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Office Hours: Tuesdays, 12:00 to 2:00 pm
Course Prerequisite: MHS 3204 Fundamentals of ABA or CLP 4414 Behavior Modification and MHS 4202: Behavior Assessment and Intervention Planning in Applied Behavior Analysis (Offered in Fall only). MHS 4202 can also be taken simultaneously with MHS 4943.

Classroom: NEC 300

Class Times: Tuesdays, 2:00-4:50 pm
First class: 8-28-12
Last class: 12-4-12
Last exam: N/A

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

Course Objectives
This 45-hour undergraduate course provides the student with information on how to find a quality placement in the community to gain the necessary experience to become certified as an Assistant Behavior Analyst, how to navigate the Behavior Analyst Certification Board process in order to become certified, and how to conduct proper documentation of their experience. In addition, students will receive training on current ABA technologies in the form of lectures, demonstrations, and practical exercises to prepare students for a placement in the community. Lastly, this course is designed to prepare students to sit and successfully submit an application for the Board Certified Assistant Behavior Analyst Certification exam. More information on this exam can be found at the Behavior Analyst Certification Board website (www.bacb.com)

After the course, students will be able to:

- Properly document behavior analytic activities for certification
- Identify and describe the components of the BACB task list
- Navigate the BACB website
- Properly submit an application for BCaBA certification
- Create a vitae and identify effective interview skills
- Identify professional behavior in a community setting
- Identify and perform current ABA technologies
- Identify professional development issues such as collaborating with other disciplines, working within a team environment, and understanding differences among disciplines.

Class Materials (needed for every class)

- Dry erase board, dry erase marker, and eraser
- 3X 5 Index cards (200 count)

Text
Articles (All articles will be posted on blackboard under Lectures & Articles unless specified below)

Class One Readings (8/28)


Class Two Readings (9/4)
Cooper, Chapter 29 & Appendix, pages 679-687

Go to www.bacb.com and reading the following:


Class Three & Four Readings (9/11 & 9/18)


**Class Five & Six Readings (9/25 & 10/2)**
Cooper, Chapter 11


**Class Seven Readings (10/9)**
Cooper, Chapter 26


**Class Eight Readings (10/16)**
Handout on Token economy- posted on BB.

**Class Nine Readings (10/23)**


**Class Ten & Eleven Readings (10/30 & 11/6)**
Cooper, Chapter 17


**Class Twelve & Thirteen Readings (11/13 & 11/20)**
Cooper, Chapter 23, pages 494-496 & Chapter 25


**Class Fourteen Readings (11/27)**

Cooper, Chapter 19


**Laptop**

The class format will be very interactive. The class schedule will indicate when a laptop is needed. Students who bring a laptop on these days will benefit greatly during class as they will be able to practice the concepts that are being taught in class in that moment.
Class Format

- Prior to each class, a power point presentation will be posted on blackboard under Lectures to aid in note taking during class.
- Every class will begin with a brief quiz over the reading materials to prepare students for the class discussions and activities.
- Following the quiz, the instructor will expand upon the assigned reading and highlight the key points through lecture, demonstrations, and activities.
- A 15 minute break will be provided from 3:30-3:45 pm.
- After the break, students will engage in a practical exercise and, if applicable, a check off on the ABA technology. During the practical exercises, each student will practice a technique covered in the lecture in a role-play format, receive feedback from their peers, and provide feedback to their peers. In addition, the students will receive feedback from the instructor and teaching assistant. During the check off, the student will be asked to perform the ABA technology with either the instructor or the teaching assistant. The student will be scored and will receive feedback on their performance.
- Class will conclude with a quiz over the lecture and a class evaluation.

