

COURSE OUTLINE		
TERM: Fall 2018	COURSE NO: ABA 410	
INSTRUCTOR:	COURSE TITLE: Practicum II - Assistant Behavior Analyst®	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 12.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT

A minimum of 10 and a maximum of 25 hours per week at the practicum site for 15 weeks; of these

- 10% of the total hours must be directly supervised by BCBA supervisor(s) each week, distributed over at least two contacts per week.
 - To maintain timeline, aim for 25 hours/week including 2.5 hours supervision – any less and you risk failing to obtain all the required hours during the term.

COURSE PREREQUISITES

ABA 312, 343, and 342

CALENDAR DESCRIPTION

Students will gain practical experience in the design and implementation of behavioural programs with individuals. All students will work in community-based agencies, attend and complete agency orientation, meet agency guidelines for volunteers and/or employees, and will be supervised by community-based BCBA(s) and ABA Department faculty. Upon completion of ABA 410, students will have obtained 350 hours of the 500 supervised hours required towards certification as an Associate Behavior Analyst®.

COURSE NOTE

ABA 410 is an approved Experiential course for Cap Core requirements.

REQUIRED TEXTS AND/OR RESOURCES

Readings found at the Behavior Analyst Certification Board (BACB) website: <http://bacb.com>

- Behavior Analysis Certification Board® Professional and Ethical Compliance Code for Behavior Analysts
- Behavior Analysis Certification Board® Experience Standards
- Behavior Analysis Certification Board® Fourth Edition Task List
- Any additional reading materials as assigned by practicum supervisor(s)

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

- Follow all conduct codes and procedures regarding volunteering or working at the agency
- Describe ethical codes and standards for behavior analysts
- Obtain informed consent and maintain confidentiality rules as defined by supervisor/agency and professional codes of conduct
- Describe the individual and behaviour to be changed within the context of the family, team approach, person-centred planning, and the individual treatment program
- Review and utilize research related to the behaviour to be changed
- When possible, write operational definitions of target behaviours
- When possible, assist with conducting a functional assessment
- When possible, assist with the development and use of several data recording procedures and select the most efficient, reliable, and valid procedure(s)
- When possible, assist with the collection of inter-observer reliability data during baseline and treatment phases
- When possible, assist with the development and implementation of a behavioural intervention procedure that is consistent with behavioural research and principles of behaviour
- When possible, assist with the selection of the best data display to effectively communicate client progress
- When possible, assist with monitoring the effectiveness of the behavioural intervention and change strategies/treatment plan (if appropriate) based on data
- When possible, assist with the behaviour change procedures that will promote stimulus and response generalization and maintenance. Assess change and revise programs to maximize generalization and maintenance.
- Provide project updates and summaries to the individual, parents/guardians, agency, and the instructor.

Students who complete this Experiential course will be able to do the following:

- Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills, and values in the learner's personal, academic, or professional trajectory.
- Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles.

COURSE CONTENT

- Orientation and introduction to practicum
- Read syllabus and all forms and requirements for practicum
- Read BACB® Professional and Ethical Compliance Code for Behavior Analysts
- Agency orientation – if applicable
- Submit practicum contracts
- When possible, write and revise operational definitions of target behaviours
- When possible, conduct functional assessments
- When possible, develop measurement procedure worksheets
- When possible, obtain baseline data and graph on appropriate data form
- When possible, obtain inter-observer reliability for baseline
- When possible, write draft of Behavioural Intervention Plans
- When possible, implement Behavioural Intervention Plans
- When possible, write program plans, including information on teaching procedure(s) and data collection
- When possible, collect and graph data
- When possible, evaluate behavioural intervention effectiveness
- When possible, revise intervention plan and strategies as necessary
- When possible, write up Behavioural Intervention Plan summary
- Submit project summary to agency and parents

Distribution of Hours

- Student should seek to achieve the following in order to successfully meet the course and BACB requirements:
 - 25 hours per week - total practicum hours (cannot count any hours in excess of 25 in a given week) for 15 weeks
 - Each week is one supervisory period and each supervisory period is broken down as follows:
 - 10% or 2.5 hours supervised (over at least two contact points)
 - The course instructor will offer on-campus one hour group supervision per week
 - Maximum 50% of the remaining (22.5) hours may be in “direct service work” (e.g., BI work) = 11.25 hours per week MAXIMUM in direct service work
 - Minimum of 50% of the remaining (22.5) hours must be in “higher level work” appropriate to the role of a student preparing for BCaBA eligibility = 11.25 hours per week MINIMUM in higher level work
 - One BCBA supervision form must be completed per supervisory period (per week)
 - 50-100% of experience may be higher level activities; 0-50% may be direct BI work

Appropriate Activities and Assignments for the Supervisee

Activities appropriate for practicum include, but are not limited to:

- Assisting at practicum site (as directed by supervisor)
- Assessing client performance
- Assessing own performance
- Assessing the environment
- Implementing particular teaching protocols towards pre-specified criteria

- Interviewing
- Observing others implementing behavioural strategies/treatment
- Analyzing results of observations
- Reviewing records
- Conducting on-line/library research
- Participating in discussions with other students and supervisor(s)
- Arranging instructional environments
- Designing measurement systems (e.g., data sheets)
- Collecting data
- Graphing data
- Analyzing data
- Teaching skills to BIs/parents/consumers
- Revising teaching practices based on data and/or observation
- Shadowing BCBA
- Other activities integral to effective practice of ABA in clinical settings

Appropriate “higher level” tasks are at the discretion of the BCBA supervisor(s).

