

***MASTER OF ARTS IN  
APPLIED BEHAVIOR ANALYSIS***

***PROGRAM HANDBOOK  
2017-2018***

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Penn State Harrisburg  
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Prepared for the Applied Behavior Analysis Master’s Program by Richard M. Foxx and Kimberly A. Schreck - adapted from the Psychology Master’s Program Manual. Revised 2017.

This publication is for informational purposes only and is not binding on The Pennsylvania State University.

## **INTRODUCTION**

Welcome to Penn State Harrisburg and to the Applied Behavior Analysis Master of Arts Program. This handbook has been designed to introduce you to our program and help guide you through your graduate coursework, internship, and Master's project. The faculty and staff wish you every success in graduate school and look forward to you receiving your degree within the next few years. If you wish to contact us, our offices are all located in room W 311 Olmsted Building.

## **OVERVIEW OF PENN STATE HARRISBURG**

Penn State Harrisburg's Academic units are organized into six schools. The ABA program is in the School of Behavioral Sciences and Education. Our School has a three-tiered structure that is responsible for the administration of our academic programs. The first level of decision-making responsibility rests with the individual program. For the Applied Behavior Analysis Program, this position is currently filled by Dr. Kimberly A. Schreck, ABA Program Coordinator. Dr. Schreck makes decisions and resolves conflicts at the program level. Ms. Mary Ann Sim serves as the faculty assistant for the ABA program. Her office is in W311 on the third floor of the Olmsted Building. The second level of decision making occurs in the Social Sciences and Psychology division. Dr. Poyrazli currently serves as Chair of this Division of the school.

Dr. Holly Angelique is the Interim School Director and is the director for the third tier of the school structure. She is responsible for the overall operation and administration of the entire School of Behavioral Sciences and Education. Dr. Angelique's office is located in W315 on the third floor of the Olmsted Building. All School Directors and all units of the college are responsible to the central administration, which is headed by the Chancellor, Dr. Mukund Kulkarni.

Many student services and activities are offered at Penn State Harrisburg. To acquaint yourself with these services and activities, obtain a copy of the *Student Handbook* published each academic year or you can contact Dr. Omid Ansary in Room C120.

## **APPLIED BEHAVIOR ANALYSIS ADMISSIONS REQUIREMENTS**

### **Academic Criteria**

Applicants must have a bachelor's degree from an accredited academic institution, with at least 18 credits in psychology, education, or related disciplines and a cumulative grade-point average (GPA) of 3.0 or above in the last 60 credits. Scores from the Graduate Record Exam are required in the verbal, quantitative, and analytic portions. A personal interview may be required.

### **Provisional Admission**

Occasionally, the faculty will admit students provisionally to the ABA Program. Provisional admission is given to students who demonstrate promise, but who have some deficiencies at the time of application. Such students are admitted with the understanding that all deficiencies must be remedied before they can be considered to be degree students. Provisional students will need to remove these deficiencies within 2 semesters or 15 credits, whichever occurs first. If these deficiencies are not remedied and grades not maintained, the student can be dropped from the program. Please note that courses taken to make up admissions deficiencies do not count toward graduation.

### **Non-degree Student Status**

Students who do not intend to pursue the M. A. in Applied Behavior Analysis but who want to take graduate-level courses for professional enrichment, professional development, or certification can seek admission as a non-degree student. A maximum of 10 credits earned as a non-degree student may be applied to the M. A. in Applied Behavior Analysis degree, with the approval of the ABA program. These credits must have been earned within 5 years preceding entry into the degree program. Non-degree students who later desire formal admission to the program must go through the regular admission process for the ABA program. Taking non-degree classes does not guarantee admission into the program. It should be noted that, for ethical reasons, non-degree status cannot be used as a means for students to obtain training or experience in behavior analysis for which they may not otherwise qualify. In essence, this means

that registration for the Applied Behavior Analysis courses are typically restricted to those students who are admitted to the program.

An exception to this rule can be made for non-degree students who have already successfully completed Master's or Doctoral level training in a related field, and who require additional ABA coursework to meet BACB (Behavior Analysis Certification Board) certification or continued education requirements. To register for these courses prerequisites must be met, instructor permission must be granted, and space must be available. In general, course availability and restrictions noted for nondegree students also apply to students currently enrolled in other graduate programs.

### **Transfer Credits**

A student may transfer up to 10 credits of graduate work done at an accredited institution, pending approval of the Applied Behavior Analysis Program coordinator and your advisor. These credits must appear on an *official* graduate transcript, *must* be of "A" or "B" grade value and *must* have been earned within 5 years prior to admission to Penn State Harrisburg. Students are cautioned that the ABA program can not guarantee approval by the Behavior Analysis Certification Board (BACB) of courses taken at other institutions. Additionally, students will have to provide the BACB course matrix from their prior institution in order to determine what classes may transfer.

These courses can be transferred at anytime, but it would be advantageous to do so soon after admission to the program. If your advisor agrees that some courses are transferrable, obtain a "Transfer of Credit from an External Institution" form from Academic Records or the program office. Return the completed form, along with an official transcript of the courses to be transferred, to your advisor or the department staff assistant. We will then obtain the necessary signatures and process the form. Please note, however, that credits earned to complete a master's degree *cannot* be used again toward a second master's degree.

## **THE APPLIED BEHAVIOR ANALYSIS PROGRAM**

### **Behavior Analysis in Pennsylvania**

Applied Behavior Analysis is a specialty that has been evolving since the mid-1960's as an area of extensive basic and applied research and as a profession of behavior change. Applied Behavior Analysis can be differentiated from other areas in psychology in that it is focused on analyzing and modifying behavior using well established principles of learning that stress environmental variables that can be manipulated directly to change behavior. The Central Pennsylvania area has become a center of professional behavior analysis activity in the past decades with a number of PhDs with specialty training in behavior analysis on the faculty of PSU or in active professional behavior analysis practice in the area.

In addition, the Pennsylvania Association for Behavior Analysis (PennABA) is a chapter of the National Association for Behavior Analysis (ABA-International) with over 100 members, providing opportunities for students to present research, network with employers, and earn continuing education credits. The ABA program at Penn State Harrisburg was instrumental in founding the Pennsylvania Association for Behavior Analysis and remains its headquarters. Dr. Foxx, a retired professor from the ABA program, was its first president and remains its executive director. Dr. Ivy has served as its president. The majority of PSU ABA students attend the annual PennABA conference.

### **Program Description**

The masters program is unique in Pennsylvania and offers the opportunity to work with world renowned faculty. The Master of Arts degree in Applied Behavior Analysis at Penn State University is only offered at the Harrisburg Campus. The program is intended for both part-time and full-time students and is designed to allow the students to complete the course of study for a Master's in ABA within a reasonable time period as well as to continue working if necessary.

The study content within the program encompasses the field of behavior analysis. The field of behavior analysis comprises a basic science and its associated

applications. Applied behavior analysts specialize in applying behavioral principles to solve performance problems, build new behavior and strengthen existing appropriate behavior. Career choices are varied because expertise in measuring, analyzing and changing behavior is needed in many areas. Behavior analysts work in schools, universities, human service settings, business and industry, and government agencies. Clients range from children with autism, to students with academic skills deficits, to entire companies that have difficulties with employee performance.