Grades

Grades will be based upon the following categories:

A. Class attendance, participation in lectures, presentations, demonstrations, evaluations and activities (5%)
B. Weekly quizzes (50%)
C. Check offs (20%)
D. Class assignments (21%)
E. Practical Opportunity Fair (4%)

A. Class attendance is expected and students are expected to be on time for class. There will be a class sign-in sheet for each class. It is the student’s responsibility to sign in at the beginning of each class. When a student misses class, he/she will lose percentage points for attendance, participation, quizzes, practical exercises, and check offs for that day. Only if an emergency arises (e.g. student illness, death in the family, etc.) and the student notifies the instructor at least an hour before class (more notice is preferred), can the student earn the percentage points for that class. However, the student must do the following three assignments (All three assignments must be completed and turned in on time to earn the percentage points for a missed class. Partial work will not count.):
1. Write a three-page double spaced summary of the assigned readings. The summary must be emailed to the instructor before the beginning of the next class. Summaries that are late will not count.
2. Make up the quiz and check off (if applicable) before the next class. It is the student’s responsibility to schedule a make-up with the instructor.
3. Write out a description and example of each of the key points listed on the PowerPoint for that class and submit to the instructor via email before the beginning of the next class.

Absences due to Religious Observances:
Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination. Students absent for religious reasons, as noticed to the instructor at the beginning of each academic term, will
be given reasonable opportunities to make up any work missed. For further information, please refer to:
  

Participation in lectures, presentations, activities, demonstrations, and evaluations is expected. **Students are expected to engage in professional behavior in the classroom which is defined as:**

- attending to lecture (e.g. taking notes, asking appropriate questions, commenting on lecture, etc),
- being respectful of other students, instructors, and teaching assistants,
- practicing all steps during the check offs, and
- providing honest feedback on check offs with peers.

Students looking for a letter of recommendation for future employment and/or graduate school should not only perform at the top of the class (A+), but should engage in professional behavior throughout the entire course. Any unprofessional behavior in class that competes with participation and/or creates a negative classroom experience for others will not be tolerated. These behaviors include but are not limited to the following:

- engaging in texting, internet surfing, or facebooking,
- making rude comments/facial expressions about other students and/or instructors/TAs,
- completing assignments or studying for other classes,
- completing work assignments,
- failure to complete check offs or in class activities, and
- falsifying check offs.

If such unacceptable behavior occurs in class, the instructor will provide immediate feedback and ask the student to stop engaging in the behavior during class. If the behavior persists, the instructor may ask for a meeting with the student, ask the student to leave the class, and/or take away participation points. Applied Behavior Analysis is a profession and to be successful, behavior analysts must engage in professional behavior at all times. As such, professional behavior is expected of all students in our ABA classes.

**B.** Eighteen quizzes will be administered throughout this course. Quizzes will be held from 2:00-2:10 pm and 4:35-4:45 pm. Quizzes provided at the beginning of class will consist of 10 true/false questions covering the assigned reading for that day and/or basic concepts in ABA. Quizzes provided at the end of class will consist of 10 multiple choice questions and four short answer over the lecture and practical exercise for that day. Students must be present during these times to take the quizzes. Quizzes will be turned in at 2:10 pm and 4:50 pm.

**C.** Eleven check offs will be administered throughout the course. Check offs will consist of role-plays in which students will be asked to correctly demonstrate ABA technologies taught in class with a peer. Students must demonstrate each step in the check off correctly with a peer. Students are responsible for checking off each other and ensuring that their partner is demonstrating the step correctly. At the beginning of each class, students will be randomly asked to come up and demonstrate the check off for the class. Grades on the check off will be based on a) submitting a check off verifying that they performed each step of the check off correctly b) correctly answering the check off questions listed in the lecture quiz.

