

**Department of Psychology
Florida State University-
Panama City**



Graduate Student Handbook

**Master's Program
Specialty in Applied Behavior Analysis**

Accredited by the Association for Behavior Analysis International

Revised June 2015

**Department of Psychology
Florida State University – Panama City
4750 Collegiate Drive
Panama City, FL 32405
Phone (850) 872-4750 · toll-free (866-693-7872)
<http://www.pc.fsu.edu/Academics/Graduate-Programs/Psychology-Applied-Behavior-Analysis>**

About the Program

The Master's Specialty in Applied Behavior Analysis was designed to meet a pressing need for more behaviorally trained professionals in this new and exciting field. Our goal is to prepare you to work with a wide range of individuals in many different settings who present with a variety of behavior excesses and deficits. Upon completion of this program you should be able to represent our field in many ways: advocating for clients, performing state-of-the-art functional assessments, leading and collaborating with colleagues in other related fields to develop treatments and interventions that are effective and ethically implemented, and designing environments that enhance human performance and productivity. The program is a non-thesis degree in which you will be prepared to sit for the Behavior Analyst Certification Board examination. We specifically designed the program to be "non-thesis" to allow students to complete the program in a defined 2-yr period (for most students this is actually five semesters). While you will not be conducting an experimental thesis you will be learning a great deal about the research in the field and how to use it to develop effective interventions. Students interested in conducting research are able to do so under the supervision and mentorship of a faculty member. While we encourage and support student involvement in research we caution students not to place their research interests ahead of their class work.

Guidelines

The guidelines below are designed to be of assistance to students in completing the M.S. degree in Psychology at FSU-PC. Although they are not meant to be a complete account of all rules and regulations, we have made every effort to include all relevant information pertaining to completion of the MS degree in Psychology. We recommend that these guidelines be reviewed before the beginning of each semester to help ensure you are on track and completing all necessary requirements. While we will make every effort to inform you of any changes made to this manual and how those changes might affect you, it is your responsibility to know the requirements outlined herein and adhere to them. The [FSU Graduate Bulletin](http://registrar.fsu.edu/bulletin/grad/), available at registrar.fsu.edu/bulletin/grad/ is another helpful resource. CD versions can be picked up outside the Admissions Office in the Barron Building. We suggest you use the guidelines as a starting point when you have questions. After reviewing them if you have any questions...just ask (see contact information below); that's what we're here for.

I. Master's Program Faculty Directory

Title	Name	Phone	E-mail	Office
<i>Director</i>	Dr. Jon Bailey	(850)877-6623	jbailey@fsu.edu	B329 PDB
<i>Assistantship Coordinator</i>	Dr. Ellen Berler	(850)644-2040	berler@psy.fsu.edu	A203B PDB
<i>Practicum Coordinator</i>	Dr. Al Murphy	(850)770-2251	amurphy@pc.fsu.edu	HOL A211N
<i>Director, Early Childhood Autism Program</i>	Dr. Amy Polick	(850)770-2252	apolick@pc.fsu.edu	HOL A211D
PCC Administrators				
<i>Interim Dean</i>	Dr. Steve Leach	(850)770-2243	sleach@pc.fsu.edu	HOL A311-A
<i>Incoming Dean (as of 8/10/15)</i>	Dr. Carol Edwards	TBD	TBD	TBD
<i>Associate Dean</i>	Dr. Gary Bliss	(850)770-2237	gbliss@pc.fsu.edu	HOL A311-C

II. Helpful Publications

Four publications and web sites will be very helpful during your graduate career. Here is where you can get each one and types of information that they include. We suggest you review these right away. When you have a question, start with these as they contain the answers to many of the questions students have. If you need further assistance, again, please ask; that's what we are here for.

FSU Graduate Bulletin

- Available online at <http://registrar.fsu.edu/bulletin/grad/>; (850) 770-2160
- This has the answer to just about any question you might have. We are in the College of Arts and Science, Department of Psychology.

Registration Guide

- You'll find this online at the Registrar's web site at <http://pc.fsu.edu/Admissions/Registration>. We recommend that you review the contents of the guide. It includes information about obtaining an FSU Card at PC; those living in Tallahassee should see <http://www.fsucard.fsu.edu/>.
- This Registrar's web site also has other helpful information and links.
- If you need assistance registering for classes after you have read this guide, you can go to the Registrar's Office and they can help you register on a computer terminal in their office.
- When selecting classes make sure to select classes that are 5000 level or higher (graduate courses) and talk with your advisor before deviating from

the course schedule outlined in this manual as doing so may prolong the amount of time required to complete the program.

Student Policy Handbook

- a. Available online at <https://dos.fsu.edu/resources/student-handbook>.
- b. This book contains all information relevant to expectations for student conduct both on and off campus, grievance procedures, and the rights, privileges, and responsibilities of being a student at Florida State University.

FSU Graduate Student Handbook

The FSU Office of Graduate Studies has developed a handbook <http://www.gradstudies.fsu.edu/New-Current-Students/Graduate-Student-Handbook> for graduate students. A *New Graduate Student Checklist* is located at: <http://admissions.fsu.edu/graduate/accepted/enrollment2014.cfm>. While the checklist was created for students at the Tallahassee campus, it contains a wealth of information that is also relevant to PC graduate students. (note that health insurance is not required for students enrolled in FSU PC programs and the university-sponsored insurance policy is not available for FSU PC students).

