____
Date: _____

Supervisor: _____
Time Start: _____ End: _____

This supervision session addresses the period from ____/____/____ to ____/____/____

Check appropriate characteristics of supervision session. (✓ if yes)

Specific Client(s) Discussed	Client privacy protected	Group Supervision	Individual Supervision	Office Supervision	On-Site Supervision	Remote Supervision	Video Observation of supervisee	In Situ Observation of supervisee

Readings suggested by supervisor: _____

Readings discussed in supervision: _____

Check BACB task list items discussed in this supervision session.

___ 1: Ethical Considerations	___ 6: Measurement of Behavior
___ 2: Definition and Characteristics	___ 7: Displaying and Interpreting Behavioral Data
___ 3: Principles, Processes, and Concepts	___ 8: Selecting Intervention Outcomes and Strategies
___ 4: Behavioral Assessment	___ 9: Behavior Change Procedures
___ 5: Experimental Evaluation of Interventions	___ 10: Systems Support

Check measures of professional integrity.

S – satisfactory NI - needs improvement U - unsatisfactory N/A – not applicable

	S	NI	U	N/A
Arriving on time for supervision				
Maintains professional and courteous interactions with:				
Clients/Consumers				
Other Colleagues				
Other Service Providers				
Coworkers				
Maintains appropriate attire & demeanor				
Initiates professional self-improvement				
Accepts supervisory feedback appropriately				
Seeks supervision appropriately				
Timely submission of written reports				
Communicates effectively				
Written				
Oral				
Demonstrates appropriate sensitivity to non-behavioral providers				
Supervisee self-detects personal limitations				
Supervisee self-detects professional limitations				

Overall evaluation of supervisee performance during this period (circle one): S NI U

Supervisee signature: _____ Supervisor signature: _____

Appendix D

Behavioral Contract Practicum Responsibilities for the Student

The following information outlines the responsibilities of the student for practicum performance.

Student Responsibilities

1. Complete at least 10 hours per week designing, implementing and monitoring behavior analysis programs and/or overseeing the implementation of behavior analysis programs by others (BACB requirement). Complete your *activity logs*.
2. Meet with on-site supervisor once per week (minimum) to discuss behavior analysis programs that were designed, implemented, monitored and/or overseen in addition to measures of the student's professional integrity (BACB requirement). Fill out *Practicum Experience Supervision Form*
3. Adhere to the *BACB Guidelines for Responsible Conduct*
4. Meet with Assistant Practicum Coordinator/Practicum Coordinator to discuss progress toward completing hours of experience at regularly scheduled advising meetings (program requirement).
5. Provide Practicum Coordinator with Activity Log, Case Notes, and Supervision forms—as well as all accompanying documentation **on time**.
6. Do all possible to perform up to expectation and avoid behaviors that may lead to being fired or let go.
7. I will take 100% responsibility for my performance and education.
8. I am willing to talk about sensitive issues.
9. I will attempt to contribute to discussion in meaningful ways
10. I will listen for understanding.
11. I will appreciate the strengths and contributions of others.
12. I will bring positive energy and encouragement to my cohort and program.

Assistant Practicum Coordinator Responsibilities

1. Observe students in the practicum site at least once per semester
2. Request information regarding assessment of student progress toward accomplishing hours of experience once at the end of the semester from on-site Supervisor
3. Be available to, and provide assistance to, Supervisors upon request
4. Notify Practicum Coordinator if progress is not appropriate to meet program requirements
5. Provide Practicum Coordinator with information regarding student progress
6. Communicate any problems to Practicum Coordinator as they arise.

Practicum Coordinator Responsibilities

1. Arrange practicum placement sites
2. Interview potential supervisors
3. Conduct practicum seminar
4. Assess student's progress toward accomplishing practicum goals at practicum seminar and regularly scheduled advising meetings (as necessary).
5. Communicate any problems to Program Director as they arise.

Student

Assistant Practicum Coordinator

Practicum Coordinator