

# Drake University Applied Behavior Analysis Handbook

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[www.drake.edu/aba](http://www.drake.edu/aba)



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## Program Overview

Drake University offers the only Master's program in Applied Behavior Analysis (ABA) in Iowa. ABA is the scientific study of learning and behavior in which the principles of behavior are applied to understand, predict, and improve socially significant behavior. Our goal of the graduate program in Applied Behavior Analysis is to provide intensive classroom instruction and supervised practicum experiences establishing a foundation as scientist-practitioners who will contribute to the community as a competent Behavior Analyst.

### Distinguishing Characteristics Include:

- Cohort-based learning experience
- Comprehensive approach with integration of coursework, practicum and competencies
- Work alongside faculty at practicum sites to learn a range of clinical skills, including conducting assessments; developing, writing and implementing programming to reduce problem behavior and teach new skills; analyzing data; and training and supervising others.
- Rotation through multiple practicum sites to increase students' experiences, skills, and exposures to different settings and populations.
- Competency requirements to ensure students can discuss and use skills learned in courses.
- Verified Course Sequence and practicum experiences provide eligibility to sit for the Behavior Analyst Certification Board (BACB®) exam.

### College Mission Statement

The College of Arts and Sciences is a community of life-long learners engaged in the creative use of knowledge, culture, and reflection to meet the challenges of the 21<sup>st</sup> century. Through its interdisciplinary programs, offerings in the natural sciences, social sciences, humanities and fine arts, the college prepares you for a productive career, active leadership and responsible citizenship in the global and diverse community of the future.

## Accreditation

Drake University's Applied Behavior Analysis program offers an Association for Behavior Analysis International (ABAI®) Verified Course Sequence (VCS) meeting specific faculty and coursework standards. All students are expected to familiarize themselves with the standards and requirements of the BACB (see [www.bacb.com](http://www.bacb.com)) at the start of their enrollment in the program. All students must register and complete the BACB-required training prior to starting coursework and supervised experience: <https://gateway.bacb.com/account/login.aspx>

### ABAI® Course Content Verification

ABAI® has approved the ABA Master's program at Drake University's curriculum as meeting the coursework requirements for eligibility to take the BACB® Examination. Applicants will have to meet additional requirements to qualify to take the exam (see practicum experience).

The BACB will use the content and contact hour allocation on the Approved University Course Content Verification Form when reviewing students' applications for examination. Student

coursework will be reviewed individually and each course will be checked against the student's transcript to verify that the course was completed. If the student applicant does not submit the same content and contact hour information for a course as found on the Approved University Content Verification Form, the information from the Approved University Course Content Verification Form will be used. The student must have written documentation from the Verified Course Sequence Coordinator to claim content and contact hour allocations different from that found on the Approved University Course Content Verification Form.

Upon successful completion of the ABA program at Drake University, students are eligible to sit for the BCBA exam for certification. Coursework must be completed in entirety before sitting for the BCBA exam. A passing grade ("B" or better for graded courses) is required for all graduate coursework. Authorization to take the examination is only provided to students who have submitted a complete application to the BACB®, including all documentation necessary to demonstrate that they have met criteria. Ignorance of the requirements and failure to maintain necessary and accurate documentation of supervised experience may prevent a student from obtaining approval to sit for the BCBA exam.

Anyone interested in a career in applied behavior analysis should be aware of the two primary credentials that are often needed to do so. The first is Board Certified Behavior Analyst (BCBA), and the second is Licensed Behavior Analyst (LBA; sometimes called a Licensed Applied Behavior Analyst or LABA).

The BCBA credential is a nationally recognized professional credential focused on discipline-specific professional standards. The LBA credential is a state-established credential that is related to specific state regulations on the practice of applied behavior analysis. The requirements for each state's LBA credential vary. Some states require the BCBA credential to obtain the LBA credential, while others list the BCBA credential as one possible option for getting the LBA. For example, the state of Iowa issues licenses to practice behavior analysis if one holds the BCBA credential. Students interested in other state licenses should review the desired state's criteria.

### **Program Goals and Objectives**

Applied Behavior Analysis (ABA) is the scientific study of learning and behavior in which the principles of behavior are applied to understand, predict, and improve socially significant behavior.

Drake's ABA Program is a comprehensive program that provides intensive classroom instruction and supervised practicum experiences. Coursework in the ABA Program will prepare individuals to enter the field with the ability to:

- Teach new skills to children and adults and promote appropriate and desirable behavior
- Assess, prevent, and treat challenging behavior
- Supervise and train caregivers, school, personnel, staff, etc.
- Work with children and adults with autism spectrum disorder and other developmental disabilities

## Program Curriculum and Sequence

### Curricular Sequence

Completion of the Masters in ABA requires a total of 45 credit hours. Students enroll for 9 credit hours each semester, which includes coursework and practicum hours. The program will span 5 semesters (fall, spring, summer, fall, spring).

Students are required to take 24 hours of core courses and 6 courses of elective coursework related to advanced behavior-analytic topics or developmental and intellectual disabilities. Students complete practicum hours over 5 semesters enrolling in 3 practicum credit hours each semester. Practicum opportunities are arranged and coordinated by program faculty and students may rotate across at least two practicum sites during their tenure to help equip students with the skills necessary to be effective practitioners. The curricular sequence is maintained on the [Master of Applied Behavior Analysis website](#).

Students who already have a Master's degree can complete the certificate program. Completion of the Certificate in ABA requires a total of 36 credit hours. The certificate program spans 5 semesters (fall, spring, summer, fall, spring). Students are required to complete 21 hours of core courses and complete 3 credit hours of practicum each of the 5 semesters.

### Coursework

A minimum of 45 credits are required. All coursework must be taken in the prescribed sequence as determined by the Applied Behavior Analysis Committee.