The purpose of this master's program is to:

1. Teach the principles, theory, and research methods of applied behavior analysis and the experimental analysis of behavior.
2. Teach procedures for systematic application of behavioral technology in natural environments.
3. Teach the ethical principles for ABA research and practice.
4. Provide practical experience in behavioral assessment and designing, implementing, and evaluating behavioral intervention programs.

The overall training model emphasizes the core areas of the discipline including the scientific basis of behavior analysis, as well as, how biological, social, and individual differences affect human behavior. Training emphasizes the development of both assessment and intervention skills. The training and purpose of this master's program is to instruct according to the science-practitioner model and is not intended to be solely a practitioner-based program.

The program provides students with training in behavior analysis to enable them to follow different courses upon graduation:

1. Professional employment:

Graduates from ABA masters programs have worked conducting applied research and developing behavioral programs as autism treatment specialists in home based and autism treatment centers, behavior analysts with governmental agencies, behavior specialists with public schools, consultants in the performance management division of retail companies, consultants to public schools and to state agencies for

behavioral services, designers of behavioral programs for juvenile delinquent intervention services, directors of work teams in hospitals, and management support for electronics and software firms. Behavior Analysts are also working in areas related to addiction, marriage and family relations, behavior and learning disorders, developmental disabilities, stress and relaxation, parent and child interactions, child abuse and neglect, behavioral safety, educational reform, curriculum development and evaluation, parent and staff training, and language development.

Behavior analysts can be self-employed or work in educational, community, or residential agencies. To obtain more information concerning fields using behavior analysis, you may want to explore <http://www.behavior.org> or <http://www.abainternational.org>.

The majority of PSU ABA graduates will seek employment as Board Certified Behavior Analysts at the Masters level. Thus, the program is designed to prepare master's level graduates to function in community settings as applied behavior analysts and to provide the academic training and internship experience necessary for graduates to apply for national board certification in behavior analysis. **The course work and internship experiences of the Penn State Harrisburg ABA program have been verified by the Behavior Analysis Certification Board. Upon graduation of the PSU ABA program, you should have completed qualifications to sit for the Behavior Analysis certification examination. Additionally, the Penn State Harrisburg ABA program meets the requirements for behavior specialist licensing in Pennsylvania.**

## **2. Doctoral study in behavior analysis:**

Behavior analysts with doctoral degrees have careers as consultants in the private sector, as faculty in universities, or as researchers and practitioners in medical schools and educational and human services agencies. Our degree program can provide a strong research foundation on which to build a doctoral specialty. Graduates may prepare for admission to Ph.D. programs to continue advanced study in applied behavior analysis or the experimental analysis of behavior. The ABA Masters program at Penn State Harrisburg provides excellent preparation for those who wish to pursue

doctoral study. Mentored research experience is available within the curriculum, as well as within ABA research laboratories with professors.

The program maintains excellent relations with behavior analysts at other major universities and in the non-academic public and private sector. These relationships provide many settings for behavior analysis internship experiences in the Central Pennsylvania area, which will provide students with ample opportunities to practice and extend their behavioral skills.

***Students who intend to pursue Ph.D. level training are advised to discuss this with their advisors early in their studies in the program. This will allow the student and advisor to develop a learning, research, and experience plan to assist with admission to doctoral programs. Students with these plans are also encouraged to volunteer to assist faculty and other students in potentially publishable research projects. Following this plan may assist with admission to a doctoral program, but does not guarantee acceptance.***

### **Degree Conferred**

The Applied Behavior Analysis program offers the Master of Arts degree upon satisfactorily completing all program requirements.

### **Graduation Requirements**

To be eligible for graduation from the Applied Behavior Analysis program, students need to have earned at least 36 credit hours of required and approved elective coursework (see list below), with a minimum GPA of 3.0, and successful completion of the 9 credit Internship (ABA 595) and a written Master's project. All 30 credits from the list of required courses must be earned, plus six (6) credits of electives. With the consent of the ABA Program Coordinator, elective credit from other programs may be used. Students are again cautioned that the PSU Harrisburg ABA program cannot guarantee approval toward certification qualification by the Behavior Analysis Certification Board nor behavior specialist licensing for courses taken at other institutions. Please note that waiving of required courses is not an option, except when a student has been allowed to transfer equivalent credits.

## **ABA Master's Project Requirements and Format**

The completion of at least one culminating Masters Project is a degree requirement for all Applied Behavior Analysis students. Students work on this project during and outside of ABA 594. Although students may take ABA 594 as an additional research project or may enroll for multiple semesters, one culminating project which indicates a generalization of ABA academic material must be completed for graduation. Examples of culminating projects have included ABA program development, treatment and/or training manual development, single subject research design studies, and group design studies examining behavioral issues. The format for your project will be mutually agreed upon by you, your Chair, and your Second Reader. However, the ABA faculty generally require APA format when applicable. You should begin thinking about your culminating Master's project no later than your second semester (for full time students) or completion of approximately your first 9 credits. The following suggestions may help you to choose a project, major project advisor, etc.:

- 1) ***"Question book"***: As you start your first classes in ABA, keep a list or journal of possible research questions that interest you (from class, discussions with fellow students, faculty, alumni, etc. or from research articles), problems at your job site, difficulties that you have had in the ABA field, etc. These should be questions that you want to answer. For example, would a most-to-least prompt sequence be more effective than a least-to most prompt sequence in teaching children how to tie their shoes.
  
- 2) ***Talk to others about their research or projects***: Meet with faculty, other students, and PSU ABA alumni about their current research or employment situations. They may have an idea or current project that you could take over or can assist you in formulating a Master's project related to an ongoing project.

- 3) ***Immerse yourself in the literature:*** Read ABA journals for articles of interest. You also should independently read journals to see if your questions (from #1) have been answered in the existing literature. If yes, review the published suggestions for further research on the topic.

Examples of ABA and related journals may include:

Journal of Applied Behavior Analysis  
Behavioral Interventions  
Behavior Modification  
Journal of Experimental Analysis of Behavior  
Journal of Organizational Behavior Management  
Journal of Behavioral Education  
Analysis of Verbal Behavior  
The Behavior Analyst Today  
The Journal of Early and Intensive Behavior Intervention  
Speech and Language Pathology and Applied Behavior Analysis  
Journal of Autism and Developmental Disorders  
Research in Developmental Disabilities  
Journal of Developmental and Physical Disabilities  
Journal of Intellectual Disability Research  
International Journal of Behavioral Consultation and Therapy  
Journal of Applied Research in Intellectual Disabilities  
Journal of Behavior Therapy and Experimental Psychiatry  
Journal of Behavioral Medicine  
Journal of Developmental & Physical Disabilities  
Journal of Precision Teaching

Create questions and possible Master's project extensions based on the articles you have read. It will also be helpful to keep computer files of pdf copies of articles (e.g., by author, subject, etc.) and reference lists. These articles and reference lists will be helpful in classes, your Master's

project, your future career, and in finding appropriate publication outlets for your research.

