

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



**Graduate Student Handbook**

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

Accredited by the Association for Behavior Analysis International

Revised August 2022

**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 in Psychology with a Major 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 a 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 can do so under the supervision and mentorship of a faculty member.

## **Mission Statement**

The mission of the program is to (a) provide students with a thorough understanding of the principles and applications of behavior analysis through coursework and experiential practica which allow students the opportunity to gain knowledge and experience across myriad settings; (b) to contribute to the discipline of behavior analysis and the community by preparing graduate students to become Board Certified Behavior Analysts; and, (c) to utilize research to develop useful solutions to social and behavioral problems

## **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 M.S. 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, available at <http://registrar.fsu.edu/bulletin/graduate/> is another helpful resource. 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

<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>E-mail</b>	<b>Office</b>
<i>Faculty</i>	Dr. Jon Bailey	(850) 321-3186	<a href="mailto:jbailey@fsu.edu">jbailey@fsu.edu</a>	B229 PDB
<i>Director, Graduate Studies</i>	Dr. Jon Maner	(850) 644-1615	maner@psy.fsu.edu	B426 PDB
<i>Faculty</i>	Dr. Al Murphy	(850) 770-2251	<a href="mailto:hamurphy@fsu.edu">hamurphy@fsu.edu</a>	HOL A211N
<i>Program Director</i>	Dr. Leah Koehler	(850) 770-2296	<a href="mailto:lkoehler@fsu.edu">lkoehler@fsu.edu</a>	HOL A211Q
<b>PCC Administrators</b>				
<i>Dean</i>	Dr. Randall Hanna	(850) 770-2102	<a href="mailto:rhanna@pc.fsu.edu">rhanna@pc.fsu.edu</a>	HOL A311A
<i>Associate Dean</i>	Dr. Amy Polick	(850) 770-2252	<a href="mailto:apolick@pc.fsu.edu">apolick@pc.fsu.edu</a>	HOL A311D
<b>Affiliated Faculty</b>				
<i>Faculty</i>	Dr. Nikki Dickens	(850) 209-2393	ndickens@pc.fsu.edu	TEC 152B
<i>Faculty</i>	Dr. Andressa Sleiman		asleiman@fsu.edu	HOL A211-W

## II. Helpful Publications

The following publications and websites 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/graduate/>; (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 <https://pc.fsu.edu/students/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.

- c. 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.
- d. 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://gradschool.fsu.edu/newcurrent-students/> for graduate students. A *New Graduate Student Checklist* is located at: <http://admissions.fsu.edu/graduate/accepted/enrollment2017.cfm#GSH>. 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].

### **FSU Graduate Assistants United (GAU)**

Graduate Assistants at FSU have a union and the GAU represents and advocates for interests of its members and all Graduate Assistants at FSU. Information about the GAU is available at <http://www.fsugau.org/>. Membership is optional. The GAU has a collective bargaining agreement with FSU that outlines issues and procedures affecting graduate assistants (including grad assistant rights, appointments, terminations, etc.). This important bargaining agreement should be reviewed by all grad students and is located online at: <https://www.fsugau.org/bargaining>

## **III. Registration**     <http://pc.fsu.edu/students/registration>

- a. The Registrar's Office is 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, Developmental Psychology, Conditioning and Learning, Research Methods, 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***

<b>1st Year</b>		
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 5711 Mental Health and Aging
EAB 5708 Experimental Analysis of Behavior	EAB 5710 Developmental Disabilities and Autism	EAB 5940 Practicum

<b>2nd Year</b>		
Fall	Spring	
EAB 5722 ABA in Education	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	

## 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/> 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 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/> 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. Follow all guidance as outlined by FSU here: <https://admissions.fsu.edu/residency/reclassification/>**

**We recommend following the steps outlined below in addition to the graduate school guidelines:**

### **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. 4<sup>th</sup> 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 <https://www.flhsmv.gov/motor-vehicles-tags->

[titles/license-plates-registration/motor-vehicle-registrations/](#)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 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/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 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 in the 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 [www.my.fsu.edu](http://www.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 2020-2021 academic year.

- |                         |  |
|-------------------------|--|
| a. In-State             | Graduate: \$479.32 (\$444.26 Panama City campus)   |
| b. Out-of-State campus) | Graduate: \$1110.72 (\$1075.66 Panama City campus) |

**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 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. Sirlena Andrews ([sandrews@pc.fsu.edu](mailto:sandrews@pc.fsu.edu)) 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 as indicated. Instructions will be provided in the email.. You can then pay your fees. If you have not received a tuition waiver

by the end of the second day of classes contact Sirlena Andrews. 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 Sirlena 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

(<https://campusrec.fsu.edu/fitness/facilities/>)

- 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

- 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

Tallahassee campus: <https://uhs.fsu.edu/>

Panama City campus: <https://pc.fsu.edu/shs>

## XI. Locating a Residence

Panama City

- [Seminole Landing](#) is the new on-campus housing option for those in Panama City.