<b>Core Courses (21 credit hours)</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
ABA 262 Principles of Behavior Analysis	Y1		
ABA 263 Research Methods in Behavior Analysis		Y1	
ABA 264 Behavior Assessment	Y1		
ABA 265 Behavior Interventions		Y1	
ABA 251 Theoretical Foundations			Y1
ABA 246 Ethics and Professional Issues			Y1
ABA 272 Supervision and Performance Management	Y2		
<b>Elective Courses (9 credit hours)</b>			
ABA 255 Applied Behavior Analysis			
ABA 267 Evidence-based Teaching			
ABA 242 Behavior Analysis of Child Development			
ABA 248 Psychology of Developmental Disabilities			
ABA 268 Verbal Behavior			
ABA 290 Special Topics in Applied Behavior Analysis			
SPED 220 Introduction to Special Education			
SPED 222 Characteristics of Students with Mild/Moderate Disabilities			
SPED 225 Introduction to Behavioral Disorders and Learning Disabilities			
SPED 272 Schools, Families, Communities and Disabilities			
SPED 276 Coordination of Cooperative Occupational Programs			
<b>Practicum (15 credit hours required, 3 credits per semester)</b>			
ABA 292/293/294 Supervised Practicum (15 credits)	X	X	X

## Course Sequence by Semester for Full-Time Enrollment

### Fall Year 1

ABA 262: Principles of Behavior Analysis  
ABA 264 Behavioral Assessment  
ABA 292: Supervised Practicum

### Spring Year 1

ABA 263: Research Methods in Behavior Analysis  
ABA 265: Behavior Interventions  
ABA 292: Supervised Practicum

### Summer Year 1

ABA 246: Ethics and Professional Issues  
ABA 251: Theoretical Foundations  
ABA 293: Supervised Practicum

### Fall Year 2

ABA 272: Supervision and Performance Management  
3 credits of elective coursework  
ABA 293: Advanced Supervised Practicum

### Spring Year 2

6 credits of elective coursework  
ABA 294: Advanced Supervised Practicum and Capstone

## Part-Time Enrollment

Drake University requires that all master-level degrees are completed within 5 years. Below is the suggested sequence for part-time enrollment in the Master's program. Adjustments to the recommended course sequence must be discussed with and approved by the Director of the ABA program. Students may, at any point in their tenure apply to transition from Full-time standing in the program; however, given the staggering of classes after the spring semester of the first spring of the program and the delay in beginning the practicum experience, the transition from part-time to full-time status will need to be evaluated on a case-by-case basis. Transitions between full-time and part-time status will need to be discussed with and approved by the Director of the ABA program.

## Course Sequence by Semester for Part-Time Enrollment

### Fall Year 1

ABA 262: Principles of Behavior Analysis  
ABA 264 Behavioral Assessment

### Spring Year 1

ABA 263: Research Methods in Behavior Analysis  
ABA 265: Behavioral Interventions

### Summer Year 1

ABA 246: Ethics and Professional Issues  
ABA 293: Supervised Practicum in ABA

**Fall Year 2**

ABA 272: Supervision and Performance  
ABA 292: Supervised Practicum in ABA

**Spring Year 2**

ABA: Elective Course  
ABA 292: Supervised Practicum in ABA

**Summer Year 2**

ABA 251: Theoretical Foundations

**Fall Year 3**

ABA: Elective Course  
ABA 293: Advanced Supervised Practicum

**Spring Year 3**

ABA: Elective Course  
ABA 294: Advanced Supervised Practicum and Capstone

**Students Admitted under the 4+1 Program**

Drake undergraduate students can earn an undergraduate degree and begin work in the Master's degree in Applied Behavior Analysis via the 4+1 Program. All students are eligible for the program regardless of major. Students should discuss the 4+1 Program with their undergraduate academic advisor. Advisors will assist students to ensure that undergraduate degree requirements are met and that students have completed or have a plan to complete the following coursework:

**Required Coursework:**

PSY60 Principles of Behavior  
PSY162 Applied Behavior analysis or SPED153 Applied Behavior Analysis & PBS

Applicants to the 4+1 program should submit their application to the Master's program in Applied Behavior Analysis during the fall semester of their junior year. All 4+1 students apply to the Applied Behavior Analysis Master's program using the normal application process and should submit a letter from the undergraduate advisor confirming that the student has met the prerequisites for the program (i.e., coursework, Junior standing, 3.0 GPA). 4+1 applicants do not have to take the Drake writing exam or GRE but they will be required to complete an application online.

Drake students accepted into the Master's ABA program will begin coursework in the Master's program beginning fall of their senior year. Six credit hours of ABA coursework will be completed in the fall semester and an additional six credit hours of ABA coursework will be completed in student's final spring semester. Accumulation and registration in practicum hours begins in the summer semester following the spring undergraduate commencement. Students will be expected to complete 25-28 hours a week of practicum for four continuous semesters to meet the required 1500 hours for eligibility to sit for the national certification exam and to be eligible for licensure as a Behavior Analyst in the State of Iowa.

## Course Sequence by Semester for 4+1 Students

*These courses are a progression and thus must be taken in sequential order and in the specified semesters.*

### Fall of Senior Year

ABA 262 Principles of Behavior Analysis - 3 credit hours

ABA 264 Behavioral Assessment - 3 credit hours

### Spring of Senior Year

ABA 263: Research Methods in Behavior Analysis – 3 credit hours

ABA 265 Behavioral Interventions - 3 credit hours

### Summer Following Spring Graduation

ABA 246: Ethics and Professional Issues

ABA 251: Theoretical Foundations

ABA 292: Supervised Practicum

### Fall Final Year

ABA 272: Supervision and Performance Management

3 credits of elective coursework

ABA 293: Advanced Supervised Practicum

### Spring Final Year

6 credits of elective ABA coursework

ABA 294: Advanced Supervised Practicum and Capstone

### Summer Final Year

ABA292: Supervised Practicum (complete remaining hours)

## Course Descriptions

### ABA 242: Behavior Analysis of Child Development

This course is designed to provide students with an understanding of the behavior analytic approach to child development. By the end of the course, students should be able to understand the differences between the behavior analytic approach and other developmental system approaches and be familiar with the current literature as it relates to general areas of development (e.g., motor, social, emotional, cognitive).