- 4) **Attend Conferences:** Attend conferences, such as PennABA and ABAI. Information from speakers and workshops can help with developing your knowledge and interest areas.
- 5) **Meet with a possible project advisor:** Once you have your topics of interest, meet with a possible project advisor. Try to choose a faculty member with a similar interest and present your topics of interest.

Steps 1-5 should occur prior to taking ABA 594 Research Project. This class is constructed to help you develop and complete your Master's project. The faculty members teaching ABA 594 will assist with your project development. The person you have chosen as your Master's Project Chair will oversee the entire process in conjunction with the instructor(s) of ABA 594. You must complete an agreement form in 594 which indicates your topic and agreed upon Chair for the project. You will receive a grade for your work the semester you enroll in ABA 594. However, your Chair and Second Reader will provide the final approval for your culminating project (see Appendices for Master's Project Final Approval Form).

You should have completed and submitted to your Chair a written product of your Master's project no later than the **second week** of the semester you intend to graduate. This will allow the Chair to assess if the project can be completed in time for graduation, the extent of revisions required, and any possible modifications or additions to the project. **You must also submit your intent to graduate at the beginning of the semester in which you intend to graduate (completed on LionPath).** Your final copy (all revisions completed) and signed final evaluation form (officially approved by your Chair and Second Reader) must be submitted before PSU deadlines for the semester you intend to graduate. For most semesters, this time period is more than one month

before PSU's scheduled graduation ceremony. Specific dates for each semester can be found at <http://gradschool.psu.edu/calendars/important-dates>. Students will be responsible for submitting a (a) final bound copy of their master's project to their Chair and Second Reader (e.g., ABA faculty, instructor of ABA 594) and (b) signed Master's project final evaluation form (see Appendices) before this deadline. Final approval for graduation rests with the Program Coordinator, with final decisions being made by approximately the **10<sup>th</sup> week** of the semester the student intends to graduate.

### **Required and Elective Courses**

The following courses are the current courses for the ABA master's program and have been included in the Verified Course Sequence for the BACB 4<sup>th</sup> Edition Task List. Students who will complete graduation after 2021 are forewarned that the BACB 5<sup>th</sup> Edition Task List will be in place and additional or alternative courses will be required to sit for the national examination. This change will not alter the requirements for Penn State graduation which will be based upon the year you entered the program.

#### **A. Required Courses (30 credits)**

ABA	511	Behavior Modification (3)
ABA	500	Experimental Analysis of Behavior (3)
ABA	522	Single Subject Research (3)
ABA	533	Applied Analysis of Behavior (3)
ABA	577	Behavioral Assessment and Treatment (3)
ABA	588	Ethics and Legal issues in ABA (3)
ABA	594A	Research Topics (3)
ABA	595	Internship (9)

#### **B. Approved Elective Courses (6 credits)**

ABA	555	Behavioral Interventions in Autism (3)
ABA	566	Behavioral Pediatrics (3)
ABA	594	Research Topics (3+)
PSYCH	443	Treatment & Education Developmental Disabilities (3)
PSYCH	592	Current Topics (3)
ABA	597	Special Topics (1-3)
PSYCH	596	Independent Study (3+)

### **Courses by Semester Typically Offered and Prerequisites**

Offering semesters and prerequisites are subject to change based upon scheduling,

BACB requirements, and curriculum changes. Students are advised to stay in contact with their advisor, the program coordinator, or new program manuals (published yearly).

<b>Fall Offerings</b>	<b>Course Prerequisites</b>
ABA 533 Applied Analysis of Behavior	Admission to ABA program or permission of program
ABA 595 Internship	ABA 533 or ABA 511; ABA 522; ABA 588; Prior approval of proposed site by instructor
ABA 522 Single Subject Design	Admission to ABA program
ABA 555 Behavioral Interventions in Autism	Admission to ABA program or permission of program
PSYCH 443 Treatment & Education in Developmental Disabilities	PSYC 100 or permission of program
ABA 566 Behavioral Pediatrics	Admission to ABA program or permission of program
ABA 594 Research Topics	

<b>Spring Offerings</b>	<b>Course Prerequisites</b>
ABA 511 Behavior Modification	Admission to ABA program or permission of program
ABA 500 Experimental Analysis of Behavior	Admission to ABA program or permission of instructor
ABA 577 Behavioral Assessment and Treatment	Admission to ABA program or permission of program
ABA 595 Internship	ABA 533 or ABA 511; ABA 522; ABA 588; Prior approval of proposed site by instructor
ABA 588 Ethics and Legal Issues	Admission to ABA program or permission of instructor
ABA 594 Research Topics	

<b>Summer Offerings</b>	<b>Course Prerequisites</b>
ABA 595 Internship	ABA 533 or ABA 511; ABA 522; ABA 588; Prior approval of proposed site by instructor

In addition to ABA coursework, Penn State University has initiated the Scholarship and Research Integrity (SARI) program for all graduate students entering Fall 2009 and after. Students are required to complete an online ethics training course during their first year of enrollment in the ABA program and 5 hours of additional ethics during their remaining coursework. To fulfill this requirement, students can access the online portion at the SARI resource portal (<https://www.research.psu.edu/training/sari>)

at any time during their first year. The online requirement must be completed during or before your enrollment in ABA 522 Single Subject. Upon completion of the online course, students must print a certificate of completion to present to their ABA 522 instructor. This certificate will serve as proof of completion of the online component of the SARI requirement and for The Office of Research Protection training required for any human subjects research. The additional 5 hours of ethics training will be fulfilled with completion of ABA 522 Single Subject and ABA 588 Ethics.

### **Advisement**

Graduate school can at times be quite stressful. The work demands and the expectations for high quality naturally exceed those of your undergraduate days. In order to ease this stress and guide you through your graduate studies, you will be assigned an advisor and we recommend that you maintain frequent contact with him/her. Your advisor can help you arrange your courses, recommend internships, suggest research experience, advise you on your Master's project, and counsel you regarding career or doctoral program decisions. However, please feel free to talk with any of the other ABA faculty members if you have questions. In addition, Ms. Sim is knowledgeable regarding the program, University policy and procedures, and can more than likely answer routine questions or tell you who can.

Some general advising mass communications will be sent from the ABA program. All mass correspondence with ABA majors will be to your official Penn State email address. Thus, if you have not yet set up a Penn State email account, it is crucial that you do so immediately. We will not send or be responsible for any program information to non-Penn State email addresses. However, you can configure your Penn State email so that it automatically forwards messages to another email address. It is your responsibility to check and respond to your Penn State email on a timely basis.

We may also provide information some program or class-based information through the School web page, <http://harrisburg.psu.edu/behavioral-sciences-and-education> or through Canvas (a course management system). Please check these sites regularly for information.

## **Scheduling of Courses**

It is highly recommended that you consult with your advisor before registering for courses, as some courses may have prerequisites or be designed to be taken sequentially with other courses. Although it is your responsibility to fulfill all of your academic and certification requirements, your advisor can help you to develop a balanced schedule. A valuable tool for helping you to efficiently progress through the program is the recommended plans of study (see below).

Current course information and registration dates can be found on the Penn State Harrisburg web page, [www.hbg.psu.edu/](http://www.hbg.psu.edu/). Early registration decreases the likelihood that a class will be dropped because of low enrollment. Make sure that you register for classes as soon as you possibly can, and by 3 weeks before the end of the previous semester at the latest. Current schedules can be found on the web which is the most current and reliable source of information. These schedules can be found at: <https://www.lionpath.psu.edu>.

