

BEHAVIOR ANALYSIS & THERAPY PROGRAM MANUAL OF POLICIES AND PROCEDURES

(Revised September 3, 2020)

FOREWORD

The purpose of this manual is to describe the requirements of the Behavior Analysis and Therapy (BAT) Program, the School of Psychological and Behavioral Sciences, and the Graduate School at Southern Illinois University. It is designed to assist your progress from the time of your arrival until your graduation. Although attempting to be complete, this manual is not exhaustive. The full treatment of policies and procedures of both the School of Psychological and Behavioral Science and the BAT Program can be found in the Operating Papers of the School of Psychological and Behavioral Sciences and the Graduate Catalog, available online at

< <https://gradschool.siu.edu/about-us/grad-catalog/catalog-19-20.php> >.

Clarification can be obtained from your advisor, the BAT Secretary, or the BAT Program Coordinator.

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YOUR ADVISOR

Students typically enter into an official advising relationship with one of the faculty upon conclusion of their first year. No advisor is needed at onset because every student takes the exact same course sequence during the first year of study. The advisor will also serve as the thesis advisor during the second year.

You can e-mail the faculty at:

Rachel Enoch	rachelenoch@siu.edu	453-7724	Rehn	Rm 331A
Ryan Redner	rredner@siu.edu	453-8295	Rehn	Rm 335A
Eric Jacobs	eajacobs@siu.edu	536-2301	LSII	Rm 281
Shane Koch	dskoch@siu.edu	536-7704	Rehn	Rm XXX
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School Director
Reza Habib rhabib@siu.edu

REGISTRATION

General Procedures:

1. The curriculum will follow the course sequence included in this handbook. While students will have the opportunities to select electives, the course sequence will largely be the same for all students, and faculty will ensure that students register for the appropriate courses each semester in advance. You are strongly urged to consult your advisor before doing so. Failure to register for proper courses could result in your having to stay an extra semester or more to complete your degree.
2. You must be registered and have your fees paid, or arrangements for payment made, according to University policy. In recent years, that has been by the 10th working day of each semester. Failure to do so precludes you from attending classes and can lead to the termination of your Graduate Assistantship.

Schedule Changes. With the instructor's permission, may add or drop classes. The deadlines for making these changes are stated in the University's Schedule of Classes on the Graduate School web site for the semester of interest.

Dropping a Class. If you want to drop a class, be sure to consult with the class instructor. You **must** process a drop request form through the Registration office. If you simply discontinue attending, it will affect your grade.

Failing a Class. If you fail a class, it is very possible that this will delay your graduation date by a semester or even a full year. There will be NO adjustments to the curriculum and/or graduation requirements in order to accommodate a student who failed a course and now is delayed with graduation.

How to Register:

1. In your web browser type salukinet.siu.edu and login with your Dawg Tag and Password
2. Click the 'My Records' tab (third tab located under the SIU banner near the top of the screen)
3. Click 'View my SIUC Student Records' (top left of the screen under 'SIUC Personal Records')
4. Click the 'Student' tab (the second tab from the left under the SIU banner)
5. Click 'Registration'
6. Click 'Add or Drop Classes'
7. Use the arrow on the drop down menu to select the term for which you are registering, then click 'Submit'
8. Click 'Agree'
9. Click 'Class Search' (near the bottom of the screen, second button from the left)
10. Find 'BAT'
11. Click 'Course Search'
12. Find the class you are wanting to register for and click 'View Sections'
13. Select the section by checking the box on the left side of the CRN column (on-campus section numbers will begin with a '0')
14. Click 'Register'
15. If registration was successful, underneath 'Status' it will say ***Registered for Class*** on (date)'
16. If registration was unsuccessful, a different status bar will provide an error code underneath 'Registration Add Errors' If this occurs email cmkleven@siu.edu

BCBA and ABaI REQUIREMENTS (follow this plan)

The BAT Program requires a minimum of 45 semester hours for the Masters degree, 36 of which are in required courses listed below. You may select the balance of your hours in consultation with your advisor.

<u>Required Classroom Courses</u>	<u>BAT Core</u>	<u>Usually Offered</u>
BAT 503 (3)	Basic Behavior Analysis	Fall
BAT 508 (3)	Complex Behavior Analysis	Spring
BAT 509A (3)	Research Designs (Single Subject)	Fall
BAT 509B (3)	Research Designs (Group)	Summer
BAT 512 (3)	Legal & Ethical Issues	Summer
BAT 535 (3)	Behavioral Observation Methods	Fall
BAT 507 (3)	Behavioral Consultation/Management	Summer
REHB 589/BAT 529* (3)	Radical Behaviorism I	Spring
REHB 589/BAT 526* (3)	Applications of Behavior Analysis	Fall
BAT 594* (3)	Practicum	Spring
BAT 595* (9)	Internship	Fall and Spring

<u>Required Individual Courses</u>		
BAT 593 (6)	Research	Any time after 2nd sem.
BAT 599 (6)	Thesis	Any time after 2nd sem.