**D.** Students will be required to complete five assignments throughout the course. Instructions for each assignment will be given in class a week before the assignment is due. Partial and late assignments will NOT be accepted. The five assignments are listed below:
1. **Vitae**- students will create a vitae outlining all their professional accomplishments
2. **BCaBA Practice Application**- students will practice filling out an application for applying for the BCaBA certification exam
3. **BCaBA Flash Cards**- students will create flash cards for the BACB task list in preparation for the BCaBA exam.
4. **Behavioral Contract**- students will develop a behavioral contract to gain experience in how to effectively set up and implement a contract
5. **Token Economy**- students will develop a token economy to gain experience in how to effectively develop and implement a token economy

E. At the end of the course, a Practical Opportunity Fair will be held in which professors and professionals from the university and community will present on opportunities for students to gain research and practical experience to aid in achieving the supervised hours needed in order to sit for the BCaBA exam. During this fair, students will be expected to dress in professional attire and will be required to either ask questions during the presentation or write down 5 questions in order to receive participation points for the last class. The grade for this event will be based on professional attire, bringing pen & paper, bringing a copy of their CV, and asking community partners 5 questions and turning in those 5 written questions at the end of the class. The POF will make up 4% of the overall grade (1% for each item listed above). These should be easy points as they are strictly based on engaging in professional behavior. Points for attendance for the POF will only be given for being on time and staying for the entire duration (2:00 pm- not one minute later and staying until 4:50 pm). If a student is on time and stays for the entire duration, they will receive a 100% for attendance. If a student is not on time and/or decides to leave early, they will receive a 0%. There will be time for individual interactions.

Letter grades will be assigned according to the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>98 - 100%</td>
<td>A+</td>
</tr>
<tr>
<td>93 – 97.9%</td>
<td>A</td>
</tr>
<tr>
<td>90 – 92.9%</td>
<td>A-</td>
</tr>
<tr>
<td>88 – 89.9%</td>
<td>B+</td>
</tr>
<tr>
<td>83 – 87.9%</td>
<td>B</td>
</tr>
<tr>
<td>80 – 82.9%</td>
<td>B-</td>
</tr>
<tr>
<td>78 – 79.9%</td>
<td>C+</td>
</tr>
<tr>
<td>73 – 77.9%</td>
<td>C</td>
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<tr>
<td>70 – 72.9%</td>
<td>C-</td>
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<tr>
<td>60 – 69.9%</td>
<td>D</td>
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<tr>
<td>Less than 60%</td>
<td>F</td>
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<tr>
<td>Class</td>
<td>Agenda</td>
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</tr>
<tr>
<td>8/28</td>
<td>Week 1 Introduction of Course &amp; Syllabus Professional Behavior in the Community Setting &amp; Interviewing Skills</td>
</tr>
<tr>
<td>9/4</td>
<td>W2 Behavior Analysis Certification Board: Overview of BACB, process of BCaBA certification, BACB task list, application process and documentation</td>
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<tr>
<td>9/11</td>
<td>W3 Behavioral Skills Training (BST) and In Situation Training (IST) Part 1</td>
</tr>
<tr>
<td>9/18</td>
<td>W4 Behavioral Skills Training (BST) and In Situation Training (IST) Part 2 No Reading Quiz</td>
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<tr>
<td>9/25</td>
<td>W5 Preference Assessments Part 1</td>
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<tr>
<td>10/2</td>
<td>W6 Preference Assessments Part 2 No Reading Quiz</td>
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<tr>
<td>10/9</td>
<td>W7 Behavioral Contracting</td>
</tr>
<tr>
<td>10/16</td>
<td>W8 Token Economy</td>
</tr>
<tr>
<td>10/23</td>
<td>W9 Parent Training- Tools for Positive Behavior Change</td>
</tr>
<tr>
<td>10/30</td>
<td>W11 Discrete Trial Training (DTT) Part 1 Last day to drop 11/3</td>
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<tr>
<td>11/6</td>
<td>W12 Discrete Trial Training (DTT) Part 2 No Reading Quiz</td>
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<tr>
<td>11/13</td>
<td>W13 Functional Communication Training (FCT) Picture Exchange Communication System (PECS) Part 1</td>
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<tr>
<td>11/20</td>
<td>W14 Functional Communication Training (FCT) Picture Exchange Communication System (PECS) Part 2 No Reading Quiz</td>
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<tr>
<td>11/27</td>
<td>W15 Clicker Training &amp; TAGteach</td>
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<tr>
<td>12/4</td>
<td>W16 Practical Opportunity Fair</td>
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</tbody>
</table>

Class days and readings are marked accordingly.
CLASS POLICIES
Students with disabilities are responsible for registering with Students with Disabilities Services in order to receive academic accommodations. SDS encourages students to notify instructors of accommodation requests at least five business days prior to needing the accommodation. A letter from SDS must accompany this request.