### ABA 246: Ethics and Professional Issues

This course will orient students to the ethical and professional guidelines for Board Certified Behavior Analysts. The course will review ethical guidelines for assessment, treatment, and research. Students will learn to describe and apply professional and ethical guidelines specifying the Behavior Analysts' responsibility to their clients, colleagues, and field and to society.

### ABA 248: Psychology of Developmental Disabilities

This course will provide students with a foundation in etiological, diagnostic, ethical, and treatment-related considerations affecting services for individuals with autism and other disabilities. Topics of study will include current data on causal variables, issues in early identification, and a survey of evidence-based models of treatment, outcome evaluation, and effective systems support for individuals with pervasive developmental disabilities.

**ABA 251: Theoretical Foundations**

This course will provide students with a comprehensive review of the theoretical foundations of radical behaviorism and the history of behaviorism in psychology. The primary focus will be to outline the fundamental underpinnings of a science of the individual. Students will be exposed to Skinner's theoretical writings, which will be compared and contrasted with contemporary conceptualizations of complex human behavior.

**ABA 255: Applied Behavior Analysis**

This course will orient students to the concepts, processes, and scientific principles of behavior on which the field of applied behavior analysis was founded and introduce students to the contemporary behavior-analytic approach for behavioral acquisition. This course will cover philosophical issues related to treating individuals with developmental disabilities and will provide coverage of assessments and interventions for acquisition. The primary objectives of this course are to provide students with a verbal repertoire about behavioral acquisition and to teach students best practices for writing and developing acquisition programs.

**ABA 262: Principles Behavior Analysis**

This course will orient students to the concepts, processes, and scientific principles of behavior on which the field of applied behavior analysis was founded. Topics of study will include the history and defining features of applied behavior analysis as well as the role of basic principles in producing socially meaningful behavior change (positive and negative reinforcement, punishment, discriminative control of behavior, and motivating operations).

**ABA 263: Research Methods in Behavior Analysis**

An examination of the factors to be considered in observing and measuring behavior and environment; methods of recording data with emphasis on the conditions under which each method is most appropriate. An overview of strategies and tactics of experimental design in behavior analysis. Includes strengths and weaknesses of single organism methodology in basic and applied research. Topics include issues of experimental logic, experimental control, variability, data analysis and display, and interpretation of experimental findings.

**ABA 264: Behavioral Assessment**

This course will provide an introduction to key concepts, methods, and ethical considerations associated with behavioral assessment. Course objectives will include teaching students to distinguish between idiographic and norm-referenced assessment approaches, to conduct pertinent behavioral assessments (preference assessments, functional assessments, and skills assessments), and to incorporate assessment outcomes with treatment selection and design in accordance with contemporary best practices in the field of applied behavior analysis.

**ABA 265: Behavioral Interventions**

This course will prepare students to identify, implement, and maintain effective behavioral interventions in applied settings. Specific objectives will include teaching students to select and implement function-based interventions for the reduction of problem behaviors, skills-based prevention strategies, and a variety of behavioral teaching tactics. Tactics for promoting procedural integrity and facilitating the generalization and maintenance of treatment effects also will be reviewed.

**ABA 267: Evidence-Based Teaching**

This course will provide students with a comprehensive review of empirically-supported behavioral teaching procedures for individuals with autism and related disabilities. Topics will focus on teaching

skills in a variety of content areas such as language, social, and self-help. Procedures for teaching these include match-to-sample discrimination training, task analysis, as well as prompting procedures including prompt fading and video modeling.

### **ABA 268: Verbal Behavior**

This course will expose students to the basis for a functional analysis of human language with an emphasis on application. Topics will include the elementary verbal operants, the ways in which verbal behavior is established, the relevance of the behavior of the listener, and the organization of verbal behavior. Focus will be placed on the use of an analysis of verbal behavior in addressing socially significant problems.

### **ABA 272: Supervision and Performance Management**

The purpose of this course is to introduce you to a behavior-analytic approach to supervision and personnel management. The aim of this course is for you to be able to apply skills related to personnel supervision and performance management across settings, including schools, homes, and clinics. At the end of this course, students should be familiar with the literature and practice related to using behavior-analytic supervision, risks of ineffective supervision, assessing personnel skills, competency-based personnel training, monitoring treatment integrity, making data-based and function-based decisions on personnel performance, strategies to improve performance, and effecting the effects of supervision.

### **ABA 290: Spec Topics in Applied Behavior Analysis**

This seminar will conduct an in-depth review of a current topic in Applied Behavior Analysis. Topics may include but are not limited to: social development, performance management, stimulus control, behavioral therapy.

### **ABA 292: Supervised Practicum in ABA**

This practicum will involve at least 20 hours per week (total of 300 per semester) of work in a supervised clinical practice, educational, or research setting in which procedures based on behavior-analytic principles are implemented.

### **ABA 293: Advanced Supervised Practicum in ABA**

This practicum will involve at least 20 hours per week (total of 300 per semester) of work in a supervised setting to provide students with advanced skills related to the development of clinical skills to design, implement, and modify behavior-analytic programs, to assess and treat problem behavior, and to supervise and train others implementing behavior-analytic programs; to provide students with training to develop professional skills; and to provide students support and mentoring for practicum activities.

### **ABA 294: Advanced Supervised Practicum and Capstone in ABA**

This practicum will involve at least 20 hours per week (total of 300 per semester) or work in a supervised setting to provide students advanced skills related to the development of clinical skills to design, implement, and modify behavior-analytic programs, to assess and treat problem behavior, and to supervise and train others implementing behavior-analytic programs; to provide students with training to develop professional skills; and to provide students support and mentoring for practicum activities and the capstone project, portfolio, and exam to complete the ABA program.