EVALUATION PROFILE

Signed practicum contracts	5-10%
BACB website familiarity assignment	5-10%
Description of Field Setting/Placement	5-10%
Practicum Activity Log (2 @ 10% each)	15-20%
Self-reflection/self-evaluation (2 @ 10% each)	15-20%
Supervisor Midterm Evaluation	15-25%
Supervisor Final Evaluation	25-30%
Signed supervision forms (15-30+ forms)	5-10%
TOTAL	100%

A graded assessment will be returned to students prior to the withdrawal date.

Practicum Contract: Obtain the necessary signatures and submit these two documents (Capilano University and BCBA contracts), completed in their entirety.

BACB Website Familiarity Assignment: Students will complete a take-home assignment that will familiarize them with the BACB website, including critical information related to becoming a BCaBA and maintaining certification.

Description of Field Setting/Placement: Obtain the required permission/consent from your supervisor/site and complete the form provided.

Self-Reflection and Self-Evaluation: Students will complete two (2) self-evaluations during the term (at midterm and end of term). The objective is to reflect on and critically evaluate your practicum performance throughout the term, including areas in which you want to improve your skills.

Practicum Evaluation by Supervisor: The grade for practicum evaluation is based on both the frequency and the quality of the student’s comments, questions and observations, with the emphasis on quality AND whether or not the student has acquired the skill set for an effective BCaBA. The quality is determined by, among other things, the relevance, insight, clarity of remarks and skill development.

Please note, completion of the practicum and a passing grade does not necessarily mean that the BCBA supervisor is ready to “sign off” on the skill set developed by the student, indicating that the student is ready to move to the next level and is qualified to write the exam to become a BCaBA (see BACB “Experience Verification Form”). The supervisor may indicate that the student needs additional hours of training and supervision. In order to be eligible to write the BCaBA exam, the student must achieve a grade of “C” or higher in the required course work and successfully complete the experience standards, in addition to meeting the other eligibility criteria required by the BACB, as described here: <https://www.bacb.com/bcaba/bcaba-requirements/>

Supervision Forms: The student is required to submit ONE (1) pdf file containing ALL 15 signed, fully complete and accurate BACB supervision forms to both the instructor and their supervisor.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete “I” are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Due dates for papers and assignments will be announced and guidelines will be distributed in class. All assignments must be submitted directly to the instructor at the beginning of the class period. Late assignments will be penalized 5% per day. No assignments will be accepted after one week, except under exceptional circumstances.

Missed Exams/Quizzes/Labs etc.

Make-up exams are given only in exceptional circumstances and with prior notice to the instructor. A penalty of up to 20% will be levied on those make-up exams when permission to write them is granted. Submissions for waiver of late penalties for exceptional circumstances may be presented, in writing, to the ABA – Autism Department.

Attendance

All students are expected to engage in a professional manner. This means arriving to class on time and prepared, participating in class, and being respectful of your peers and the instructor. If you miss a class, you will fail to earn the possible points/marks for that class. Exceptions may be made by the instructor on an individual and case-by-case basis, but only if s/he is contacted well in advance of class time and the absence is approved before the class begins.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

During Exams: No personal electronic devices (cell phones, tablets, laptops, pagers, calculators, electronic dictionaries, etc.) may be used during an examination without prior approval from the instructor. During an exam, turn off all cell phones and pagers and remove them from the desk.

During Class: No personal electronic devices (cell phones, tablets, laptops) may be used during class. Cell phones must be turned off and put away. Handout packages and assigned readings, purchased through the bookstore, provided electronically, and/or provided by your instructors (at cost), must be brought to class. Students observed using an electronic device during class will automatically lose their attendance/participation points for the class.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <http://www.capilanou.ca/services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/Policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including [B.401 Sexual Violence and Misconduct Policy](#) and [B.401.1 Sexual Violence and Misconduct Procedure](#).

Emergencies: Students are expected to familiarize themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

DEPARTMENT OR PROGRAM OPERATIONAL DETAILS**On-Campus Group Supervision:**

The course instructor will provide OPTIONAL on-campus one hour group supervision sessions once per week during the 15-week term (including exam period). These sessions will focus on confidential clinical-case sharing and discussing issues in the field of ABA.

Students are NOT required to attend this weekly meeting if they are otherwise receiving their 10% weekly BCBA supervision from their practicum supervisor. However, attending this weekly session will reduce the weekly demand on the practicum supervisor(s) from 2.5 hours per week (max) to 1.5 hours per week. Each student is strongly encouraged to discuss this option with their practicum supervisor to determine their particular needs per weekly supervisory period.