## **Courseload**

The typical credit load for a full-time graduate student is 9 credits per semester. Anything less than this is considered part-time. Students who are seeking to register for more than 9 credits should consult with their adviser. Students who are working during academic semesters are encouraged to consider taking part-time classes due to academic work load. The student in academic difficulty should aim for quality rather than quantity.

## **Recommended Class Schedule for Full Time Students**

### **Year 1:**

<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Semester</b>
1. ABA 522 Single Subject Design	1. ABA 500 Experimental Analysis of Behavior	1. ABA 595 Internship
2. ABA 533 Applied Analysis of Behavior	2. ABA 588 Ethics	
3. ABA 555 Autism or ABA 594 or	3. ABA 577 Assmt & Trmt	

PSYCH 443 Treatment in DD or ABA 566		
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## **Year 2:**

<b>Fall Semester</b>	<b>Spring Semester</b>
1. ABA 595 Internship 2. ABA 594 Research Topic 3. Elective	1. ABA 511 Behavior Modification 2. ABA 595 Internship 3. Elective

Total Credit hours = 39 (students will have taken 1 extra elective course)

## **Recommended Class Schedule for Part-Time Students**

### **Year 1:**

<b>Fall Semester</b>	<b>Spring Semester</b>
1. ABA 533 Applied Analysis 2. ABA 522 Single Subject Design	1. ABA 500 Experimental 2. ABA 588 Ethics

### **Year 2:**

<b>Fall Semester</b>	<b>Spring Semester</b>
1. ABA594 Research 2. Elective	1. ABA 511 Beh Analysis 2. ABA 577 Assmt & Trmt

### **Year 3:**

<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Semester</b>
1. ABA 595 Internship 2. Elective	1. ABA595 Internship	1. ABA 595 Internship

Total = 36 Hours

## **Grading System**

Keep in mind that you must have at least a GPA of 3.0 or better to graduate. This means that you will need to earn A's and B's in all courses. Note that a grade of "C" indicates inadequate achievement in all classes and cannot be used to meet degree requirements. In this case, a grade of "C" means that this course must be taken

again and a grade of "B" or better must be earned. Pass/fail credit is not available for graduate students. Additionally, extra credit or extra assignments to improve course grades is typically not given in ABA graduate classes. The following grading system will be in effect for all graduate students:

<b><u>Grade</u></b>	<b><u>Grade Point Equivalent</u></b>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
D	1.00
F	0.00

Grades can be obtained through several sources such as LionPath. Grades, transcripts, tuition charges, course schedules, deadlines, financial aid information, Federal Loan Check information, etc., can also be obtained on the Internet through Lion Path at <http://launch.lionpath.psu.edu/>

### **Deferred and "R" Grades**

In cases of personal hardship, serious illness or injury, or some other extenuating circumstance, a student may be granted an extension of time beyond the regular semester by his/her instructor in which to complete course requirements. In such a case, a grade of DF (deferred) will appear temporarily on your transcript instead of a letter grade, which basically indicates an incomplete. The student must remove the DF from his/her records by completing all requirements for that course within twelve (12) weeks from the beginning of the succeeding semester in which the student is registered (including Summer sessions). Official deadlines for the removal of deferred grades can be obtained from the Academic Records Office or found on Lion Path. Failure to remove a deferred grade automatically results in a change of grade from a DF to an F.

If the student and the instructor, for whatever reason, agree that the deadline will not be adequate, an extension may be requested. The instructor will need to send a written request for an extension of time (to a specified date) to the Dean in the Office of

Graduate Programs, with a justifying statement. An “R” grade is sometimes issued for research or internship classes and does not have the same nine week constraints. An R indicates that a student has devoted adequate effort to the work scheduled but gives no indication of quality; thus, it does not influence your GPA. You need to consult with the course instructor to agree on a time table for removal of an “R” grade. The removal of the R grade needs to be done by the end of the next semester. Although you can graduate with an R grade in some classes, the BACB will not accept classes with R grade designations as passed.

### **Grade Mediation and Adjudication**

It may happen that you wish to dispute a grade that you have received in a course. Should this occur, discuss the situation with the instructor first. If the grade is to be changed, the instructor must complete a grade change authorization form and obtain the signature of the ABA Coordinator. If the grade dispute cannot be resolved satisfactorily following your discussion with the instructor, you may appeal the decision by a petition filed with the College Good Offices Committee, but first consult with the course instructor and program coordinator. (See Senate Policy 47-20 in the *Policies and Rules Handbook* for details.)

### **Resolution of Student Concerns**

If you have other concerns, speak with the instructor first (if it is course-related matter), or confer with your advisor. Many student concerns can be resolved in an informal manner. If the situation cannot be satisfactorily resolved at the advisor (or instructor) level, concerns should be shared directly with the Program Coordinator. If these procedures are followed and the problem still remains unsuccessfully resolved, then it is appropriate to consult with the Chair of Social Sciences and Psychology Division and finally the School Director.

### **Dropping Courses, Withdrawal, and Resume Study**

The following policies are reviewed here for the benefit of students. However, dropping courses, withdrawals, cancellations, and readmission are handled by the Graduate

School. Students considering these options are strongly encouraged to review the Graduate School policies (<http://www.gradschool.psu.edu/current-students/student/>) for details and instructions concerning these options. Students should also confer with the Bursar and Penn State Office of Student Aid.

### **Dropping Courses**

A student may drop a course without academic penalty during the Course Drop period. However, a tuition penalty may be assessed according to Penn State tuition policies. There is no limit to the number of courses/credits that can be dropped during this period and courses dropped during this period do not show up on the student's academic record.

The Late Drop period for a course begins with the first calendar day after the Course Drop period and ends on the day when 80 percent of the duration of the course is attained. During the Late Drop period, the student may drop a course (Late Drop), and a WN symbol will be entered on the student's academic record.

By dropping a course or multiple courses, a student may be seriously jeopardizing his or her expected progress toward graduation. It is possible that a student will not be able to schedule the dropped course in the succeeding semester for a variety of reasons, thereby delaying progress toward graduation or BACB certification eligibility. In addition, financial aid may be affected.

A student may not drop or late drop the last/only course on his/her schedule. Dropping or late dropping the last/only course must be done through a withdrawal.

### **Withdrawal/ Cancellation**

If the semester has not begun and the student has decided that he/she will not be attending the University, the student should seek to cancel his/her registration. A withdrawal will delay normal degree progress, may affect academic programming and may have financial implications for students with loans or receiving assistantships, etc. Therefore, it is strongly suggested that a degree-seeking student contact his/her advisor to discuss alternatives to withdrawing before proceeding.

The process of a withdrawal is defined as dropping all registered courses for the current semester or session. Officially withdrawing from the University will also cause a cancellation of scheduled and registered courses for any future semesters. Withdrawal options include a regular withdrawal (after first day of classes and through the last day of classes, but before the final exam period begins) or retroactive withdrawal (if the final exam period for the current semester has begun, or if you are seeking to withdraw from a previous semester).