### **Electives Policy**

Core curricula of the ABA degree program may require elective courses that permit exploration of and/or advanced study in areas of professional interest within the student's primary degree.

Professional electives provide the student with an opportunity to not only pursue areas of intellectual interest, but also to develop an individual “brand” that may benefit them in their professional or academic future. Professional electives should (a) expand upon information presented in the standard curriculum, (b) introduce new information that is relevant to the field of study, (c) or prepare the student for graduate study. Professional electives must be ABA-labeled courses, those indicated on approved curriculum guides, or courses otherwise approved by the ABA program (e.g., SPED courses). Any professional elective must be numbered 200 level or higher for graduate programs. Other courses (even if taught by SPED faculty) are not considered professional electives except with an approved Exception to Program Policy submitted to the Director of the ABA Program. Students who desire to have non-approved electives count toward professional elective credit should apply for an Exception to Program Policy prior to taking the course. Professional electives must be taken for a grade. Students seeking a Master’s degree in ABA who already possess a Master’s degree, or who have taken graduate credits elsewhere, may substitute up to two elective courses if 1) their previous graduate coursework was completed within 5 years of the semester in question and 2) the syllabus indicates the proposed substitute course addressed points a, b, or c; or 3) their previous graduate coursework was completed between 5 and 10 years of the semester in question in which case the student must present syllabi from two courses within the specified time frame that address points a, b, or c. Students seeking this exemption should submit an Exception to Program Policy application to the Director of the ABA Program.

### **Non-degree Seeking Students**

Students interested in taking ABA graduate courses for academic credit, but who are not seeking a degree may be eligible to enroll in 9 credit hours (with the exception of Practicum course) as a non-degree seeking student. Student should contact the Program Director for more details. Non-degree-seeking students who want to become degree-seeking candidates must submit the application for admission.

### **Practicum Experience**

1500 hours of practicum experience is required for completion of the program, with 10% of those hours supervised by a qualified supervisor. All graduate students are assigned a BCBA or BCBA-D supervisor for practicum experience with the exception of students who are completing their practicum experience at their current places of employment. When a student accrues their practicum hours at their place of employment, the student must secure a BCBA or BCBA-D supervisor for their practicum experience. This supervisor must be approved by the Director of the Drake University ABA program. Furthermore, this supervisor must enter into a contract with Drake University in which they commit to provide supervision.

A supervisory period is one month. No fewer than 20 hours but no more than 130 hours, including supervision hours, may be accrued per month. Group supervision cannot consist of more than 50% of the total supervision hours and if no group supervision is held during the week, the individual should seek additional individual supervision to meet the minimum requirement of 10% of total hours supervised.

The purpose of supervision is to improve and maintain the behavior-analytic, professional, and ethical repertoires of the supervisee and facilitate the delivery of high-quality services to the supervisee's clients. The supervisor must observe and provide feedback to the supervisee on their behavior-analytic activities with a client in the natural environment during each required supervisory period. Students may not start accumulating experience hours until they have passed the BACB- Experience Standards Training Module, secured a qualified supervisor, and begun qualifying coursework at Drake University. Please refer to the BACB Fieldwork Requirements for additional information.

Required Documentation for the Practicum experience includes:

- a. Practicum Contract: The supervisee and supervisor will develop a written contract prior to the onset of the experience. The purpose of the written contract is to protect all involved parties and align experience activities with the purpose of supervision. The contract should state:
  - a. Responsibilities of the supervisor and supervisee
  - b. Description of appropriate activities and instructional objectives
  - c. Objective and measurable circumstances under which supervisor will sign the Experience Verification Form,
  - d. Delineate the consequences should the parties not adhere to their responsibilities
  - e. Include a statement requiring the supervisee to obtain written permission from the supervisee's on-site employer/manager, when applicable
  - f. Attestation that both parties will adhere to the Compliance Code
- b. Monthly Experience Supervision Form (Practicum Experience Supervision Form): This sheet provides a record of the type of supervision conducted, the activities undertaken, and provide an evaluation of supervisee performance. Supervisors will score performance and both student and supervisor will sign off on total hours of practicum for that month.
  - a. Supervisors may refuse to sign off on supervision for reasons included, but not limited to: unprofessional behavior, unpreparedness or poor performance, tardiness, failure to submit forms or hours logs within specified time.
  - b. Supervisors may also terminate a supervision meeting
- c. Supervision Feedback Sheet: Summary of the description of activities undertaken during supervision contacts are noted on this sheet as well as any corrective feedback or follow up actions.
- d. Supervision Hours Summary Form: At the end of the month, students are expected to complete this form to provide a summary of the activities undertaken each week and the type and quantity of supervision provided each week.
- e. Graduate Student Practicum Evaluation: This evaluation will be completed by practicum supervisors at least once a semester. The purpose of this evaluation is to indicate areas of strength and areas for opportunity for growth and improvement. Over time, the program will track development of skills.
- f. Monthly Experience Verification Form: This form must be completed for each month of the supervision period, throughout the duration of the experience. Both parties must retain a copy of every completed Monthly Experience Verification Form.

- g. Final Fieldwork Verification Form: This form should be completed at the conclusion of the experience. The original forms must bear the supervisor's original signature and be unaltered (i.e., forms with white-out, other alterations, or photocopies will not be accepted).
- h. Students may be required to obtain a TB test, HIPAA training and CPR training before working at their practicum sites.