- See Student Responsibilities – http://www.asasd.usf.edu/Student.htm
- See Faculty Responsibilities— http://www.asasd.usf.edu/faculty.htm

Academic Dishonesty
Any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. The University of South Florida has very specific policies and procedures regarding academic dishonesty or disruption of academic process. Cheating is the (a) the unauthorized granting or receiving of aid during the prescribed period of a course-graded exercise; students may not consult written materials such as notes or books, may not look at the paper of another student, nor consult orally with any other student taking the same test; (b) asking another person to take an examination in his/her place; (c) taking an examination for or in place of another student; (d) stealing visual concepts, such as drawings, sketches, diagrams, musical programs or scores, graphs, maps, etc., and presenting them as one’s own; (e) stealing, borrowing, buying, or disseminating tests, answer keys or other examination material except as officially authorized, research papers, creative papers, speeches, other graded assignments, etc.; (f) stealing or copying of computer programs and presenting them as one’s own. Such stealing includes the use of another student’s program, as obtained from the magnetic media or interactive terminals or from cards, print-out papers, etc. Punishment will be based on the University guidelines for academic dishonesty.

If you have any questions, please refer to the University’s Undergraduate Academic Dishonesty policy at

- Procedures for Alleged Academic Dishonesty or Disruption:
  http://www.ugs.usf.edu/catalogs/0809/adap.htm
- Student Academic Grievance Procedures --
  http://www.ugs.usf.edu/catalogs/0809/arcsagp.htm

Accommodations
If you need special accommodations, or of there is any topic or activity in class which makes you feel uncomfortable and causes serious distress, please advise the instructor or a representative of USF.

Right to Change Syllabus
If necessary, some components of this syllabus may change. However, any such changes will be announced to the students in class and posted on blackboard. The student is responsible for any such announced changes.

Course Attendance at First Class Meeting
Students are required to attend the first class meeting of undergraduate courses for which they registered prior to the first day of the term. Names of students who register prior to the first day of the term are printed on the first class roll for each course section. The first class roll is used by professors to drop students who do not attend the first day of class. Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor to the department prior to the first class meeting to request waiver of the first class attendance requirement. Students who add course or late-register during the first week of classes will not be on the first class roll and, therefore, will not be dropped for nonattendance by the instructor.
To avoid fee liability and academic penalty, the student is responsible for ensuring that he/she had dropped or been dropped from all undesired courses by the end of the 5th day of classes.

**Class Notes**
Please be aware that students are not permitted to take notes in class for remuneration or for the purpose of sale to any person or entity. The course material (lectures, handouts, check offs, etc.) are property of the instructor and cannot be used for other means outside of the class (i.e. disseminating to other students, employers, etc., and/or using for training purposes) without the instructor’s permission.

**Audio or Video Recording Policy**
You must obtain advance written permission from the Instructor prior to audio recording or video recording any lecture or discussion with the Instructor. Suitable reasons may include a reasonable accommodation for a disability. However, students are not permitted to sell notes or tapes of class lectures.

**Plagiarism**
Plagiarism is defined as “literary theft” and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, web sites, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one’s own segments or the total of another person’s work. If you are not sure please bring the material to the instructor for guidance. The student who submitted the subject paper, lab report, etc. shall receive an “F” with a numerical value of zero on the item submitted, and the “F” shall be used to determine the final course grade. It is the option of the instructor to assign the student a grade of “F” or “FF” (the latter indicating dishonesty) in the course.