Either withdrawal will result in the student's status changing to non-degree status for the following and future semesters. To return to degree status, a student who withdraws must seek readmission to the graduate degree program.

### **Readmission/ Resume Study**

Anyone who has interrupted a normal sequence of registration (continuous fall and spring registration) and now plans to return and register for course work is required to submit a request to the graduate school. The request must be approved by the graduate degree program. The program will review such items as (a) grade point average, (b) progress towards completion of coursework, (c) progress towards completion of master's paper/thesis requirements, (d) ability to complete the program before the time limit, (e) previous progress reviews, (f) demonstration of satisfactory scholarship, and (g) professional skills. Graduate faculty members will vote on readmission to the program. It is expected that the student, in consultation with the advisor, will prepare a schedule of courses and research designed to fit individual needs and meeting the pertinent credit limits.

### **Time Limits for Degree Completion**

The ABA curriculum is set up as a two-year or four-semester (plus summer) program for students attending full time. However, the University grants a period of eight (8) years from the date of entry into a graduate program to meet degree requirements. Five or six semesters is a realistic goal for full time students.

**Students are responsible for placing their names on the graduation list by the first two weeks of the semester he/she intends to graduate.** This does not guarantee that all prerequisites will be completed. Supervisors of master's projects must have a completed product of the master's project before **midterm** of the semester the student wishes to graduate (see above). Final approval for graduation rests with the Program Coordinator, with decisions being made by approximately the 10<sup>th</sup> week of the semester the student intends to graduate. Students who have not made the published deadlines will be unable to graduate until the following semester and must re-enter their names on the intent to graduate list.

### **Annual Student Reviews**

Faculty evaluations of graduate students are routinely done in the program. Students may be reviewed annually or more frequently if warranted. Part time students may be reviewed after they have completed enough credits (9) to warrant an academic review. These reviews will be conducted by the faculty of the student's program.

Prior to faculty review, students must complete a checklist of yearly progress (Student Program Progress Review Form) from the date of the previous review. This checklist documents the student's academic course progress, master's project progress, publications, presentations, and awards. This document is due to the program's staff assistant **no later than February 1<sup>st</sup> of every year**. Failure to complete the review may result in an unsatisfactory progress report and may count toward unsatisfactory scholarship designations on future progress reviews. This document as well as any faculty comments related to the student's progress may be discussed. Major issues discussed by faculty during student reviews include but are not limited to (a) satisfactory course progression, (b) satisfactory classroom performance and attitude, (c) progress on master's research, (d) satisfactory internship completion, (e) professional behavior, and (f) ethical behavior.

Student reviews are intended to assist faculty and students in identifying strengths and weaknesses. These reviews will be used to assist faculty in advising students toward their academic and career goals and in evaluating adequate academic progress. If a problem of academic progress exists at the yearly review, the student will receive a written summary of the faculty's appraisal of his/her progress, as well as

recommendations for improvement and expectations regarding future performance. If the student is unwilling or unable to meet the expectations of the program, he or she will be counseled out, or terminated from the program which may be done at any stage of curriculum completion

### **Program Termination Policy**

#### **Professional Standards of Conduct:**

Students must adhere to the most recent editions of the Behavior Analysis Certification Board Ethical Compliance Codes and the American Psychological Association's (APA) *Ethical Principles of Psychologists and Code of Conduct*. Allegations of professional misconduct are taken very seriously and will be investigated and dealt with as warranted. Disciplinary action, including termination from the Program, can result from verified violations of the BACB or APA principles, which can be found at <http://www.apa.org/ethics>, and BACB.com. You should familiarize yourself with these upon your entry to the Program.

#### **Penn State Standards of Conduct:**

See <http://bulletins.psu.edu/graduate/appendices/appendix3>

The *University Graduate Bulletin* says:

By virtue of their maturity and experience, graduate students are expected to have learned the meaning and value of personal honesty and professional integrity before entering graduate school. Every graduate student is expected to exhibit and promote the highest ethical, moral, and professional standards as scholars, and as future faculty, professionals, and leaders in their respective fields. Meeting this expectation is a component of satisfactory scholarship for graduate students, in addition to meeting academic standards such as, but not limited to, minimum required grade-point average or grades in required courses for the program. A violation of ethical, moral, and/or professional standards is regarded as a serious offense, raising grave doubt that the graduate student is worthy of continued membership in the Graduate School community, and may result in academic sanctions including suspension or dismissal by the graduate program in which the student is enrolled, from that academic program, and/or by the Graduate School from continued or future enrollment in any graduate program at the University. A violation of ethical, moral, and/or professional standards may not necessarily involve Code of Conduct behavior, but still may result in academic sanctions including suspension or dismissal by the graduate program and/or the Graduate School, as described above. However, engaging in

any Code of Conduct behavior, as determined by the Office of Student Conduct, does constitute a failure to exhibit and promote the highest ethical, moral, and professional standards expected of graduate students, and may result in additional sanctions as described above, in addition to any disciplinary sanctions by the Office of Student Conduct.

Where the basis for unsatisfactory scholarship is behavior that is believed to fall within the Code of Conduct, it should first be referred to the Office of Student Conduct for adjudication. If the Office of Student Conduct determines that the graduate student did not engage in a Code of Conduct behavior, and if the sole basis for unsatisfactory scholarship was if the behavior did fall within the Code of Conduct, no further action should be taken. If the Office of Student Conduct determines the graduate student has engaged in a Code of Conduct behavior and issues a sanction(s), this does constitute unsatisfactory scholarship and further action may be taken by the program and/or the Graduate School.

When a program head, program committee, or, in the case of a doctoral student, the doctoral committee determines that the program of a graduate student must be terminated for unsatisfactory scholarship, the student must be given advance notice, in writing, which in general terms shall advise the student of the reasons for the termination. Examples of unsatisfactory scholarship may include, but are not limited to, failure to exhibit and promote the highest ethical, moral, and professional standards; inadequate grade-point average; failure to obtain satisfactory grades in required courses for the program; failure to make satisfactory progress in research or other activities related to the culminating experience; or failing the candidacy, comprehensive, or final oral examination for doctoral students. Upon receipt of this notice, the student has the opportunity to seek a review of the decision. If the student desires such a review, the student must, within ten days of receipt of the notice, submit a written appeal to the program head.

All students are expected to maintain **satisfactory scholarship** (defined by the University as the highest academic, professional, ethical, and moral standards), and to progress towards the completion of all degree requirements at an acceptable rate. As defined by the ABA program, unsatisfactory scholarship or professionalism includes, but is not limited to, the following (each of which is grounds for immediate dismissal without warning from the graduate ABA program):

- 1) GPA below a 3.0 for two semesters.
- 2) Grades below a B- in two courses. A course in which a C has been obtained cannot be used to meet degree requirements and must be retaken with an earned grade of B- or better. Retaking a course does not remove the receipt of the unsatisfactory grade from the student's record.

