COURSE SYLLABUS

DIVISION: Theoretical and Behavioral Foundations
PROGRAM AREA: Educational Psychology
COURSE: EDP 7109--Field Experience in Applied Behavior Analysis – Semester 3
COURSE CREDIT: 2 credit hours
SECTION #: 
TERM/YEAR: Fall 2017
COURSE LOCATION: 404 WSU OALKAND CAMPUS
DAY/TIME: Thursdays 4:30 pm - 6:10 pm
10-30 hours per week scheduled work at field experience location
INSTRUCTOR: Krista Clancy, PhD, LLP, BCBA
OFFICE: By appointment
OFFICE HOURS: By appointment
OFFICE PHONE: 734-564-1849
EMAIL: bx4655@wayne.edu

The training offered in this course is based on the BACB Supervisor Training Curriculum Outline but is offered independent of the BACB.

Sign in for attendance is required for each session of this course. If you miss one of the core lectures or arrive more than 5 minutes late for one of the core lectures you will not be eligible for the supervisor training certificate.

Course Description
Students will spend supervised time in the field practicing skills learned in the BCBA (Board Certified Behavior Analyst) course sequence. Students will work directly with multiple clients and staff using a variety of Applied Behavior Analysis techniques. The highest level of independent behavioral intervention work including managing all necessary assessment, treatment, case management, and intervention training and supervision of parents and technicians is expected in this semester.

Course Outcomes
Students will work in the field in both the center and community based intervention programs at various field sites. Students will spend time in the field practicing skills learned in the BCBA (Board Certified Behavior Analyst) approved course sequence. Skills will focus on behavioral assessment, case conceptualization, treatment planning and treatment oversight. Students will be responsible for the oversight of a treatment team of behavior technicians, other students and parents. They will receive mentorship and supervision from a Board Certified Behavior Analyst. During this semester, students will be responsible for 1-5 cases depending on case availability, difficulty and student progress through the training objectives and performance measures.
After completing this course, students will be able to:

a) Assess clients to develop a treatment plan
b) Complete a Functional Analysis for severe behavior problems
c) Complete effective parent and staff supervision meetings
d) Keep appropriate documentation organized and updated in the client file
e) Present cases to a team of behavior analysts for feedback and review
f) Present educational information to staff, students and parents in a clear and explicit way
g) Understand the supervision standards for training and overseeing RBTs, BCaBAs and practicum students
h) Understand the training content requirements for the RBT curriculum

**Pre-requisite:** EDP 7108

**Co-requisite:** EDP 7105

**Required Test Prep Materials**

Behavior Development Solutions – BCBA test prep software

Students must purchase a membership for this course and will be required to log in and give instructor permissions to instructor during the semester. See the following website for details. Providing DBS with this syllabus will allow for a student discount on the materials. Make sure to contact a BDS representative for more information regarding the student discount.


**Required Texts**

RBT UPAC in house training curriculum – provided on Blackboard

**Additional Readings**

- BCBA Course Sequence Student Handbook
- Task List 4
- BACB Supervisor curriculum Task List
- Additional reading may be added based on student need

**Additional Course Information**

Discuss supervision requirements with our supervisor based on the supervision experience type (750 accelerated or 1500 independent field experience). Visit the BACB website for more information http://www.bacb.com/index.php?page=69

Students will be responsible for tracking their hours on a log and documenting time spent engaged in assigned tasks. Supervisors will give tasks based on the time expected for students to complete the task. If the task takes longer to complete than the typical time then the student is responsible for completing the tasks on their own time.

Students will also be responsible for having performance measures completed by their site supervisor and turned in by the assigned deadline in order to receive a grade for the class. Performance measures will be available on blackboard for the students to access. Make sure to discuss these measures with your site supervisor well in advance in order to appropriately schedule for these tasks.
DOCUMENTATION FROM SUPERVISOR: Supervisors are responsible for collecting documentation for each two-week period on a form provided by the BACB. The BACB reserves the right to request this documentation at any time following an individual’s application to take the certification exam. Students will be instructed on how to upload and save supervision documents onto the University Pediatricians Autism Center electronic records data base.


**Evaluation**
1. Students will complete weekly assignments (BDS modules)
2. Students are expected to complete 10-30 hours of supervised fieldwork per week.
3. Students are expected to obtain the appropriate ratio of supervision weekly with their onsite direct BCBA supervisor to review fieldwork and discuss concerns and progress with cases.
4. Students are expected to integrate the information from coursework and participate in class discussions of the materials.
5. Students are expected to have performance measures listed in the syllabus completed and returned for a grade by the due date.