III. Registration <http://www.pc.fsu.edu/Admissions-Records/Registration>

- a. The Registrar's Office is located in the Barron Building in room 108 in Panama City and in A3900 University Center A in Tallahassee. Students register for classes over the web (see Registration Guide for details). Students admitted to the program must have completed the following prerequisite courses prior to being admitted to the program: Introduction to Psychology, Research Methods, Conditioning and Learning, and Applied Behavior Analysis with a grade of B- or better.
- b. **Criminal background checks.** Students admitted to the ABA program are required to undergo federal and state criminal background checks prior to first semester registration. Positive results may change a student's admission status because of the practicum requirements of the program. If students with positive results are permitted to matriculate, they must undergo the state and criminal background check again at the beginning of the spring semester of their first year. The need for additional background checks will be determined on an individual basis.
- c. Below is the recommended class schedule and sequence for students in the master's program. Deviations from this schedule should be discussed with a faculty member before doing so as changes will likely prolong the time required to complete the degree.
- d. **Waiver of Courses.** Students in the master's program may not substitute a graduate level course taken from another university for any of the 10 required EAB content courses (5700, 5701, 5708, 5710, 5711, 5722, 5740, 5780, 5796, 6130). Prior applied experience may not substitute for the program's practicum requirements (EAB 5940, 5941, 5942).

Your Five-Semester ABA Graduate Course Sequence

1st Year		
Fall	Spring	Summer
EAB 5700 Basic Principles	EAB 5701 Basic Methods	EAB 5796 Research Methods in ABA
EAB 5780 Ethical and Professional Issues in Applied Behavior Analysis	EAB 5740 Performance Management & Supervision	EAB 5710 Developmental Disabilities and Autism
EAB 5708 Experimental Analysis of Behavior	EAB 5722 Behavior Analysis in Education	EAB 5940 Practicum

2nd Year		
Fall	Spring	
EAB 5711 Mental Health and Aging	EAB 6130 Seminar on Skinner's Theory of Behavior	
EAB 5941 Practicum	EAB 5942 Practicum	
PSY 5908 If needed for assistantship hours	PSY 8966 Master's Comprehensive Examination	
	PSY 5908 If needed for assistantship hours	

A visual representation of the course schedule and other important events is available at <http://www.pc.fsu.edu/Academics/Graduate-Programs/Psychology-Applied-Behavior-Analysis>. Click on the "ABA Masters Five Semester Calendar".

IV. **Establishing Florida Residency**

Current Florida Residents. If you are currently a Florida resident, you must submit to the Admission's Office *before the first day of classes* Residency Affidavit at <http://admissions.fsu.edu/residency/policy/policy.cfm> then click 'Initial Classification' in order to be considered a Florida resident for tuition purposes during your first year of study.

Non-Florida Residents: Establishing Florida Residency. Because out-of-state tuition waivers are available only for the first year of graduate school (the only exception is for international students), it is imperative that you take the appropriate steps for establishing residency. To apply for Florida residency for tuition purposes, follow the procedures at <http://admissions.fsu.edu/residency/policy/policy.cfm> in the Reclassification

section. The process takes 12 months and begins before the first day of classes of your first year of study and must be completed prior to the beginning of your second year of study. You must be a U.S. citizen, a permanent resident alien, or a legal alien granted indefinite stay by the U.S. Immigration and Naturalization Service to qualify as a Florida resident.

Your strongest case for establishing Florida residency will be made if you have declared domicile (see below), as well as switched all legal ties to the state of Florida, including your (1) driver's license, (2) voter registration and (3) vehicle registration before the first day of classes of your first year.

Steps for establishing Florida residency

1. **Declaring domicile.** Before the first day of classes of your first year, you **must** go to the Bay County Courthouse (Room 101, Recording Dept, 300 E. 4th St., 850-747-5100) if you live in Panama City, or the Leon County Court House (313 Calhoun Street, Recording Department; 850-577-4030) if you live in Tallahassee. Bring a valid driver's license (any state) or state-issued ID and \$15 to declare domicile in Florida. You will also need to know the date of your move to Florida.

2. **Voter registration.** Before the first day of classes of your first year, register to vote in Leon County (Tallahassee) or Bay County (Panama City). You may do so online at <http://www.leoncountyfl.gov/elect/> or <http://www.bayvotes.org/>.

3. **Driver's license.** Obtain a Florida Driver License or Identification Card before the first day of classes of your first year. Detailed information is at <http://www.flhsmv.gov/ddl/geninfo.html>. In particular see <http://www.flhsmv.gov/ddl/faqkeys.html#USC> for required documents. The fee for a non-commercial license is \$48 or \$25 for an Identification Card.

4. **Vehicle registration.** Register your vehicle in Florida before the first day of classes of your first year. See <http://www.hsmv.state.fl.us/dmv/faqmotor.html> for information. Note that out-of-state residents must have proof of Florida auto insurance before obtaining a license plate.