- 3) Ethical or conduct violation of the *American Psychological Association's (APA) Ethical Principles of Psychologists and Code of Conduct* and/or the *Behavior Analysis Certification Board Ethical Compliance Code*.
- 4) Failure to successfully complete a Master's project draft by the spring semester of the sixth year, counting from the semester and year of admission.
- 5) Unprofessional behavior (e.g., missed classes, late assignments, argumentativeness, plagiarism, lying, disrespect, gross insubordination, etc.) in classes, research, internships, field experiences, or interactions with faculty and other supervisors.
- 6) Evidence of behavioral, psychological, social, or emotional impairments that endanger clients and/or that interfere with coursework, training, professionalism, and judgment. These impairments include but are not limited to interpersonal and intrapersonal difficulties, substance abuse issues, or mental health issues.
- 7) Any of the prohibited behaviors described in the Penn State University *Code of Conduct* (see <http://studentaffairs.psu.edu/conduct/codeofconduct/> adjudicated and upheld by the Office of Student Conduct.

The Program will address issues that may arise (please see the Student Review section of this handbook). The ABA program follows the policy of the Graduate School in our insistence on the highest academic, professional, moral, and ethical behaviors of our students. If the Program determines that a student has exhibited unsatisfactory scholarship or behaviors as defined above, the Program Coordinator will meet with the student to discuss problematic behaviors or scholarship and will outline corrective actions the student needs to take within a designated time frame (such as one semester) in order to stay in the program and to maximize his or her academic and professional learning experience at Penn State Harrisburg. Further, the Program

Coordinator, in consultation with the Division Chair and the Director of the School of Behavioral Sciences and Education, will send the student an email with a letter of warning attached to the student's PSU email address and a certified follow-up letter of warning outlining what has been discussed and what needs to be done in order to continue in the program, including a timeline for amelioration. If the student does not conform to expectations within the allotted time frame, he or she will receive a letter of termination from the program.

A student may appeal this decision by following the procedure outlined in the University Bulletin. See <http://bulletins.psu.edu/graduate/appendices/appendix3> . Please be aware that the appeal process requires timely action. If the student desires such a review, the student must, **within ten days** of receipt of the certified letter, submit a written appeal to the Program Coordinator. The student should follow this and other deadlines and instructions for appeal as specified in the University Bulletin.

Note that termination from one of our SSP Graduate Programs for professional, moral, or ethical violations permanently prohibits a student from enrolling in other SSP Programs or reenrolling in the original program of study.

For more information about termination, refer to Procedures for Termination of the Degree Program of a Graduate Student for Unsatisfactory Scholarship, of the Graduate Degree Programs Bulletin at <http://bulletins.psu.edu/graduate/appendices/appendix3>.

## **GRADUATE STUDENT POLICIES: CONDUCT AND INTEGRITY**

### **Graduate School Policies and Procedures**

The following are up-to-date policies and procedures that affect students of the Penn State Graduate School. Please make yourself familiar with each policy listed below. Graduate School academic policies and procedures can be found at <http://www.gradschool.psu.edu/current-students/student/>. You should familiarize yourself with this site, as many questions that you might have about academic policies are addressed therein.

### **Conduct (Appendix I of the Graduate Degree Programs Bulletin)**

<http://bulletins.psu.edu/graduate/appendices/appendix1>

### **General Standards of Professional Ethics (AD47)**

<http://guru.psu.edu/policies/AD47.html>

### **Academic Integrity Policy (49-20; G-9)**

<http://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/#49-20>

<http://undergrad.psu.edu/aappm/G-9-academic-integrity.html>

Familiarize yourself with University policies on academic integrity. At the beginning of each course, the instructor will provide a statement clarifying some of the application of academic integrity policies to that course. Make sure to ask him or her to clarify any aspects of these policies that you do not understand. Ignorance is not a valid defense against charges of academic dishonesty. A student charged with violation of academic integrity will be dealt with consistent with University policy.

The University's policies and sanctioned disciplinary actions regarding violations of academic integrity can be found in Penn State's *Policies and Rules*, a Student Affairs publication, Senate Policy 49-20, page 44. Familiarize yourself with the University's policy on academic integrity as contained in *Policies and Rules*. ABA program faculty

take academic integrity seriously.

To summarize University policy, violations of academic integrity include (but are not limited to):

- 1) cheating on examinations or other assignments
- 2) plagiarism (including from text or assigned readings)
- 3) submitting someone else's work as one's own or having someone do your work for you
- 4) submitting a paper previously used in another course without permission of the new course instructor
- 5) unauthorized possession of an examination

Dishonesty regarding academic performance refers to all levels of assignments and examinations given to students by any course instructor. Students charged with violation of the University's policies regarding academic integrity will be notified. If students believe the charge to be false, resolution should be sought informally. Such students should discuss the matter first with the appropriate faculty member, such as the course instructor, and if not resolved at this level, then the Program Coordinator, Chair of Social Sciences and Psychology, the School Director, or Chancellor or other college official as necessary (refer to the order for Resolution of Student Concerns, p. 18). There are formal due process procedures that a student and/or instructor can take if the infraction will result in an F for the course, or if the instructor believes the infraction to be a serious one. Depending on the nature and seriousness of the infraction, disciplinary action can range from a warning to expulsion from Penn State Harrisburg (see *Policies and Rules* at, <http://www.psu.edu/ur/students.html> )

**Sexual and/or Gender-Based Harassment and Misconduct (Including Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking and Related Inappropriate Conduct) (AD85)**

<http://guru.psu.edu/policies/AD85.html>

**Statement of Intolerance (AD29)**

<http://guru.psu.edu/policies/AD29.html>

## **Addressing Allegations of Research Misconduct (RP02)**

<http://guru.psu.edu/policies/rp02.html>

## **RESOURCES**

### **Publications**

Throughout this handbook, we have referred to various published and informal sources of information. We recommend that you obtain and become familiar with two other published sources. Valuable information on University-wide policies regarding graduate level education can be found in the *Graduate Degree Programs Bulletin* at <http://www.gradsch.psu.edu>. Another indispensable publication is *APA Style Manual (6th ed)*. This is a book that you will refer to constantly, as most of your courses will require you to present your written work according to current APA style guidelines. The bookstore carries the APA manual.

### **Research Opportunities**

All ABA faculty maintain active research programs and welcome the assistance of talented and motivated graduate students in carrying out their research. Students are encouraged to become involved in research activities. This work may be part of a research lab, independent study, or master's paper. Read the faculty profiles, talk to the faculty, and attend research presentations/colloquia where current projects are discussed to acquaint yourself with the areas in which your faculty are involved. Students involved in research will be afforded the opportunity to help design studies, assist in data collection and conduct data analyses. Students also have the opportunity to co-author professional presentations and/or publications with the faculty. We encourage students to share their research experiences by presenting their results on-campus, and off-campus at research conferences.

### **Funding Opportunities**

There are a limited amount of funds available for graduate student Master's projects. Sometimes a student-faculty research grant available through the Associate Dean for Research and Outreach (Dr. Gal, C114 Olmsted) can be used. Students eligible for these assistantships are nominated by the ABA program faculty. No action is required by the student for nomination. Individual faculty members may have research grants or contracts that provide for hiring students on an hourly basis.

### **Student Assistance Center**

The **Career Services** (SEC 212 – Student Enrichment Center) can assist you with goal setting, career decision making, educational guidance, advice about further graduate education, and personal counseling. They can also assist you in the following areas: cover letters and resumes, interviewing skills, and job search preparation and strategies. Off-campus part-time job openings and information about paid and unpaid summer opportunities are listed in this office.