**Attendance and Participation**
1. Students are expected to attend all class sessions. If a student has an emergency please contact the instructor directly before the class begins. See attendance policy below.
2. Students are expected to complete all readings and assignments prior to class.
3. Students are expected to bring topics for discussion to class.
4. Students are expected to engage in respectful discourse.
5. During student lectures, students observing are required to role play as training attendees and following the lecture, provide feedback on the lecture content and presentation to the lecturing student in a constructive and professional way.
6. Students are responsible for completing all their own documentation for logging clinical hours and supervision.

**Grading System**
Each student will perform the following tasks and will be graded on the scale below. Students are expected to perform no less than 80% to be considered passing the course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>95% +</td>
</tr>
<tr>
<td>A-</td>
<td>90-94%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Points</th>
<th>1000</th>
<th>100%</th>
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</thead>
<tbody>
<tr>
<td>BDS pretest</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>BDS modules</td>
<td>400</td>
<td>40%</td>
</tr>
<tr>
<td>Portfolio</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Presentation</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Performance rubrics</td>
<td>200</td>
<td>20%</td>
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<tr>
<td>Reflection Statement</td>
<td>50</td>
<td>5%</td>
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</table>
**Behavior Development Solutions:** A pretest will be completed to assess competency at the beginning of the course. This will be worth 100 points (10% of your grade). It must be completed before the date on the syllabus and provided to the instructor. You also must allow the instructor access to your modules during this semester. Completed modules will be due at the beginning of class where indicated on the syllabus. You will earn 4 points for each of the 100 modules completed for a total of 400 points (40% of your grade). The modules must be completed to competency and must be based off of areas that were not to competency on the pretest. No late module assignments will be accepted.

**Portfolio:** A portfolio of your work throughout the course sequence will be provided to the instructor as indicated on the syllabus for review before your individual performance review at the end of the semester. This will be worth 100 points (10% of your grade). Each student should provide the instructor in the EDP 7109 a portable hard drive with the content below in a folder labeled with their full name and semester (e.g. Portfolio Suzie Sunshine, Winter 2017). All documents should be scanned copies or electronic files. Be sure to retain original copies of supervision and field experience documents (e.g., supervisor evaluations). The following are the minimum basic contents required for your portfolio (each should be in their own electronic folder):

1. Copy of signed field experience/practicum contract
2. Student's CV (Curriculum Vita)
3. Reflective statements at the end of each semester in chronological order (include all semesters in portfolio)
4. Copy of weekly or bi-weekly Supervisor Feedback Forms in chronological order (include all semesters)
5. Unofficial transcripts printed from the WSU system (students can access their own)
   - Below are instructions for printing student transcripts:
     a. log into campus pipeline at www.pipeline.wayne.edu.
     b. click on the student menu title
     c. within the web menu on the left-hand side click on transcripts
     d. follow the prompts for transcript level and type
     e. click on submit
     f. click on print transcript
6. Field experience hours logs, in chronological order
7. At least one midterm or final exam for each course with instructor comments and end of course project from each semester
8. All scored field experience performance measures (performance packets)
9. A copy of each course syllabus

Portfolios may also include evidence of such things as: in-service training that students provided, participation in educational activities, consultations with or referrals to community agencies, crisis intervention training, home/school intervention, social skills/study groups/peer tutoring, parent groups, workshops attended, research, program evaluation efforts, leadership, professional organizations and committee work. These items are not required, however.

Students' progress on their portfolios will be examined by the instructor at the end of semester in the EDP 7109 course, at which time suggestions will be made to shape both the portfolio development and professional development. Students' final portfolios will be presented during individual exit interviews with the instructor, which will occur in the final two scheduled days of the course. These exit interviews will be used to assess trainees' cumulative professional growth as well as to obtain trainee feedback regarding the program.
**Presentation:** Each student will present for 30 minutes on content from the RBT training curriculum posted on Blackboard. Students will be expected to utilize the training and supervision activities reviewed in the lectures during class. You will be graded based on your ability to accurately teach the material and run behavioral skills training activities with the other students in class. Students will be assigned lecture content on the first day of class and must be prepared to teach the lesson on the schedule determined on that day. This assignment will be worth 100 points (10% of your grade). Students will be scored based on the presentation rubric found on Blackboard.

**Performance Measures:** Each student will perform the following tasks, be scored by your site supervisor, and will be graded based on their observed performance and completion of the tasks. Students are expected to perform to 90% accuracy on each measure to pass and will have up to three opportunities to pass each measure. Students are responsible for scheduling the assessment observations with their supervisor in a timely way to ensure they can practice the tasks adequately. Students who are unable to complete any of these tasks should have an individual meeting with the classroom instructor to determine a resolution. Scores will be calculated based on the percentage score of the measure or pass fail. The measures will be averaged and will be 20% of your grade. The rubrics are listed below and should be filled out in their entirety.