Appropriate practicum activities for students include:

- Conducting assessments related to the need for behavioral intervention (e.g., preference assessments, functional assessments)
- Designing, implementing, and systematically monitoring skill-acquisition and behavior-reduction programs
- Overseeing the implementation of behavior-analytic programs by others
- Training, designing behavioral systems, and performance management
- Other activities normally performed by a behavior analyst that are directly related to behavior analysis, such as attending planning meetings regarding behavior-analytic programs and literature reviews

Activities that should not count towards practicum hours include:

- Non-behavior-analytic job duties
- Attending meetings with little or no behavior-analytic content
- Providing interventions that are not based in behavior analysis
- Performing non-behavioral administrative activities
- Service-delivery activities that are not behavior-analytic (CPR, physical management)
- Completing Non-behavioral assessments (e.g., diagnostic assessments, intellectual assessments)
- Paperwork, documentation, billing, or other activities not directly related to behavior analysis

Unrestricted Activities: At least 60% of the total accrued experience hours must be spent in activities other than direct implementation of Behavior-analytic programs or "Unrestricted Activities" which include:

Direct Activities (Non-Implementation of Behavior-Analytic Programs)

- Observation and data collection
- Observation of others
- Training staff and caregivers
- Conducting assessments related to the need for behavioral intervention
- Meeting with clients about behavior-analytic programming and services
- Performing behavior-analytic assessments

Indirect Activities

- Data graphing and analysis
- Researching the literature

- Writing and revising behavior-analytic programs

*\*Reference the Practicum Handbook for more specific information regarding practicum policies.*

## ABA Program Policies

### Admission Requirements

Admittance to the ABA graduate program requires the successful completion of a bachelor's degree. A minimum 2.5 cumulative GPA is required. Individuals that do not meet the GPA requirement should contact [Pamela Moore](#) for further information. Interested persons complete and submit a Drake University Application for Graduate Admission at [www.drake.edu/aba/application](http://www.drake.edu/aba/application).

Application materials required for an admission review include:

- Official transcripts for all post-secondary education. It is recommended that applicant have an undergraduate grade point average of 3.0 or better on a 4.0 scale. Transcripts and other supporting materials are not returned to the applicant and become the property of Drake University.
- A personal statement requesting admission including reasons for pursuing the master's degree, an overview of professional background and goals, and a discussion of the applicant's professional philosophy.
- Three letters of recommendation: one from a current or recent employer and two from other qualified individuals who have first-hand knowledge of the applicant's professional and scholarship abilities.
- Not all qualified applicants can be admitted. Final admission decisions are based upon multiple criteria, including both applicant characteristics and the ability of the program to serve the students' needs.
- Applications (including all supporting materials) for the Master's in Applied Behavior Analysis have a priority deadline of January 5<sup>th</sup> each year for the fall cohort of the same calendar year. Applications will be accepted after the priority deadline until July 31<sup>st</sup>.
- Applicants will be invited to interview as a part of the application process. Decisions regarding acceptance into the program will be made after interviews are held.

Non-admitted students may be able to complete up to 6 credit hours before completing the admission process. After 6 hours, students must be admitted or further registration will not be possible.

### Admitted with Conditions Policy and Processes

The ABA graduate program offers admission with conditions, allowing individuals to be reviewed for admission and begin graduate studies with a conditional requirement that must be completed successfully to progress in the program. Students admitted with conditions must achieve a 3.0 GPA both in the fall and spring semesters of their first year of studies. During the traditional end-of-term review process, the Director of the ABA program will review all admitted with conditions student records. If conditions are MET, the student's record will indicate they have met conditions for admission and any registration holds will be removed. However, if conditions are NOT MET the following actions will be taken:

- a. Following college/school suspension processes, the student will be notified via email by the Program Director that they are not able to progress in the program.
- b. The student will have the opportunity to appeal the suspension decision to the Associate Dean of the College of Arts and Sciences within two business days after having received the suspension email. The Associate Dean will have two business days after receiving the appeal via email from the student.
  - i. If the appeal is approved:
    - i. Approval of appeal and new conditions/timeline will be established.
    - ii. Any holds on registration will be removed to allow for next term registration.
    - iii. The end-of-term review process will be repeated at the end of the next term.
  - ii. If no appeal is submitted or appeal is denied:
    - i. A student's failure to meet conditions outlined in their admission email will be entered into their records.
    - ii. The process related to a student not returning for a future term will be initiated.

### Graduation Requirements

Completion of a minimum of 45 credit hours (to include required courses and practicum experience) maintaining a GPA of 3.0 or higher.

- Practicum Experience between 1000 to 1500 hours with 10% supervised by a BCBA or BCBA-D.
- Students must earn a passing grade ("C" or better for graded courses). Student's may only retake a course one time and may only retake two courses in total. Failure to maintain the GPA minimum or earning a D or lower in three courses will result in dismissal from the program. Further, students will not be allowed to take any other courses for which that course is a pre-requisite until the student successfully completes the course with a grade of "C" or better. A minimum GPA of 3.00 must be maintained. Failure to maintain a 3.0 GPA will result in probation.
- Students must successfully complete the Student Competencies Checklist (i.e., Competencies connected to the BACB task list and Incidental comps).
- Students must pass their competency exam with a grade of 80% or higher. If a student does not pass the competency exam with an 80% or higher, they may retake the exam a second time. If the student does not pass after the second exam with an 80% or higher, they will enter into remediation. Successful completion of the assignments prescribed by the Director of the ABA program during remediation is required.
- Abide by all policies and procedures as outlined in the Drake University College of Arts & Sciences Master's Program Handbook.

### Tuition/Fees, Scholarships, and Loan Deferments

For information about tuition and fees for ABA students, please visit the [Student Financial Planning website](#). Refund policy information is also available at this site. Registered students may defer loan payments by contacting the Federal Department of Education and requesting deferment forms for the Federal Stafford Loan (<https://studentaid.gov/>, 1-800-848-0979). The

completed deferment forms should be forwarded to Drake's Registrar for verification of student enrollment status. Students must be enrolled in at least 6 hours to be eligible for loan deferment. Questions about enrollment status can be directed to the office of the Registrar: 1-800-443-3901. For additional questions, please contact the Drake Student Loan Office 1-800-443-3174 or Office of Student Financial Planning 515-271-2905.