5. **Income tax records.** In order to declare residency, it is important for you to be independent for federal and state tax purposes for the full tax year prior to the year in which reclassification is requested. See the 'Residency Reclassification Form' (mentioned in #7 below) for further information.

6. **Housing receipts.** When you go to apply for residency at the Registrar's Office prior to the fall semester of your second year, you should bring your mortgage or lease agreement to show that you've been living in Florida for one year.

7. **Submission of Residency Reclassification Form.** You must submit to the Admission's Office before the first day of classes of your second year the Residency Reclassification Form located at:

<http://admissions.fsu.edu/residency/policy/reclassification.cfm>
<http://admissions.fsu.edu/images/pdf/residencyreclass.pdf>. The Residency Reclassification form will be the form you take to the Registrar's Office with the appropriate documentation for establishing Florida residency prior to the

beginning of the fall semester of your **second year** of study. The "Graduate Assistant Verification Form" will be completed by Cherie Miller in the department's Graduate Office and given to you early in the summer after your first year of study.

8. Guidance through the process. It is strongly recommended that you go to the Registrar's Office during your first term at FSU (but after the 2nd week of classes) and speak to a staff person in Admissions and Records (770-2160 in PC or 644-5006 in Tallahassee) about applying for residency at the end of your first year. Each situation is different, and various methods of proving residency may be used. Guidance at this early date may preclude problems that will be difficult to remedy later.

V. FSU Student ID CARD

All students are required to have an FSUCard and you need to get one asap after arriving at FSU. You must have an FSUCard to activate your FSUID to register for classes. You'll also need it to check class schedules, pay fees online, check grades, change your mailing address, etc. There is a \$10 student fee for your first card and a \$15 charge for any replacement cards. Bring photo identification for your first time card. At the PC campus, go to the Office of Student Affairs (room 215) Barron Building.

At the Tallahassee campus, the FSUCard Center (644-7777; is located in the Call Street Parking Garage and is entered from Woodward Street, next to the FSU Bookstore. If you would like to park in the garage, the entrance is on Call Street (turn left on Woodward from Tennessee Street and it's the first street to the right).

VI. Setting up Your FSU Email Account

a. Activate Your FSUID

Go to the myFSU Portal at <https://my.fsu.edu> and select "Activate your FSUID" below the login. You will be asked for your EMPLID (see below), first name, last name, the last five digits of your SSN, and your date of birth. You'll also be asked to create a password. These steps will create your FSUID.

The EMPLID number can be found on your [FSUID Account Information page](#). The EMPLID is a 9-digit number; if it's fewer than 9 digits, pad it on the left with zeroes.

If you have problems activating your FSUID, go to <http://its.fsu.edu/FSUID-Account-Management> or contact the FSU Technology Services Help Desk at 850-644-4357.

b. Activate Your FSU Email Account

Go to <https://my.fsu.edu> and log in with your newly created FSUID and password. Near the top of the page on the horizontal bar click "Secure Apps" and, on the next screen, click "FSUID Identity Management". You're eligible for an

FSU employee e-mail account and a yellow-highlighted statement will indicate this. Follow the link and create your employee e-mail account.

If you currently use another e-mail service, you may forward your FSU account to your current e-mail address through the Service Center web site.

VII. Tuition and Fees per credit hour (see Registration Guide for changes, payment options, and more details).

The most recent and up-to-date rates for tuition can be located at <http://controller.vpfa.fsu.edu/Student-Business-Services/Tuition/Tuition-Rates>. Rates below are based on the rates established for the Fall 2014. The tuition rates are subject to change for Fall 2015.

- | | |
|-----------------|---------------------|
| a. In-State | Graduate: \$444.26 |
| b. Out-of-State | Graduate: \$1075.66 |

VIII. Tuition Waivers

Students who are paid by the university for at least 10 hours per week for an entire semester are eligible for matriculation (in-state) waivers; first-year and international students who are on the payroll are also eligible for out-of-state waivers. Students receiving matriculation and/or out-of-state waivers must be registered as full-time students during each semester they are on the university's payroll. Currently, full-time enrollment is 9 credit hours for those with an assistantship. Those students who are not funded by the university are required to register for 12 credit hours each semester.

If you will be receiving a tuition waiver, it will be issued by the end of the third day of classes. Cherie Miller will email you to let you know the tuition waivers have been issued and remind you to print out the waiver receipt form and forward the form to her. You can then pay your fees. If you have not received a tuition waiver by the end of the second day of classes contact Cherie Miller (miller@psy.fsu.edu). You will need to navigate to FSU Student Services Center and from the "Main Menu" click "Student Financials" click "FSU Student Svcs Ctr (Student)" then enter your Last Name and First Name and then click "Account Inquiry", then click "Account Services" tab, then click "Waiver Form" then click "Generate Waiver Receipt", then print out the waiver receipt form, sign it and give it to Cherie Miller, via email, or mailbox if you are a Tallahassee student. If you are a Panama City student you will need to give the form to Sirlena Andrews to forward to Cherie Miller.. If you have any questions about this form, contact Cherie Miller. The primary purpose of this form is to advise you that *if you drop below 9 hrs after the fourth day of classes, your waiver will be cancelled and you will be liable for the tuition and fees associated with all hours, including the ones dropped.* You must sign this form and return it to Cherie Miller by the date tuition fees are due.