- FSU Panama City off-campus housing information: <https://offcampushousing.pc.fsu.edu/extras/frames/fsu-panama.html>

Tallahassee

- <https://housing.fsu.edu/>
- Off-campus marketplace: <https://offcampushousing.fsu.edu/listing>

## 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 occasionally has two 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 the fall. <https://fsu.academicworks.com/opportunities>
- c. Additional scholarships are available through the FSU-PC Foundation and should be applied for through the office of financial aid ( <https://pc.fsu.edu/finances/scholarships>). Apply early to meet the deadlines. (850) 770-2170.
- d. In some cases, additional 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).

- e. 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 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**

On-campus in the Holley Building.

For up-to-date hours: <https://www.bkstr.com/floridastpanamacitystore/store-hours>

##### **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:

<https://pc.fsu.edu/students/commencement/commencement-cap-gown>

#### **XV. BACB Certification**

- All information regarding certification can be viewed at [www.BACB.com](http://www.BACB.com). The information here merely contains suggestions that we have for you in making the certification process easier.
- Since this is an ABAI-accredited program, you will be eligible to sit for the BCBA exam upon receiving your master's degree and completing the supervised fieldwork requirements as defined by Behavior Analyst Certification Board. Please select 'Pathway 1' when applying.
- At present, although we do not have a Verified Course Sequence for Board Certified Assistant Behavior Analyst, it is likely that you will be eligible to apply to take the Board Certified Assistant Behavior Analyst examination (see [www.BACB.com](http://www.BACB.com) for details) after your first two or three semesters. 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.
- After submitting a complete certification application to the BACB, you will receive an "authorization to test" email with instructions on scheduling your certification examination with Pearson Vue.

## **XVI. Graduation Requirements**

- Students who successfully pass the program competency exam, have completed all of the required coursework with a grade of B- or better, have completed practicum courses with a “S,” have completed their BACB experience hours, and have successfully completed and defended their portfolio and capstone work will be awarded the master’s degree in Psychology.

### **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. If 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.
- 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](http://www.BACB.com). Passing grade is 80% or better.
    - The competency exam is taken in the final spring semester of the program.
    - 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.
  - BACB Experience Hour Requirement
    - Fieldwork hours must be complete to be eligible for completion of practicum and to graduate.
      - Up to a 5% deficit of the total hours is permitted with extenuating circumstances by approval of the program faculty with a written agreement between the student and FSU-approved assistantship site. The agreement must state that the hours will be completed at the site in a reasonable time-frame.
  - Portfolio/Capstone Completion and Review
    - Students will present their portfolios and capstones to one or more of the program faculty members in the final semester of the graduate program. Students will have one week to address any recommendations, omissions, and edits. If significant changes are needed or one or more sections of the portfolio/capstone is not approved, the student will receive an incomplete for the practicum course and will need to submit their portfolio for review in the following semester.

## **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 resource 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 library 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 in the Holley Building. Hours can be found here: <https://pc.fsu.edu/students/cook-library-and-learning-center/library-hours>

**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 here.  
<https://www.lib.fsu.edu/>

**c. Assistance and Instruction**

The FSU-PC librarians: <https://pc.fsu.edu/students/cook-library-and-learning-center> 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 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 FSU 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. FSU resources for APA formatting can be found here:

<https://guides.lib.fsu.edu/c.php?g=352572&p=7190457>

**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,

<https://hr.fsu.edu/sections/equity-diversity-inclusion/sexual-misconduct-title-ix>

-Student Code of Conduct, <https://dos.fsu.edu/srr/conduct-codes/student-conduct-codes/>.

-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
  - <https://onlinelibrary.wiley.com/journal/19383703> Journal of Applied Behavior Analysis
  - <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, class presentations 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 one of our faculty 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 once you graduate.
- 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. A one-year subscription is only \$31 for the hard copy plus on-line version. Here's where to order: [http://ordering.onlinelibrary.wiley.com/subs.asp?ref=1938-3703&doi=10.1002/\(ISSN\)1938-3703](http://ordering.onlinelibrary.wiley.com/subs.asp?ref=1938-3703&doi=10.1002/(ISSN)1938-3703)
- 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 yourself, as well as 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 to provide a service without doing harm. It would be a good idea to review the BACB Professional and Ethical Compliance Codes for Behavior Analysts [see [www.BACB.com](http://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. Students should plan on working approximately 300-350 hours per semester (with specific requirements outlined in each practicum course regarding total hours and unrestricted/restricted allocations). Students should follow minimum hours per week in an approved placement during their tenure in the program to meet the hour requirements by the BACB and practicum requirements in the 2<sup>nd</sup> year.
  - 
  - Fall: 250 (16.5 per wk; 6.5 unrestricted) (104 u)
  - Spring: 300 (20 per wk; 8.5 unrestricted) (136 u)
  - Summer: 264 (24 per wk; 14 unrestricted) (168 u)
  - Fall 2: 350 (26 per wk; 15 unrestricted) (240 u)
  - Spring 2: 350 (26 per wk; 16 unrestricted) (256 u)

Students should not exceed 28 hours per week of scheduled (paid) employment at their assistantship site.