Students wishing to receive financial aid must be fully admitted 30 days prior to the ending date for each enrollment term. These deadlines are firm and non-negotiable

### Course Registration

Graduate students will be registered for their coursework the first semester by the Arts and Sciences Dean's Office. ABA students are notified via Drake email when registration is complete and student schedules are available in MyDUSIS accessible through my.drake.edu. Once registration is complete, the billing and fee assessment process will begin. Any student not returning to Drake and registered for courses must officially withdraw from registered courses and the University to avoid financial ramifications. To withdraw, a student must complete the Withdrawal Request Form, available via MyDUSIS under the Student Services and Financial Aid tab or contact the Office of Student Affairs for further assistance.

### Withdrawal from Courses

Students are unable to withdraw from a required course within the ABA program. Progression within the program is dependent upon successful completion of required course work in the previous semester. Students wishing to withdraw for medical, personal, or other reasons should refer to the applicable portion of the handbook specifically addressing that issue to determine appropriate actions. Students must meet with the Director of the ABA Program to discuss withdrawal and re-enrollment guidelines and policies.

### Course Prerequisites

Many ABA courses have prerequisite requirements. Enrollment in a course will be denied if prerequisite courses have not been successfully completed. Therefore, deviation from the structured ABA curriculum requires careful consideration.

### Grading

The standard grading scale for students enrolled in ABA coursework is standard letter grading [ABCD] with plus [+] and minus [-] designations and the percentage (or competency/ability) assigned to each grade to be set by the course instructor. Instructors may choose to utilize plus [+] and minus [-] designations. All instructors are required to include information regarding course grading scales within their course syllabus. Students are required to obtain a C or better in all required courses in the professional program. ABA students are permitted to repeat a required course one time only. Students who fail to receive a C or higher (CR in 'credit/no credit') in the repeated course will be dropped from the ABA program.

### Attendance Policy

University Policy states that, "Students are expected to attend all classes and to be punctual in doing so. They are also expected to complete all assignments for classes that they miss. The

individual instructor may set his or her own specific requirements in reference to each class at the beginning of the term. Faculty members are urged to provide an opportunity for students to make up work missed as a result of legitimate absences, including observances of religious holidays.” In the ABA program, attendance is also considered excused if there is documented illness or if the absence is due to Drake-related travel (e.g., attending a professional ABA conference). The nature of other absences will need to be discussed with the instructor to determine if the absence is excused.

### Grievance Policy

Before filing a Formal Student Grievance, the student should first take steps to resolve the issue informally, either through contact with the appropriate faculty or staff member, or through the Program Director.

If a satisfactory solution may not be reached by means above, the student may then file a Formal Student Grievance. To do so, the student must prepare a written document that outlines the nature of the complaint, including a summary of any supporting evidence. The document must also contain the student’s name, address, and phone number. Once prepared, the document may then be turned in to the Arts and Sciences Dean’s Office in Harmon Fine Arts Center, room 268a. The document will be reviewed and addressed by the Deans Office, and the student will be contacted to resolve the issue.

If the issue is not resolved acceptably through the above means, a Formal Student Grievance may be submitted to the Provost’s office.

### Length of Program Policy and Withdrawal from Program

All coursework and practicum hours must be completed within a 5-year period (per the BACB policies). Students who are unable to complete the coursework in this time period will be dropped from the program.

Students returning from a leave of absence must meet with the Director of the ABA Program for development of an academic success plan upon re-entry into the program. The Director of the ABA Program may suggest items including, but not limited to:

- Examination(s) that may reveal retention of knowledge of prior coursework,
- Repeating select courses for grade or audit
- Assignment of other remediation including study with individual faculty members for focused content
- Setting specific timelines for completion of remaining coursework
- Follow up meeting to determine progress.

Students who decide they no longer want to continue with the graduate program must submit an email to the Director of the ABA Program indicating their voluntary withdrawal from the program. Once this email is received the student will no longer be enrolled in classes. Students who voluntarily withdraw and subsequently decide to return to the program must reapply. Acceptance into the program is not guaranteed.

Withdrawing from the University has financial aid implications. Financial aid may need to be adjusted or funds may need to be returned. More information is available online at: <https://www.drake.edu/registrar/completewithdrawal/>

### Leave of Absence

A student may be granted a leave of absence from the Applied Behavior Analysis master's program at the discretion of the Behavior Analysis faculty. A leave of absence may be granted during any point of a student's involvement in the master's program.

a. Procedure to Make a Leave of Absence Request

The student is responsible for requesting an official leave of absence. A request for a leave of absence must include a reason for the request. A request can be made to one faculty member in person, via email, or via telephone. However, the request for a leave of absence and final decision must be discussed and made by the entire Behavior Analysis program faculty. A request for a leave of absence will not automatically be granted by the program faculty and may be denied. If a student assumes a leave of absence without making an official request and without faculty permission, that student will continue to be graded and evaluated as if he or she was actively participating in the program.

b. Parameters of the Leave of Absence

A student may take a leave of absence for up to 1 calendar year and must resume active participation in the program (classes, assistantship, and research responsibilities) no later than the beginning of the following school semester. For example, if a student requests a leave of absence halfway through the 2017 fall school semester, the student will be required to resume active participation in the program by no later than the 2019 spring semester. If the student does not resume active participation in the program in the first semester after 1 calendar year, he or she will be required to officially reapply for acceptance into the Behavior Analysis master's program. If a student has to reapply for the Behavior Analysis master's program, acceptance into the program is not guaranteed. A student must contact the director of the Behavior Analysis master's program at least 1 semester prior to resuming active participation in the program, so that a plan to resume activity can be developed between the student and the faculty.

c. Credits regarding Leave of Absence

Credits and practicum hours will not be counted until the student successfully completes the course. If a leave of absence is taken halfway through the semester and the course has not been completed, practicum hours will not be counted towards the practicum experience total and coursework will not be credited towards completion of the program.