Financial aid and tuition waivers: If you apply for financial aid (<http://financialaid.fsu.edu/>), please be aware that the monetary value of the tuition waivers, in addition to your stipend, must be reported on your loan application and is taken into account when the Financial Aid Office determines the amount of financial aid for which you qualify.

Note: Students receiving tuition waivers are still responsible for paying student tuition fees each semester. These fees are higher for those living in Tallahassee.

IX. Assistantship Requirements

See Appendix A for policies related to paid assistantships at local agencies.

X. Services Available in Tallahassee

Students enrolled in a Panama City campus program pay lower fees than those in a Tallahassee campus program because PC students don't have certain services (e.g., Leach Center) available to them. Therefore, if you want access to these services in Tallahassee, you'll need to pay an additional fee.

Below is how you can get access to the Leach Center, Thagard Health Center, and Parking Services.

1. Bobby E. Leach Student Recreation Center (<http://campusrec.fsu.edu/fitness/leach-fmc>)
 - ❑ \$54 per semester
 - ❑ Go to the front desk at the Leach Center and tell them you want a "not currently enrolled student membership". Bring your FSU Card.
2. Parking and Transportation Services
 - ❑ \$78.00 per school year (fall, spring, summer) for "W" parking permit. They prorate on a monthly basis if permits are desired for less than 12 months.
 - ❑ Permits valid for fall 2014 through summer 2015 will be available for purchase after mid-August; they accept cash or check in-house (bring your FSU Card) or you can purchase online with a credit card.
 - ❑ Log on to <http://parking.fsu.edu> and follow the instructions on ordering a permit. It will be mailed to you within three days.
3. University Health Services (<http://www.tshc.fsu.edu/>)
 - ❑ Fees are determined by services provided. Bring your FSU Card.

XI. Locating a Residence

Below are some helpful web sites and phone numbers for finding an apartment or house. We have no knowledge about the management or the quality of the places, but people new to the area commonly use these

resources. Apartment and housing guides can be picked up outside most convenience stores and gas stations in town.

- Resources for off-campus housing include <http://www.rent.net>, <http://tallahassee.flareguides.net/apartments.html>, <http://www.apartments.com>, apartmentratings.com, and <http://www.apartmentfinder.com>
- Houses for sale or rent: www.homes.com (850) 784-7741
- Local apartment complexes students have lived in (contact current students to ask their opinion)
- Ashley at Breakfast Point (877 588-4636), The Club at Panama Beach (850 577-4741), The Retreat at Panama City Beach (855 860-2949)
- FSU Panama City off-campus housing information: <http://offcampushousing.pc.fsu.edu/extras/frames/fsu-panama.html>

XII. Travel Grants

The Congress of Graduate Students (COGS, 644-7166, <http://www.fsu.edu/~sga/cogs/>), provides funding (between \$100 and \$500) for graduate students to present at conferences or to attend conferences (up to \$100). You need to apply for the funds at least two weeks prior to your departure. Funds are available on a first come, first serve basis.

XIII. Scholarships and Employment Opportunities

Note: Employment opportunities, paid applied placements, and assistantships are not a “perk” of graduate school. Students must meet the qualifications, have the appropriate experience for the position, be reviewed and approved by the supervisor, AND complete the necessary job duties satisfactorily to maintain the position. The faculty have worked hard to establish these opportunities for the ABA students. Help us keep them by doing good work and showing the community how effective and responsible Behavior Analysts can be. ***The maximum number of hours of employment is 20 hours per week during the first two semesters. Second year students may not work more than 28 hours per week.***

- a. The Pilot Club has 2 scholarships available to graduate students in the master’s program. Students applying for these scholarships should have an interest in working with people with neurological disorders (autism is included). Application materials are available from the ABA practicum coordinator.
- b. The Adam Arias Scholarship is available to FSU Panama City ABA graduate students seeking a career in autism. Applications are due in April/June.
- c. Additional scholarships are available through the FSU-PC Foundation and should be applied for through the office of financial aid (see

- <http://www.pc.fsu.edu/Admissions-Records/Financial-Aid>). Apply early to meet the deadlines. (850) 770-2170.
- d. Students seeking employment providing behavioral services should talk with the faculty regarding available positions.
 - e. In some cases assistantships may be available. Students should speak with faculty regarding the availability of assistantships each semester. For example, graduate students may be eligible to teach the laboratory portion of the Research Methods course (knowledge of statistics and SPSS required) or the Conditioning and Learning Lab (knowledge of the basic principles and research from Conditioning and Learning required). Students are selected based on their education, training, and relevant experience. Students should have already completed each of these courses with an A. Teaching experience is preferred although not required. Additionally, depending on the FSU Budget assistantships may be available for students in paid applied placements. When available students will need to be working a minimum of 10 hrs/week and be enrolled in 9 credits of coursework (this may include practicum credits).
 - f. Students who are paid by the university for at least 10 hours per week for an entire semester are eligible for matriculation (in-state) waivers; first-year and international students who are on the payroll are also eligible for out-of-state waivers. Students receiving matriculation and/or out-of-state waivers must be registered as full-time students during each semester that they are on the university's payroll. Currently, this is 9 credit hours for assistantship students .