1. Initial Functional Assessment  
   a. Functional Assessment Interview  
   b. Initial Observation  
2. Treatment Plan  
3. Functional Analysis  
   a. Functional Analysis Proposal  
   b. Functional Analysis Implementation  
   c. Functional Analysis Report  
4. Behavior Change Program  
5. Case Presentation  
6. Presenting a Training to Staff  
7. Supervisor Evaluation  
8. Evaluation of Practicum/Field Experience

**Reflection Statement:** Students should have their on-site supervisor fill out the Supervisor Evaluation Form and review them together at least one week prior to the due date of the reflection statement. Following this review write a 2-3 page summary of your experience in the third semester of practicum. This paper should be an integration of your experiences within the practicum and the coursework. Comment on the following items within your reflection. This paper will be 10% of your grade.

1. What did you learn in the third semester? Comment on progress you made with your self-improvement plan.  
2. Did your experience meet your expectations?  
3. Describe the feedback your on-site supervisor provided to you. What goals did they have for you to work on for the future?  
4. What goals do you have for yourself for the future? Make sure to be clear and objective with your goals and have a strategy for measuring the goal.  
5. What strategies do you plan to use to accomplish those goals? The strategies should not be exposure to activities but, thoughtful plans of how you will target these skills in yourself.
**Attendance:** Students are required to attend all classes. Attendance will be calculated as 5% of your total grade for the course. If a student has an emergency or an illness they should contact the instructor and communicate the issue and discuss any make up assignments that have to be completed to replace the in-class activities for that day. It is expected that if the student is absent, the assignments due for the day they were absent are still completed on time. If assignments are not complete, they will be counted as a zero. If the assignments are late the instructor will determine whether to accept the assignment for less points or at all based on the student-instructor discussion. Each student will be graded based on the percentage of time that they attended class. Each student will be allowed one absence without taking points off. Students are required to attend 12 classes during this semester and their individually scheduled portfolio review and they will be given full points for 11/11. Any absences outside of the one allowed, regardless of the issue will reduce the student’s attendance grade. For example, one absence would be calculated as $11/12 = 0.9167$ or 91.67% for the attendance portion of your grade. Students that are late will have half of their points reduced for the day. For example, a student who was late on day would have $11.5/12 = 0.9583$ or 95.83% for the attendance portion of their grade. Remember, “half of life is just showing up”.

### CLASS SCHEDULE

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READING</th>
<th>ASSIGNMENT DUE</th>
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| 1 Aug 31 | Review semester 2 reflection statements and task list assignments and modify goals for this semester | BCBA Course Sequence Student Handbook  
Experience Standards  
Task List 4  
Professional and Ethical Compliance Code for Behavior Analysts  
Create a self-improvement plan with a data collection system to measure your progress for the semester |
| 2 Sept 7 | Pretest review                                   | DBS practice test                                                       | BCBA TEST Prep- complete DBS practice test                                      |
| 3 Sept 14 | Competency & Behavior Skills Training  
- The purpose of supervision  
- Important features of supervision | Requirements for supervisors  
http://bacb.com/wp-content/uploads/2015/05/supervisor_curriculum.pdf | Assignment – 10 modules passed to competency                                    |
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<thead>
<tr>
<th></th>
<th>Date</th>
<th>Activity</th>
<th>Details</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>4</td>
<td>Sept 21</td>
<td>Mentorship and supervision</td>
<td>BST- present lecture material from curriculum provided and use skills learned in previous lectures for training and supervision.</td>
<td>Assignment – 20 modules passed to competency</td>
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<td></td>
<td>Behavior Skills Training</td>
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<td>Delivering Performance Feedback</td>
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<td>Evaluating the effects of supervision</td>
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<tr>
<td>5</td>
<td>Sept 28</td>
<td>Classroom Teaching</td>
<td>RBT experience supervision form RBT Training Syllabus RBT task list RBT competency exam</td>
<td>Assignment – 30 modules passed to competency</td>
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<td></td>
<td>Behavior Skills Training</td>
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<td>Delivering Performance Feedback</td>
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<td>Evaluating the effects of supervision</td>
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<td>6</td>
<td>Oct 5</td>
<td>Student lecture 1 &amp; 2</td>
<td>BST- present lecture material from curriculum provided and use skills learned in previous lectures for training and supervision.</td>
<td>Assignment – 40 modules passed to competency</td>
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<tr>
<td>7</td>
<td>Oct 12</td>
<td>Student lecture 3 &amp; 4</td>
<td>BST- present lecture material from curriculum provided and use skills learned in previous lectures for training and supervision.</td>
<td>Assignment – 50 modules passed to competency</td>
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<tr>
<td>8</td>
<td>Oct 19</td>
<td>Student lecture 5 &amp; 6</td>
<td>BST- present lecture material from curriculum provided and use skills learned in previous lectures for training and supervision.</td>
<td>Assignment – 60 modules passed to competency</td>
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<tr>
<td>9</td>
<td>Oct 26</td>
<td>Student lecture 7 &amp; 8</td>
<td>BST- present lecture material from curriculum provided and use skills learned in previous lectures for training and supervision.</td>
<td>Assignment – 70 modules passed to competency</td>
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<tr>
<td>10</td>
<td>Nov 2</td>
<td>Student lecture 9 &amp; 10</td>
<td>BST- present lecture material from curriculum provided and use skills learned in previous lectures for training and supervision.</td>
<td>Assignment – 80 modules passed to competency</td>
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<tr>
<td>11</td>
<td>Nov 9</td>
<td>Student lecture 11</td>
<td>BST- present lecture material from curriculum provided and use skills learned in previous lectures for training and supervision.</td>
<td>Assignment – 90 modules passed to competency</td>
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<tr>
<td>12</td>
<td>Nov 16</td>
<td>Ongoing professional development</td>
<td>Review of task list assessment and progress towards goals</td>
<td>Assignment – 100 modules passed to competency</td>
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<td>13 Nov 30</td>
<td>Portfolios</td>
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<td>• Individual performance review</td>
<td>Reflection Statement &amp; Performance evaluation packet due</td>
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<td>14 Dec 7</td>
<td>Portfolios</td>
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<td></td>
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<td>Reflection Statement &amp; Performance evaluation packet due</td>
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**Students Use of Computers/Laptops in Class**
Students may, of course, use laptop computers in class. However, it is not acceptable to be doing anything on them except taking notes. Other activity on laptops is distracting to others, including the instructor, and is generally disrespectful to the educational process. Those who violate this will not be permitted to use a laptop in class.