### Ethical and Professional Standards

It is crucial that Applied Behavior Analysis graduate students abide by the Professional and Ethical Compliance Code of the BACB®

<https://www.bacb.com/wp-content/uploads/2017/09/170706-compliance-code-english.pdf>

## Working with Diverse Clients

Drake University provides a diverse practicum experience exposing students to members of the public who embody intersecting demographics, attitudes, beliefs, and values. For successful completion of the program, all graduate students must be able to work with any client placed in their care in a beneficial and non-injurious manner. Professional competencies are determined by the profession for the benefit and protection of the public; consequently, students do not have the option to avoid working with particular client populations or refuse to develop professional competencies because of conflicts with their attitudes, beliefs, or values.

## Harassment

Students who identify themselves as a Drake University ABA graduate students on social media or other online forums must abide by the Ethical Code of Conduct by the BACB®. Reporting unethical or illegal behavior online may be used by the program for disciplinary actions. Caution should be considered when posting online to reflect a professional demeanor. Online profiles may be viewed by practicum sites and future employers.

## Dress Code

Appropriate professional dress is required for class, practicum placements, school visits, and professional meeting and conferences. Professional attire should include pieces that fit well, in good condition, well-structured, ironed, and largely conservative in keeping with the standards of the prevailing community (as per ethical guidelines).

1. All shirts must have sleeves, have a reasonable neckline, and completely cover the midriff. Tank tops, shirts with plunging necklines, or shirts that expose the midriff are not permitted. T-shirts are strongly discouraged.
2. Wear pants or capris that are in good condition. Clothing should not have holes or tears. Shorts are not permitted. Jeans are permitted at some sites, but not at others. Make sure your clothes are comfortable and provide adequate coverage.
3. Clothing should not have text or logos unless it is the logo of the agency where practicum is occurring.
4. Practicum students should be well-kempt, including having brushed hair and wearing clean clothing.
5. Hats are not permitted unless client specified.
6. Exposed tattoos are not permitted during meetings in which other professionals and interested parties (e.g., parents, guardians) are in attendance; please make sure any tattoos are covered. If the tattoos contain images of violence, nudity, or profanity, the tattoos need to be covered at all times.
7. Nails need to be kept short.
8. Make sure footwear is appropriate for the situation. All shoes must be closed toed and closed on the sides. Heels are not permitted when working with clients.
9. Be mindful that occasionally clothing may be damaged. Do not wear anything you do not want to be ruined.

Students may encounter stricter dress code policies at practicum sites or while engaging in other professional roles which supersedes Drake University's ABA dress policy. If in doubt ask a faculty member.

## Self-Care

Graduate school takes a lot of time, money, effort, and endurance. It can be stressful. Classes and practicum experiences take up a considerable amount of time each week challenging a balance between school, work, and home life. Time management is an essential skill for success in the ABA program. To get the most out of the graduate experience, students should consider maintaining a healthy diet, getting enough sleep, exercise, and having down time to relax.

Challenges with maintaining a healthy school, work, and home balance should be addressed with program faculty.

Practicum sites will need you when they need you. Expect that scheduling may change and be willing to schedule personal appointments around meetings, practicum experience, and classes.

## ABA Program Academic Regulations

### Residence

At least 80% of the total required hours of course credits needed for a master's degree must be taken in courses offered by Drake University, exclusive of credit for 292-294 Supervised Practicum in ABA courses.

### Student Load

The maximum load permitted for an ABA graduate student during the any semester is 9 credit hours. Students are considered full-time if they carry 9 or more hours per term and part-time if they carry less than 9 credit hours per term.

### Transfer Credits

Transfer credits of core classes within the ABA program will not be accepted. All coursework must be completed within the Drake ABA Program with the possible exception of elective coursework in which case only 6 elective credit hours can be transferred to Drake (see Electives Policy section pg. 11).

### Credit/No Credit

All courses within the ABA curriculum are required for credit for graduation from the ABA Program. Students may be required to audit courses while in remediation for other courses within a semester.

### Incompletes and In-progress

The mark "I" (Incomplete) indicates a student has not submitted all evidence required for a final grade. The student must make satisfactory arrangements with the instructor to complete the work by the end of the next semester of enrollment (excluding the January term). The instructor writes out the conditions that must be met to remove the incomplete. As a component of these conditions, the instructor may demand an accelerated deadline (the midterm of the following semester) or may provide an extended deadline if special circumstances warrant. The instructor will indicate online the final grade for the course in the event the work is not completed. A copy of conditions that must be met to complete the course

is also given to the student. Marks of incomplete are changed to a final grade either by the instructor (upon completion of the work) or by the Office of the Registrar (upon attaining the specified due date). Marks of incomplete are not computed in the G.P.A.

The mark of "IP" (In Progress) may be given in certain courses where special conditions make the grade of Incomplete unrepresentative of the status of the students at the close of the semester. The grade of "IP" is appropriate only when the coursework could not be finished during the semester for the entire class (e.g., internships, practicums or courses that do not fit the standard academic calendar; fieldwork or research presentations that may take place after a semester has ended; theses or dissertations; or other special situations where coursework extends beyond one semester). A grade of "IP" must be changed to a final grade by the instructor by the end of the next semester (excluding the January term). The instructor must indicate to the appropriate dean's office in what courses students will be assigned an "IP."

A student may not graduate/earn a degree from Drake University with an "I" (Incomplete) or an "IP" (In Progress) notation on his/her transcript.

### Course Repeats

Students may repeat a course one time only without additional credit. The highest grade earned will be used in computing the grade point average. The Drake GPA will only take into account courses taken at Drake.

### Academic Probation/Suspension/Dropped Policy

To the extent possible, the ABA Program's Academic Probation, Suspension and Re-Enrollment Policy is consistent with the Drake University Academic Probation and Suspension Policy defined in the [Drake University Undergraduate General Catalog](#) and the Drake University [Student Handbook](#). An Applied Behavior Analysis student may also face probation, suspension or dismissal for a variety of reasons addressed by Professional and Ethical Compliance Code of the BACB®.