XIV. FSU-PC Bookstore (850) 770-2290

Hours M-Th 10-8
Extended Hours during 1st week of classes

Services

Special book orders

Order books online at <http://www.panama.bkstr.com>

Academically Priced Software (great prices for students)

Snacks, FSU items, school supplies

Class Rings

Ordering (rentals) graduation regalia for spring graduation only

See <http://registrar.fsu.edu/> for more details.

Summer and Fall graduation regalia orders must go through the bookstore in Tallahassee

XV. BACB Certification

- a. All information regarding certification can be viewed at www.BACB.com. The information here merely contains suggestions that we have for you in making the certification process easier.
- b. The coursework at the FSU-PC Master's in Psychology program has been BACB approved. This means that all you need to do to prove completion of

the necessary coursework requirements is complete and submit the Course Verification Form (see appendices).

- c. Students who have a bachelor's degree and have completed 135 hrs (three 3 credit semester courses) of behavior analytic coursework and 1000 hours of supervised experience (another reason to start doing supervised applied work ASAP) can apply to take the Board Certified Associate Behavior Analyst examination (see www.BACB.com for details). All students are encouraged to do so by the end of their first year as it might allow them to provide a wider variety of services and possibly get a raise.
- d. Students need to submit the examination application at least 45 days before the examination date. Unfortunately, this prevents you from applying for the May examination administration date, as you will not have completed the degree until after the deadline for application. Therefore, you should apply as soon as possible for the next available examination date (most likely the one in mid-November). Check www.BACB.com for updated deadline and examination dates.

XVI. Comprehensive Examination

- a. A comprehensive exam will be given approximately 4-6 weeks before the end of the term in which students are scheduled to graduate.
- b. Students will need to enroll in PSY 8966 Master's Comprehensive Examination during the semester in which they are taking the exam. As long as students are enrolled for other credits that semester tuition will not be charged for PSY 8966. If PSY 8966 is the only class for which students register, then the student will be charged for one credit hour. Forms may be picked up at the registrar's office.
- c. The approximately 100 question multiple-choice exam will cover material identified in the Task List and Knowledge, Skills, and Abilities Statements for Applied Behavior Analysis set forth by the BACB, which can be downloaded at www.BACB.com. Passing grade is 80% or better.
- d. Students who successfully pass the examination, have completed all of the required coursework with a grade of B- or better, and have completed the required practicum courses including a portfolio of their work will be awarded the master's degree in Psychology.
- e. Students who do not successfully pass the examination will be required to wait a period of at least 30 days before re-taking the examination. Students will be allowed to re-take the examination.

XVII. Library Services

Library Services are provided by the Florida State University Libraries and the Gulf Coast State College (GCSC) Library.

The librarian, Shaun Saxon, is the on-campus location for access to quality electronic information, research materials, and research help. The librarian provides services that supplement and complement existing library services and the FSU print collection available in the Gulf Coast State College Library.

The librarian is located on the first floor of the Holley Academic Building and is equipped with state-of-the-art computers. Each machine is configured to provide access to all available electronic resources, databases, and library catalogs necessary to complete your course assignments. For help in accessing electronic resources, performing research, or with any other information need, please contact Shaun Saxon (ssaxon@pc.fsu.edu), Librarian.

The Panama City Campus print resources and other library services are available in the GCSC Library. The FSU Libraries and GCSC Library work collaboratively to ensure the best possible library and research services are available to FSU-PC students, faculty, and staff.

To access the FSU and GCSC Library Catalogs and other resources, go to the [FSU-PC Online Resources Web site](#).

a. Print Resources

The FSU Panama City books, journals, and other research materials are housed and maintained by the GCSC Library, at 5230 West Highway 98 (down the street from FSU). You are encouraged to locate the library prior to the commencement of classes, ask for a guided tour, and become familiar with the available resources. Hours of operation are M-Th 8:00 am-9:0 pm, Fri 10:00 am-4 pm, Sat & Sun noon-4 pm. You can access the GCSC Library through the FSU-PC Online Resources Web site or go directly to: <http://www.gulfcoast.edu/library/>. You can also call 850-872-3893 for more information.

b. Electronic Resources

The FSU Libraries and the GCSC Library provide access to E-books, E-journals, and research databases. When searching for information, you are encouraged to use the variety of reviewed and scholarly resources provided on the FSU-PC Online Resources Web site and the GCSC Library Web site.

c. Assistance and Instruction

The FSU-PC librarian and the GCSC librarians are prepared and willing to help you with all research, papers, and projects. These Librarians are trained to help you succeed academically and professionally. A visit with a librarian will help you save time and energy and get the quality materials you need. The FSU-PC and the GCSC Librarians provide:

- Orientation to research materials
- One-on-One research assistance in person, on the phone, or by e-mail
- Help in accessing more than 350 electronic databases; over 30,000 online books; and over 10,000 full-text electronic journals
- Group research assistance sessions
- Class/Course-Related research instruction
- Off-campus access directions and assistance

d. Off-campus access (from home or office)

1. FSU Libraries

Due to licensing requirements, access to some of the electronic resources is restricted to current Florida State University students, faculty and staff. Off-campus use of these resources may require that you go through proxy access.