The **Learning Center** (SEC 201) offers support to all students. Assistance includes tutoring workshops and other services tailored to individual needs. Tutoring assistance in various courses is available on a group or individual basis. The location and hours for group tutoring will be posted at the beginning of each semester.

The **Writing Lab** (SEC 201) is dedicated to helping all students with writing problems. Assistance is provided on a one-to-one basis, and students are guided through a program designed to produce results. The Lab stresses all the techniques required to complete papers, essays, or other types of written presentations. Appointments are recommended.

### **Library**

Students are encouraged to meet the Behavioral Sciences and Education Librarian, Bernadette Lear, early in their ABA studies. She is an invaluable resource for learning PSU Harrisburg's library, as well as, library searches in general.

The Library contains a basic collection of psychology books and journals;

however, most of our students must rely on Interlibrary Loan services to complete class assignments. This means you must plan ahead and allow plenty of time for the material you need to receive. There are several databases on line available for literature searches. The one most widely used by ABA students is *Psych Info*. The system is very user-friendly. A member of the Library staff will be happy to assist you until you feel comfortable with it. Also, the Library sponsors various workshops on the use of Library resources.

Students also may use the library at the Hershey Medical Center. Unfortunately, you cannot check out books from Hershey but must use the University's Interlibrary Loan service.

### **Computer Facilities**

The basement floor of Olmsted houses the main computer facilities on campus. All registered students are automatically assigned a Penn State Access account. To activate your computer account you must first obtain your photo ID from the Housing office (E122 Olmsted), then swipe your photo ID thru a signature station located on the basement floor of the Olmsted Building. Please allow twenty-four hours for account activation. Also available to students through the Computer Center is the software necessary to gain access to Penn State's mainframe programs from your home computer. For those who do not have a computer, the Computer Center provides a computer lab equipped with both IBM compatible and Macintosh computers. Among the programs graduate students will most likely utilize are **Microsoft Word, Eudora (email), LIAS (library searches), LionPath (grades, registration), various world wide web sites (Internet), and SPSS (statistics)**. **Computer skills** are useful for a variety of careers, and are essential for graduate study. We encourage you to become a proficient computer user.

## **Professional Associations**

The American Psychological Association is the world's largest organization of psychologists. Students majoring in psychology are eligible to become Student Affiliates of the organization. Applications are available in the Psychology Program office and your advisor is available to discuss the advantages of affiliating with APA.

You may also purchase low cost professional liability insurance through APA (which is required if you want to do any field work, including internships and some Master's projects) and/or health insurance. You are encouraged to become a student affiliate during your first semester, especially if you may later need to obtain the liability insurance. See your advisor to obtain an endorsement if you decide to take advantage of the opportunity. Students obtaining their Masters in Applied Behavior Analysis are eligible and encouraged to join the Association for Behavior Analysis International – the world's largest organization of Behavior Analysts, Penn ABA, and the Association of Professional Behavior Analysts.

## **APPLIED BEHAVIOR ANALYSIS PROGRAM STAFF**

### **School Director**

**HOLLY L. ANGELIQUE, Interim Director, Behavioral Sciences and Education, Professor of Psychology** (W319, 948-6205) - Dr. Angelique received her Doctorate in Ecological-Community Psychology from Michigan State University in 1997 and her Master's degree in Psychology from California State University in 1991. Within Penn State University Harrisburg, Dr. Angelique has served as the Chair of Social Sciences and Psychology as well as the coordinator for the Community Psychology and Social Change M.A. program. Dr. Angelique's scholarship is focused around two substantive areas of research, (1) public participation around environmental problems and (2) feminism and the intersection of marginalized identities. While serving as the Interim Director, Dr. Angelique plans to pursue opportunities in global education, environmental sustainability and digital scholarship.

### **Program Faculty**

**KIMBERLY A. SCHRECK, Coordinator and Professor of Psychology** (W311, 948-6048) is a Board Certified Behavior Analyst – Doctoral and a licensed psychologist. She received her doctorate in Psychology from the Ohio State University. Dr. Schreck specializes in ethics, intellectual and developmental disabilities, autism, applied behavior analysis, early intervention, and childhood sleep disorders. Her current research focuses on early intensive behavioral intervention for children with autism, sleep disorders for children, ethical treatment use for people with autism, feeding problems, and behavioral interventions for childhood behavior problems.

**JONATHAN W. IVY, Assistant Professor of Psychology** (W311, 948-6063) is a Board Certified Behavior Analyst – Doctoral. Dr. Ivy received his Doctorate in Applied Behavior Analysis and Special Education from the Ohio State University in 2011 and a Master's degree in Applied Behavior Analysis from Penn State University in 2005. Dr. Ivy has worked with individuals who engage in severe challenging behaviors, at the group and individual level. He has helped parents and professionals develop and implement comprehensive behavior change programs designed to increase functional skills and decrease challenging behaviors. He has served as a consultant for school districts, youth residential programs, and partial hospitalization programs to address a

wide range of need. In 2013, Dr. Ivy was elected President of the Pennsylvania Association for Behavior Analysis (PennABA). Dr. Ivy regularly gives professional presentations at national conferences, workshops, and has an active research agenda with multiple publications in peer-reviewed journals. His primary research interests include group-oriented contingencies, token reinforcement, behavioral economics, and the assessment and treatment of problem behavior. Dr. Ivy also enjoys following the research interests of his students.

**Kathryn Glodowski, Assistant Professor of Psychology (W311, 717/ 948-6041)**

Kathryn R. Glodowski, PhD, BCBA-D, is an Assistant Professor of Psychology at Penn State Harrisburg. Dr. Glodowski earned her Doctorate and Master's degrees in Behavior Analysis at Western New England University in 2016 and 2013, respectively. She has nearly 10 years' experience working with individuals of all ages with a variety of disorders in home, clinical, school, and other community settings. Dr. Glodowski's research interests include: active learning in higher education, infant caregiving, problems common during childhood, and skill acquisition for young children with autism.

## Appendix 1:

### COURSE DESCRIPTIONS FOR APPLIED BEHAVIOR ANALYSIS PROGRAM

#### **REQUIRED COURSE DESCRIPTIONS**

**ABA 511 Behavior Modification (3 credits)**. This course is designed to teach fundamental and advanced principles of behavior change. The approach of behavior modification is that of the scientific method. Examples of some of the populations and problems studies covered include autism, addictions, classroom management, phobias, learning disabilities, self-control, developmental disabilities, and marital counseling.

**ABA 500 Experimental Analysis of Behavior (3 credits)**. This course is designed to teach students the conceptual, experimental and theoretical underpinnings of the analysis of behavior. Basic research is emphasized that lead to and extended the science of behavior.

**ABA 533 Applied Analysis of Behavior (3 credits)**. The course provides an overview of the application of behavior analysis in education, rehabilitation, medicine, business, counseling, and therapy across the age range. Prerequisite: Enrollment in the Program, permission of program.