An Applied Behavior Analysis student may be dropped or dismissed from the professional ABA program at the College of Arts and Sciences. This can occur when a student fails to meet the criteria in the standard grading policy or if a student is no longer eligible for certification with the Behavior Analysts Certification Board®. This action is permanent, and the student may not be readmitted to the College.

### Required GPA, Suspension and Probation

Students must maintain a 3.00 grade point average (GPA) to remain in good standing in the ABA program. Students who earn grades of "D" or "F" will be required to retake the course. Students may repeat a class only once.

### Probation

If a student's GPA falls below 3.00, the student is placed on academic probation, and a letter is mailed to the student by the ABA Program Director. A student placed on academic probation must provide the ABA Program Director with an academic plan for improvement of their GPA

before the student will be allowed to register for additional graduate coursework. The academic plan must describe in detail the student's course of action for raising their GPA to the required 3.00 within the next nine hours of enrollment. A student is removed from probation when he/she has a cumulative grade point average of 3.00 or above.

### Suspension

If a student placed on probation does not raise their GPA to 3.00 or above within the probation period described above, the student is suspended from their graduate program. The student is prohibited from enrolling in further graduate classes at Drake University.

A student who is suspended from the ABA program may petition for reinstatement after one semester. The petition for reinstatement must be made in writing to the ABA Program Director, addressing each reason outlined in the student's suspension notice and the student's proposed resolution. The ABA Program Director will notify the student in writing regarding their decision.

### Suspension Procedure

In general, suspension or dismissal from the College and/or University may result from failure to adhere to any of the following policies:

- a. Academic Probation/Suspension/Dropped Policy (as defined in this handbook)
- b. [Sexual and Interpersonal Misconduct or Discriminatory Harassment Policy](#)
- c. [Student Code of Conduct](#)
- d. [Professional and Ethical Compliance Code of the BACB®](#)

The University Dean of Student's office will notify a student in writing of their suspension following a violation of a University-wide policy. With the exception of suspension due to Student Code of Conduct violations, the Associate Dean in the College of Arts and Sciences will notify a student of their suspension in writing following a violation of any College policy. In accordance with University policy, a suspended student has the right to appeal their suspension. The student has seven (7) calendar days to appeal the suspension. If the appeal is granted, the student may continue with coursework at Drake University and progress in the program. If the student does not appeal or if their appeal is denied, the student must apply for re-enrollment into the College before being allowed to resume coursework. If a suspended student plans to re-enroll in the College at any time, they must contact the Director of the ABA Program to create an action plan sufficiently in advance of the deadline for submission of re-enrollment materials such that the timeline for completion of the plan may be fulfilled. It is the student's responsibility to initiate contact with the Director of the ABA Program, and this step must occur regardless of the source of the suspension (University versus College). The action plan will be developed with the intent of preparing the student to be successful if allowed to return to the program and approved by the Director of the ABA Program. The student will sign the approved document to indicate acceptance of the terms of the plan and copies will be given to the student, and included in the student's file. Once approved, no extensions, changes and/or waivers to the plan will be allowed.

The action plan may include certain remediation/tasks relevant to the reason for suspension.

Tasks may include, but are not limited to, the following:

- Academic Probation/Suspension Policy - retaking specific courses to improve knowledge base, retaking written or verbal communication courses, etc.
- Sexual Harassment Policy - completing a sexual harassment training program, participating in relevant help groups, etc.
- Ethics violation – additional training in a specified area, retaking the ethics course, etc.

### Re-enrollment Policy following Suspension

Applied Behavior Analysis students who have been suspended for a non-specified period of time may apply to the College for re-enrollment after one academic year. Applied Behavior Analysis students who have been suspended for a specified period of time may petition the College for re-enrollment only at the conclusion of the suspension time period. Students suspended for the first time may apply for re-enrollment; students suspended twice, regardless of the reasons, are ineligible for re-enrollment. The Director of the ABA Program will review the suspended student's application for re-enrollment, and the student will be held to the same academic and professional standards as all other students in the program. These standards include the student's academic performance, communications skills, emotional maturity, and professional attitude/behavior. Applications for re-enrollment **may** be denied. If re-enrollment is granted, students may need to retake courses in which a student earned a grade of less than a "C" in order to bring their GPA up to a 3.0.

### Application for Re-Enrollment Procedure following Suspension

The procedure for re-enrollment to the College of Arts and Sciences following any suspension includes:

1. Completion of [a Drake University for Re-Enrollment Form](#) that is available on the Drake University web site.
2. Submission of a written personal statement to the Director of the ABA Program asserting the student's ability to successfully pursue the ABA curriculum after having been suspended. This statement must address, in detail, how the student has successfully met the action plan established at the time of suspension. The student must also submit documentation that the factor(s) or condition(s) responsible for the original suspension have been remedied or significantly improved.

Suspended students will be eligible for re-enrollment only after satisfactorily completing the action plan within the time frame set forth by the Director of the ABA Program. The Director of the ABA Program will decide whether a suspended student can re-enroll in the Program. The student will be notified in writing regarding the status of their re-enrollment request. If re-enrollment is denied, the student has seven (7) calendar days to appeal this decision in writing to the Dean of the College.

### Deadline and Criteria for Re-enrollment following Suspension

Suspended ABA students must submit their re-enrollment application material to the Director of the ABA Program by March 1 (for Summer Semester), June 1 (for Fall Semester), and November 1 (for Spring Semester) to be eligible for reenrollment in the respective term. ABA

candidates re-enrolled following a suspension will return on a probationary status. In order to remain at Drake, the student must earn a semester grade point average of 3.0 or above during their first semester of re-enrollment as well as meet all other College criteria and policies or they will be suspended again. Any ABA student, suspended for a second time for the same or different violation, will not be eligible for re-enrollment in the Applied Behavior Analysis program at Drake University. Questions and requests for re-enrollment should be directed to the Director of the ABA Program.