To connect to the FSU Libraries from off campus:

Step One

Go to: <http://lib.fsu.edu/>

Step Two

Click on “Connect from Off Campus”

Log-in with your Blackboard user name and password.

Follow Instructions from there.

2. GCSC Library

Due to licensing requirements, use of the GCSC Library electronic resources will require you to enter your Borrower ID provided by the GCSC Library.

e. Interlibrary Loan (ILL)

When the material you need is not available electronically or in the GCSC Library, you can still get what you need by using the Interlibrary Loan (ILL) services provided by the GCSC and FSU Libraries. Even if the material you need is in the FSU Libraries in Tallahassee, you do not need to travel to Tallahassee to get it! Instead, you can order the item through the FSU or GCSC Interlibrary Loan Services. ***Complete instructions are available on the FSU-PC Online Resources Web site. Please read the instructions before submitting an ILL request.*** Receiving items through Interlibrary Loan can take as little as two days and as much as two weeks.

f. Reserves

Your professor may place copies of articles, book chapters, and/or books on reserve. Reserves items may be available in paper or electronic format and may be accessed through the Florida State University Libraries or the GCSC Library. You should check with your professor to determine where s/he has placed items on Reserve.

1. FSU Libraries

To determine whether an item is on reserve through the FSU Libraries, you can search the Course Reserves list in the Library Catalog by instructor, course, author, or title. All Reserves items will be listed and links will be provided for anything available electronically.

2. GCSC Library

To determine whether an item is on reserve through the GCSC Library, you can search the Reserve Room in the Library Catalog by instructor or course or you can use the GCSC Library E-Reserves page arranged by instructor, course, or division. Links will be provided for all online reserves items, while items in paper format can be accessed at the GCSC Library Circulation Desk. GCSC Library E-Reserves are arranged by instructor, course, or division.

XVIII. Writing in APA format

All papers should be written in APA format unless otherwise stated. The manual can be obtained from the bookstore (850)522-2050 or other local retail stores (e.g., Books a Million). American Psychological Association. (2009). Publication Manual of the American Psychological Association (6th ed.). Washington, DC: American Psychological Association.

The APA FormatEase CD is available from: www.guilford.com the name of the CD is: FormatEase Version 6.0. This software is loaded on the computers in the computer lab.

XIX. Academic Honesty

All students in the FSU PC Master's program in Psychology are expected to uphold the academic honor system outlined in the FSU student handbook stating "The Academic Honor System of the Florida State University is based on the premise that each student has the responsibility to: 1) Uphold the highest standards of academic integrity in the student's own work, 2) refuse to tolerate violations of academic integrity in the academic community, and 3) foster a high sense of integrity and social responsibility on the part of the University community".

Additionally, all work submitted by students in their courses and practica should be original work in authorship and use. This means students may not submit work completed by another person, in part or in whole, and/or work that has previously or simultaneously been submitted in another class without the instructor's prior approval. Additionally, students should not plagiarize work on assignments by copying and pasting information from journal articles or books. Students violating this guideline will be given a grade of zero for the assignments(s) and/or referred to the appropriate academic body for disciplinary purposes, which may include suspension or expulsion from the program.

Please refer to the following web sites for FSU conduct codes

- Sexual harassment policies and reporting procedures, http://compliance.hr.fsu.edu/index.cfm?page=sexual_harassment.
- Student Code of Conduct, <http://srr.fsu.edu/Student-Conduct-Code>.
- Academic Honor Policy, <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.

XX. Computer Services

Free computer access is available in the Learning and Library Center on the first floor of the Holley Academic Center. The computers are PCs and have Word, Excel, and PowerPoint software programs and internet access.

XXI. Convenient Study Locations

- The Learning and Library Center provides computer access plus private study or meeting rooms.
- The FSU-PC Dock on West Bay
- Student Lounge on the first floor of the Barron Building
- Second floors in Barron and Technology
- First and second floors in Holley

XXII. Important Web sites

- <http://www.pc.fsu.edu/> FSU-PC
From PC web site click on Online Library for all library needs and journal searching
Click on Registrar for registration
Many other resources are available on the PC web site
- <http://www.fsu.edu/> FSU
- <http://www.psy.fsu.edu/> Psychology Dept
- <http://www.fsu.edu/~library/> FSU Libraries
- <http://www.abainternational.org> Association for Behavior Analysis
- <http://www.pubmedcentral.nih.gov/> Journal of Applied Behavior Analysis 1968-2012
- <http://www.bacb.com/> Behavior Analyst Certification Board
- <http://www.fabaworld.org/> Florida Association for Behavior
- <http://www.bfskinner.org/> B. F. Skinner Foundation
- <http://www.behavior.org> Cambridge Center for Behavioral Studies
(comprehensive behavior analysis site)