**ABA 522 Single Subject Research (3 credits)**. This course will cover the evaluation, critiqued, and design of single subject research. Students will also develop a research proposal using a within-subject experimental design. Also covered are program evaluations and the role of nonparametric statistics in single subject research. Prerequisite: Enrollment in the Applied Behavior Analysis program or permission of instructor.

**ABA 577 Behavior Assessment and Treatment of Behavior Disorders (3 credits)**. This course provides an overview of the use of Applied Behavior Analysis in the assessment and treatment of individuals with behavior and emotional disorders.

**ABA 588 Ethics and Legal Issues in Applied Behavior Analysis (3 credits)**. This course is designed to teach the Ethical Principles of the American Psychological Association and teach the legal issues related to applied research with humans. A code of ethics for behavior analysts will be covered. Actual cases will be presented so that students will learn how to identify and avoid litigious situations. Prerequisite: Enrollment in the Applied Behavior Analysis program or permission of instructor.

**ABA 594A Research Project (3 credits)**. This course is the culminating experience of the student's Master's program. A written project paper is required. A project is developed, conducted and written up in APA style. Prerequisites: ABA 522, 588, 511, and permission of program.

**ABA 595 Internship (1-9 credits).** 750 total hours of supervised experience is required by the BACB. Students are advised to consult the ABA internship manual for specific requirements. Prerequisites: Prerequisites: ABA 522, 588, 511, and permission of program. Prior approval of proposed assignment by instructor.

## **ELECTIVE COURSE DESCRIPTIONS**

### **ABA 555 Behavioral Interventions in Autism**

This course provides an overview of the use of Behavior Analysis in the education, assessment, and treatment of individuals with autism.

### **ABA 566 Behavioral Pediatrics**

This course provides an overview of behavioral pediatrics and discusses the role of Behavior Analysis within the field.

### **PSYCH 443 Treatment and Education in Developmental Disabilities (3 credits).**

Covers etiology, classification, intervention (treatment and education), ethical and legal issues related to individuals with developmental disabilities. Prerequisite: PSY 002.

**BA 597 Special Topics (1-3 credits).** The topics vary and reflect current interests and research of the faculty. Prerequisite: None

**PSYC 592 Current Topics in Applied Psychology (3 credits/semester, maximum of 9).** Advanced topics in applied psychology will be taught through readings, research and practice. Prerequisite: Permission of program.

## Appendix 2: Applied Behavior Analysis Advising Course List

Name \_\_\_\_\_ Semester Admitted \_\_\_\_\_

No. of Credits

Semester

Grade

### Required Courses (27 cr)

ABA 511	3		
ABA 500	3		
ABA 533	3		
ABA 522	3		
ABA 577	3		
ABA 588	3		
ABA 594A	3		
ABA 595	9		

### Electives (6 cr)

Choose from:

PSYCH 443	3		
ABA 566	3		
ABA 555	3		
ABA 594A	3-9		
PSYCH 592	3		
ABA 597	1-3		

**Total Credits : 36**

**Appendix 3: Student Program Progress Review Form (due by 2/1 every year)**

**SEMESTER & YEAR:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Number of years enrolled in the program:** \_\_\_\_\_

**ACADEMIC PROGRESS THIS YEAR:**

1)	Master's project Chair and topic decided?	Yes	No	N/A
2)	Master's project agreement form signed?	Yes	No	N/A
3)	Master's project data collection completed?	Yes	No	N/A
4)	Master's project draft completed and submitted to Chair?	Yes	No	N/A
5)	Master's project accepted by Chair and Second Reader?	Yes	No	N/A
6)	Master's project defended or completed?	Yes	No	N/A
7)	Completed all core courses?	Yes	No	N/A
8)	Received B's or higher in all courses taken?	Yes	No	N/A
9)	Started Internships?	Yes	No	N/A
10)	Completed Internships?	Yes	No	N/A
11)	Completed CITI training?	Yes	No	N/A

**ACADEMIC ACHIEVEMENTS:**

1) Special recognitions or awards (include names and dates): \_\_\_\_\_

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2) Presentations, posters, publications, research projects, teaching experience, or service (include full reference or descriptions) : \_\_\_\_\_

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3) Other Achievements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL CIRCUMSTANCES** (list any personal circumstances which you feel may have impacted your performance over the last year):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Appendix 4: Master's Project Agreement Form

**Student Name:** \_\_\_\_\_

**Semester:** \_\_\_\_\_

**Topic or Title:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Type of Research:** Research Study      Manual      Literature Review

Other: \_\_\_\_\_

**Purpose of Research/Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Audience:** \_\_\_\_\_

\_\_\_\_\_

**Potential Outlet:** \_\_\_\_\_

\_\_\_\_\_

**Proposed time line for graduation:** Students should expect that a research project for culmination of the degree may take a year or more from conception to completion. It is important that students inform research supervisors (i.e., research chair and ABA 594 instructor) of their research timeline intent. You should expect to meet or communicate with your research chair throughout the development and implementation of the research project to evaluate the research timeline and the content and format of the project. As the project is reaching completion, you must have a completed draft of your written project by the **SECOND** week of the semester you intend to graduate (make sure you have registered your intent to graduate). This will allow your research chair to assess if the project can be completed in time for graduation, the extent of revisions required, and any possible modifications or additions to the project. The completion of the draft does not guarantee graduation, as your research chair may require revisions that must be completed that will take more than one semester. Not completing the written draft by the second week of the intended graduation semester, may impact your graduation.

**Printed Names & Signatures:**

**Chair:** \_\_\_\_\_

**Student:** \_\_\_\_\_

**ABA 594 Instructor/Second Reader:** \_\_\_\_\_

## Appendix 5: Master's Project Final Evaluations

Name of Student: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Please rate the student's performance in the following areas using the rating scale below. For a culminating master's project, signatures from the chair and second reader must indicate completion of the written project before the date for graduation check sheets (final draft week 2; bound final project and signatures from both readers ~ week 9).

### Chair or Supervisor Evaluation:

Evaluator: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

A	B	C	D	F
Outstanding	Good	Average	Needs Improvement	Poor

	A	B	C	D	F	N/A
<b>PROFESSIONALISM</b>						
Arriving on time for supervision or meetings						
Reliable and Dependable						
Scheduled & attended regular mentor meetings						
Other:						
<b>WORK HABITS</b>						
Accepts supervisory feedback appropriately						
Timely submission of assignments						
Manages time well						
Other:						
<b>PROJECT REQUIREMENTS</b>						
Ethical considerations (e.g., proper citations, IRB approval, etc.)						
Completed suggestions made by chairs/reader from earlier drafts						
Appropriate representation of ABA principles, concepts, etc.						
Methodology						
Measurement of Behavior						
Displaying and Interpreting Behavioral Data						
Selecting Intervention Outcomes and Strategies						
Revisions and Writing Quality Comments:						
Organization of project						
Support for purpose and ideas of project						
<b>OVERALL PERFORMANCE</b>						

Comments:

**Master's Project Satisfies Requirements for Graduation:**

Final copies must be bound and submitted to both readers before ~ 9<sup>th</sup> week of semester of intended graduation.

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Printed Name of Student

Student's Signature

Date

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Printed Name of Chair

Chair's Signature

Date

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Printed Name of Second Reader

Reader's Signature

Date