**Students Use of Phone in Class**
Absolutely no texting or other phone use is allowed during class. Except under unusual circumstances, phones should be put away and not be on top of your desks. In the case of a true emergency, students are expected to step out of class in order to respond to it.

**Enrollment/Withdrawal Policy**
Students must add classes no later than the end of the first week of classes. This includes online classes. Students may continue to drop classes (with full tuition cancellation) through the first two weeks of the term.

Students who withdraw from a course after the end of the 5th week of class will receive a grade of WP, WF, or WN.
- WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
- WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
- WN will be awarded if no materials have been submitted, and so there is no basis for a grade

Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Beginning the fifth week of class students are no longer allowed to drop but must withdraw from classes. The last day to withdraw will be at the end of the 10th full week of classes. The withdrawal date for courses longer or shorter than the full 15-week terms will be adjusted proportionately.

See the university webpage for full details: [http://reg.wayne.edu/students/information.php](http://reg.wayne.edu/students/information.php)

**Attention Students with Disabilities:**
If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-
577-1851 or 313-202-4216 (video phone). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.

**Religious Observance Policy:**
Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that alternative arrangements as suitable as possible may be worked out.

**Academic Dishonesty/Plagiarism**
The College of Education has a “zero tolerance” approach to plagiarism and other forms of academic dishonesty. (See Student Code of Conduct [http://doso.wayne.edu/assets/student-code-of-conduct-brochure.pdf](http://doso.wayne.edu/assets/student-code-of-conduct-brochure.pdf)). Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. Specific examples of academic dishonesty, including what constitutes plagiarism, can be found in the University’s Undergraduate Bulletin ([http://bulletins.wayne.edu/ubk-output/index.html](http://bulletins.wayne.edu/ubk-output/index.html)) and Graduate Catalog ([http://www.bulletins.wayne.edu/gbk-output/index.html](http://www.bulletins.wayne.edu/gbk-output/index.html)) under the heading “Student Ethics.” These university policies are also included as a link on Blackboard within each course in which students are enrolled. It is every student’s responsibility to read these documents to be aware which actions are defined as plagiarism and academic dishonesty. Sanctions could include failure in the course involved, probation and expulsion, so students are advised to think carefully and thoroughly, ask for help from instructors if it is needed, and make smart decisions about their academic work.

**Referencing**
When referencing others’ work, you must paraphrase unless you use quotation marks to indicate that it is a direct quote, and indicate the page number from which you obtained the statement(s). Be sure to never use others’ work and claim it as your own. Also, minimize the number of direct quotes. You must describe others’ work in your own words and then cite the authors accordingly. Cite authors in the order in which their names were published. You never reorganize the authorship order. That order is determined by level of contribution to the article. See additional handout posted on Blackboard on how to create references using APA style.