XXIII. Tips for Success

- a. The graduate classes in the master's program are designed to promote learning and the ability to apply that learning to real life situations. As such, most of the courses require weekly readings, quizzes, and assignments, as well as term papers and other "larger" projects. The purpose of these tasks is to help you master the material. Students will need to organize their time and study efficiently. If you are struggling, please talk to an advisor early in the semester so they can help you devise more effective study and time management habits.
- b. One of the best resources you have is your classmates. Students in the past have formed study groups to review the readings before class, and helped each other prepare for the BCBA exam. These people will be your colleagues in the future and developing a good relationship now, will pay off in the future.
- c. Another resource you have, and one of the advantages of this Master's program, is that the student to faculty ratio is small and therefore the faculty are usually available to answer questions, help you troubleshoot projects *before* they are started, and advise you as you plan for your career.
- d. Join the Emerald Coast Association for Behavior Analysis and Capitol Association for Behavior Analysis. These local chapters of the Florida Association for Behavior Analysis are dedicated to promoting the field of ABA along the Emerald Coast and Tallahassee providing education and training to both professionals and parents/clients. This is an excellent opportunity for students to get involved in an organization and make a difference in the field of ABA. (see appendices for application)
- e. Subscribe to the *Journal of Applied Behavior Analysis*. This is the flagship journal for the field and will help you stay abreast of the latest research. Courtesy of the FSU Libraries, a subscription is available for free if searching articles via the FSU Libraries online system or from an FSU computer.
- f. Please be conscious of your newly emerging status as a professional behavior analyst. Earning an advanced degree carries with it enormous responsibilities. While in the community on various assignments (completing course requirements,

conducting interviews, practicum placement, etc.) you are representing not only yourself, but also the faculty, the program, FSU, and the field of behavior analysis. We want you to project the highest level of decorum and professional conduct at all times. You will quickly learn that confidentiality requires that you not discuss cases with others unless given consent by the client. If asked to do otherwise you should say something like “I don’t feel I can make a comment about that as it would break the confidentiality agreement I have with my clients”. You will also learn that your best response when asked an opinion on something you are either not qualified to answer or don’t know the answer to is “Let me get back to you on that”. As a student you will be acquiring special knowledge about how to observe and change behavior, which often makes others feel uncomfortable. You will need to polish your interpersonal skills to deal with these and other situations that come up daily. In addition, you will be put into situations that involve delicate maneuvering so as to provide a service without doing harm. It would be a good idea to review the BACB Guidelines for Responsible Conduct [see www.BACB.com] to give you some guidance. And always, if you have any questions or concerns, or are unsure what to do please ask, that’s what we’re here for.

APPENDIX A

Paid Assistantship Requirements

Preamble

The Master's in Applied Behavior Analysis at Florida State University in the Department of Psychology strives to achieve the highest level of quality training of any program in the US. We currently attract elite students from some of the best undergraduate programs and applicants enter with increasingly more applied experience--from one to three years in most cases. The Assistantship and Practicum requirements are designed to assure that we take them to another level of excellence in their professional training. We expect that our graduates will become the leaders of tomorrow in ABA and it is their practical experience with clients in our 2-yr program that will give them the confidence to take on this challenge. To this end we have very high expectations for the applied training of our program.

1. Agencies at which students have paid assistantships must be approved by the faculty of the ABA program.
2. Students must have a paid assistantship appointment for an entire semester and for a minimum of 10 hours per week (whether at one placement or a combination of placements) to be eligible for a tuition waiver. If either condition is not met at any point in the semester, the waiver will be cancelled and the student will be responsible for paying the entire semester's tuition. This is an FSU policy.
3. First year students may work up to a total of 20 hours per week and second year students up to a total of 28 hours per week in an approved placement or combination of approved placements.
4. Students paid through the Psychology Department are appointed for the duration of each semester and should plan ahead for the break in FSU payments between semesters. Students working between semesters have to be paid directly by the agency and would not have liability coverage from the university. Students should check with the agency about expectations regarding whether they work during breaks.
5. Students desiring to take days off from their assistantship during the semester must submit a request to their supervisor and, if approved, make up the missed days at another time.
6. Students are given a description of available sites when they are offered admission to the program. The students are responsible for contacting the sites at which they are interested in applying for a position. Students may apply to one or more sites and then accept positions at the site(s) at which they receive offers. If a student plans to apply to more than one site, he/she should be clear about this so the contact person does not assume he/she will accept the position if an offer is made. Depending on the agency, interviews may be required as part of the application process. Students living out of town may be able to arrange a phone or SKYPE interview.

7. Agencies have different policies regarding the required length of commitment (typically 1, 2 or 3 semesters) and students should discuss this with the agency when applying for a position. At the end of the time commitment, students may switch to another agency after giving at least a months notice to the original agency. Students may simultaneously work at multiple agencies (e.g., 10 hours per week at each site) if the agencies permit this.

8. Students must notify the FSU assistantship coordinator, Dr. Berler (berler@psy.fsu.edu), of any changes in weekly hours or sites with at least a one-month notice so that appointments can be changed with sufficient time. Similarly, agencies need to notify Dr. Berler of changes in hourly rates at least a month prior to the effective date. The only exception is ECAP, which does its own FSU appointments.