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 do so by following the agency's time-off policy.

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, they should be clear about this so the contact person does not assume they 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 remote interview.

7. Agencies have different policies regarding the required length of commitment (typically 2 or 3 semesters) and students should discuss this with the agency when applying for a position. Students may switch sites due to relocation or for a change in experience once during their tenure in the program. This can be done either at the (a) beginning of the summer semester or (b) second fall semester with approval from the practicum coordinator and with a minimum of 2-months' notice to the each agency. Any other placement changes outside of this timeframe would need to be approved by the program faculty on a case-by-case basis. Students may simultaneously work at multiple agencies (e.g., 10 hours per week at each site) if the agencies permit this, but it is not recommended given the requirements for unrestricted hours.

8. Students must notify the FSU assistantship coordinator, Dr. Koehler ([lkoehler@fsu.edu](mailto:lkoehler@fsu.edu)), of any changes in weekly hours or sites with at least a two-month notice so that appointments can be changed with sufficient time. Similarly, agencies need to notify Dr. Koehler 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.

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 (found here: [https://www.bacb.com/wp-content/uploads/BACB-Compliance-Code-english\\_190318.pdf](https://www.bacb.com/wp-content/uploads/BACB-Compliance-Code-english_190318.pdf)).

11. Current BACB Supervision Requirements.

Students must ensure that they are receiving supervision per the BACB's requirement for experience. The program recommends all students accumulate Concentrated Supervised Fieldwork. Deviations from this or the use of a combination of Supervised Fieldwork and Concentrated Supervised Fieldwork will need to be communicated to the student's assistantship site director and the practicum coordinator.

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

## Procedures for Dismissing a Graduate Student

The University reserves the right to terminate enrollment in an academic program and dismiss a student whose academic performance is below the standards of the program, regardless of GPA, or whose conduct is deemed improper or prejudicial to the interest of the University community. Dismissed students will not be permitted to register for graduate study, including registering as a non-degree student.

Program terminations (dismissal for a reason other than GPA) are determined by the faculty at the academic program/departmental level and may occur for a number of different reasons, including but not limited to:

- Inability to conduct independent research in a fashion appropriate with the accepted norms of a discipline,
- Inability to function within a team environment to the degree that it negatively affects the learning, practice and/or research of fellow graduate students,
- Behavior that does not meet the professional standards of a discipline (typically clinical, social work or school settings, but also including Motion Picture Arts),
- Failure to meet one or more major milestone requirements,
- Inability to pass the diagnostic/preliminary examination/comprehensive examination (note that university policy limits preliminary examination attempts to two),
- Failure to complete the doctoral degree/make timely progress towards the dissertation, or
- Extensive petitions for candidacy extension.

If a graduate student is identified as meeting any of the potential dismissal items listed above, the following procedure will be implemented.

**Step 1:** The graduate student meets with his/her major professor and/or program director to discuss the deficiency and develop a written remediation plan for improvement. The remediation plan must contain specific information about improvement(s) needed to avoid dismissal and a timeline for the student to respond to the remediation plan. The length of time for remediation is dependent on the situation and decided by the department. The academic dean will be notified of the situation, the deficiencies, and the remediation steps presented to the student.

**Step 2:** If the graduate student fails to resolve/remediate the documented deficiency within a reasonable time frame, the department may initiate a program termination. At this time, the department chair and/or director of graduate studies will consult with the academic dean (or designated individual) to review the department's handbook language for dismissing a student, the remediation steps taken, the student's efforts to date to resolve or address the deficiencies, and the grounds for the program termination. The department chair may petition the academic dean for consideration of special circumstances that they believe justify an alternative resolution. If there is no basis for an alternative resolution and the decision is made to terminate the student, the academic dean's office will inform the Registrar's Office and the Graduate School of its intent to move forward with program termination. In conjunction, the three offices will tailor a

letter specific to the circumstances of the student. At the discretion of the program, the student may be offered the opportunity to change their degree program level within the same major/plan (i.e., PhD to MS).

**Step 3:** A written letter is sent to the student being dismissed and copied to the dean's office, the Registrar's Office (Kim Barber), the Office of Faculty Development and Advancement (Jennifer Buchanan), and the Graduate School (James Beck). The letter must specify the following information:

- The process followed to notify the student of their deficiencies and allow them an opportunity to rectify those deficiencies.
- The reason(s) for termination
- The benchmarks missed in the remediation plan.
- The fact that dismissal from the program constitutes dismissal from the University.
- An academic hold will be placed on registration to prevent future registration.
- An outline of alternatives a student could request (e.g., graduating with an MS degree instead of a PhD degree, assuming coursework and degree requirements are met).
- The timeline to complete specific coursework by the dismissal date in order to earn course credit.
- Notification of the right to appeal, information about how to do so, and a deadline for any appeal submittal as defined in the "[General Academic Appeals Process](#)".