9. Students commit to working their appointed hours prior to leaving an agency.

A. Students Owing Hours to FSU: When a student stops working at an agency, he/she **MUST NOT** owe FSU (either the Psychology Department or ECAP) hours/money; all hours must be made up prior to leaving an agency or graduating. For any student who owes more than 4 hours at the time that an assistantship ends due to graduation or ending an appointment at one agency prior to beginning an appointment at a different agency, a **Hold** will be placed on his/her FSU record. This means that he/she will not be able to register or receive an official transcript until the debt is resolved and the Hold is lifted. The delay of the transcript also delays the ability to register for the BCBA exam.

Any debt of 4 or fewer hours will be considered for forgiveness if the student submits a written request to Dr. Berler at least two weeks prior to the end of the appointment and provides a justification for why hours were not previously made up.

If a student plans to continue working in the same agency in a subsequent semester, this policy does not apply as the hours can be made up the following semester. Nevertheless, students should still make every effort to be caught up on hours by the end of each semester.

B. Students Working Additional Hours: Students should work no more than the hours for which they are paid for a given semester. If students work more than their appointed hours, FSU will be unable to pay them for these additional hours at the end of the appointment.

10. Supervision.

Recognition and Adherence to the BACB Guidelines for Responsible Conduct

It is expected that agencies applying to become assistantship sites will adhere to the BACB Guidelines for Responsible Conduct in their supervision practices. Key items (with minor editing) from those Guidelines are listed below.

5.0 THE BEHAVIOR ANALYST AS ... SUPERVISOR.

Behavior analysts delegate to their ... supervisees, ... only those responsibilities that such persons can reasonably be expected to perform competently.

5.01 Designing Competent Training Programs and Supervised Work Experiences.

Behavior analysts who are responsible for education and training programs and supervisory activities seek to ensure that the programs and supervisory activities:

- Are competently designed
- Provide the proper experiences
- And meet the requirements for licensure, certification, or other goals for which claims are made by the program or supervisor.

5.02 Limitations on Training.

Behavior analysts do not teach the use of techniques or procedures that require specialized training, licensure, or expertise in other disciplines to individuals who lack the prerequisite training, legal scope of practice, or expertise, except as these techniques may be used in behavioral evaluation of the effects of various treatments, interventions, therapies, or educational methods.

5.03 Providing ... Supervision Objectives.

The behavior analyst provides a clear description of the objectives of ... supervision, preferably in writing, at the beginning of the ... supervisory relationship.

5.04 Describing Supervision Requirements.

The behavior analyst provides a clear description of the demands of the supervisory relationship... (e.g. ... projects, reports, intervention plans, graphic displays and face to face meetings), preferably in writing, at the beginning of the supervisory relationship ...

5.05 Describing Evaluation Requirements.

The behavior analyst provides a clear description of the requirements for the evaluation of ... supervisee performance at the beginning of the supervisory relationship...

5.06 Providing Feedback to ... Supervisees.

The behavior analyst provides feedback regarding the performance of a ... supervisee *at least once per two weeks* or consistent with BACB requirements.

5.07 Feedback to ... Supervisees.

The behavior analyst provides feedback to the ... supervisee in a way that increases the probability that the ... supervisee will benefit from the feedback.

5.08 Reinforcing ... Supervisee Behavior.

The behavior analyst uses positive reinforcement as frequently as the behavior of the ... supervisee and the environmental conditions allow.

5.10 Requirements of Supervisees.

The behavior analyst's behavioral requirements of a supervisee must be in the behavioral repertoire of the supervisee. If the behavior required is not in the supervisee's repertoire, the behavior analyst attempts to provide the conditions for the acquisition of the required behavior, and refers the supervisee for remedial skill development services, or provides them with such services, permitting them to meet at least minimal behavioral performance requirements.

5.11 Training, Supervision, and Safety.

Behavior analysts provide proper training, supervision, and safety precautions to their ... supervisees and take reasonable steps to see that such persons perform services responsibly, competently, and ethically. If institutional policies, procedures, or practices prevent fulfillment of this obligation, behavior analysts attempt to modify their role or to correct the situation to the extent feasible.

11. Current BACB Supervision Requirements.

During a student's first two semesters, the student must be supervised by the agency's BCBA(s) a minimum of 5% of their hours across each two-week period. For example, a student working 10 hours per week would be supervised at least 60 minutes. A minimum of half the supervision must consist of one-to-one on-site observation of the student engaged in behavior analytic work with feedback given on their performance. The remaining half of the time may be met by group meetings of 10 people or less.

Students enrolled in practicum courses in semesters three through five must be supervised by the agency's BCBA(s) a minimum of 7.5% of their hours across each one-week period. For example, a student working 20 hours per week would be supervised at least 90 minutes. A minimum of half the supervision must consist of one-to-one on-site observation of the student engaged in behavior analytic work with feedback given on their performance. The remaining half of the time may be met by group meetings of 10 people or less.

Note: As of January 1, 2015, all BCBA's providing supervision must have successfully completed the BACB Supervisor Training Curriculum. Also, some experience hours may not count if supervision is not provided during the supervisory period. See BACB website (www.bacb.com) for specific information about this policy.

12. Exceptions to any of these policies (except #2 above, which is an FSU policy) must be approved by the ABA faculty.