***PREREQUISITES:**

BAT 503, 508 (or co-requisite), 509A, and 535 must be successfully completed prior to enrolling in 526, 529.

BAT 503, 509A, and 535 must be successfully completed prior to enrolling in 594 (practicum).

BAT 594 (practicum) must be successfully completed prior to enrolling in 595 (internship).

COURSE SEQUENCE

This course sequence includes the courses required by SIU for graduation, as well as all course required by the BACB.

Year 1						
	Fall		Spring		Summer	
	503	3	508	3	512	3
	509a	3	594	3	509b	3
	535	3	526	3	507	3
Totals		9		9		9

Year 2				
	Fall		Spring	
	595	3	595	6
	599	3	599	3
	529	3		
Totals		9		9

Grand Total: 45

The maximum allowed credit hours in our program is 12.

Undergraduate classes at the 400 level will not be counted towards your MS degree. Though this is allowed from the perspective of the graduate school we do not believe that the coursework is rigorous enough for a master's level course.

As you can see above practicum, internship, and thesis are not offered during summer semesters.

DEGREE REQUIREMENTS (use the above plan instead)

The BAT Program requires a minimum of 45 semester hours for the Masters degree, 36 of which are in required courses listed below. You may select the balance of your hours in consultation with your advisor.

<u>Required Classroom Courses</u>	BAT Core	<u>Usually Offered</u>
BAT 503 (3)	Basic Behavior Analysis	Fall
BAT 508 (3)	Complex Behavior Analysis	Spring
BAT 509A (3)	Research Designs (Single Subject)	Fall
BAT 509B (3)	Research Designs (Group)	Summer
BAT 512 (3)	Legal & Ethical Issues	Summer
BAT 535 (3)	Behavioral Observation Methods	Fall
REHB 507 (3)	Behavioral Consultation/Management	Summer
<u>Required Individual Courses</u>		
BAT 593 (3)	Research	Any time after 2nd sem.
BAT 594 (3)	Practicum	Any time after 1st sem.
BAT 595 (9)	Internship	Any time after 2nd sem.
BAT 599 (6)	Thesis	Any time after 2nd sem.
<u>Potential Elective Courses in BAT</u>		
BAT 515	Behavioral Applications to Medical Problems	Fall
BAT 543	Child Behavior	Spring
BAT 445H	Autism/Intellectual Disabilities	Fall/Spring
BAT 567	Behavioral Theories of Addiction	Summer
BAT 584	Seminar in Behavior Analysis and Therapy	Fall
REHB 589***	Professional Seminar in Rehabilitation	Spring

Offering of these or other elective courses depends on instructor availability and student interest.

***REHB 589 classes change topics depending on the term. Two of those topics are Applications of ABA and Radical Behaviorism. Both count as electives for the program, but it are REQUIRED by the BACB to sit for the certification exam.

REQUIRED COURSES

Transferred and substituted courses for the required BAT courses are determined by the BAT Coordinator.

All courses are to be taken onsite and not in an off-campus program of BAT. As a member of our on-campus program you will not be allowed to take any course online or in our off-campus cohorts or programs offered elsewhere. There will be no modifications to this policy including if the needed course would facilitate quicker graduation by a student. As a result, students should plan accordingly with selecting classes, and should perform effectively such that they do not fail a course that may delay graduation.

Courses with a grade of C or lower must be retaken in their entirety.

INDIVIDUAL COURSES

Faculty members provide individual supervision in several courses: Independent Projects (BAT 591), Research (BAT 593) and Thesis (BAT 599). Each faculty member has a "700" section number to designate his/her supervision.

You must receive a faculty member's explicit permission in advance to register under his/her "700" number.

How to Register:

Prior to registration for Independent Projects, Research, or Thesis you must:

- Contact the faculty member you would like to work under for permission to register
 - Once permission is granted, email cmkleven@siu.edu for an override
1. In your web browser type salukinet.siu.edu and login with your Dawg Tag and Password
 2. Click the 'My Records' tab
 - a. This is the third tab located under the SIU banner near the top of the screen
 3. Click 'View my SIUC Student Records'
 - a. Located at the top left of the screen under 'SIUC Personal Records'
 4. Click the 'Student' tab
 - a. This is the second tab from the left under the SIU banner
 5. Click 'Registration'
 6. Click 'Add or Drop Classes'
 7. Use the arrow on the drop down menu to Select the term for which you are registering and click 'Submit'
 8. Click 'Agree'
 9. Click 'Class Search'
 - a. This is located near the bottom of the screen, second button from the left
 10. Find 'BAT'
 11. Click 'Course Search'
 12. Find the class you are wanting to register for and click 'View Sections'
 13. Select the section by checking the box on the left side of the CRN column
 - a. The section numbers begin with '7' and are specific to each instructor
 - b. Once permission has been granted to register, select the course that corresponds with the '700' section number of that faculty members**
 14. Click 'Register'
 15. If registration was successful, underneath 'Status' it will say ***Registered for Class*** on (date)'
 - 16. When registering for Internship and/or Thesis courses you can change the credit hour amount by clicking the number under the 'Cred' column and typing in your desired credit hour total**
 - a. Typically it's 3 credit hours, but it can be from 1-9
 17. If registration was unsuccessful, a different status bar will provide an error code underneath 'Registration Add Errors'
 - a. If this occurs email cmkleven@siu.edu

PRACTICUM AND INTERNSHIP COURSES

Both practicum and internship are offered as full courses with in-class training. Practicum/internship also provides the student with supervised experience in behavior analysis. The student should discuss with the practicum/internship faculty member the sites to which they have access. If students wish to work in a particular agency, they should first discuss it with their practicum/internship faculty member. A student should not contact an agency independently and before discussing it with their professor.

Students generally accrue 10-15 hours of practical experience per week in practicum, and 20 hours of practical experience per week in internship. Students must register for a total of 3 hours of BAT 594 and 9 hours of BAT 595.

The student's internship duties are mutually agreed upon by the academic supervisor, the on-site supervisor (if applicable), and the student.

Practicum and internship courses are not offered during summer semesters.

Away Internships. Students are not allowed to complete an away internship or what is sometimes called an "externship."

INTERNSHIP/PRACTICUM COMPORIMENT

1. Practical opportunities are a major part of the BAT Program; however, your placement in any particular site is at the good graces of that facility. It is a privilege to be there, not a right that you have purchased by payment of tuition.
2. Your behavior in a community setting should be that of a professional service provider. Your dress and grooming should be professionally appropriate to the setting and project on which you are working. There is no specific practicum "uniform;" it is a matter of judgment. (One's dress for toilet training might be more casual than for conducting projects in a classroom.)
3. Although you may be an avid student of behaviorism, other professionals in the community may not be so fully or accurately informed of its particulars. You are not there to contribute to behavior analyst stereotypes by offensive argument. Your treatment programs must fall within the prevailing guidelines of acceptable conduct for the facility in which you are working.
4. You are expected to work on projects for the obligated time, as you would on a job. You should report your time accurately to your supervisor using a facility reporting procedure.
5. Unprofessional behavior, including gossip, fabricating hours, or entering into interpersonal conflict with other students and agency personnel, will be treated as examples of unethical conduct and will be grounds for termination of a practicum, at which time the student will be removed from the program.

BEHAVIOR ANALYSIS CERTIFICATION BOARD AND PROGRAM REQUIREMENTS

Becoming a Board Certified Behavior Analyst (BCBA) is not a degree requirement of the program. Instead, the BCBA is an external credential that is sought by most graduates. As a result, the BAT program offers coursework and experience opportunities to become a BCBA, but it does not ensure that you will become one.

The BCBA credential requirement changes from time to time, and it is the student's responsibility to be fully aware of the current requirements and any such changes to this is a credential that they seek to obtain. Furthermore, some students may not wish to become BCBA's and thus such requirements are not of interest to them during their course of study.

Practicum and Internship hours that are desired to be completed as partial completion to the requirements for becoming eligible for the BCBA exam should be closely attended to. Failure to do so may prevent you from becoming a BCBA on your desired time schedule.

There are two different types of BCBA supervision categories that your practicum and internship participation can be classified as. It is YOUR responsibility to discuss with your BCBA supervisor how your hours will be handled and in what category. Review the BACB website for a comprehensive description of the supervision requirements. Before partaking in supervision for BCBA hours in either a practicum or internship, the student will need to enter into a formal binding contract with their supervisor which specifies roles and responsibilities.

Practicum and internship, while designed to allow for accruing of supervision hours, are not exclusively for BCBA acquisition purposes. A student may seek to engage in activities far beyond what are appropriate for BCBA approval. It is a decision the student and the advisor should make collaboratively.

OTHER DEGREE-RELATED POLICIES

1. Graduate elective courses taken in other SIU departments will not be credited toward fulfilling any of the BAT degree requirements.
2. Transfer Courses. Graduate credits received from another University may be transferred if they have not been used for a degree previously, and if they were taken within six years of your SIU graduation date. Such transfer is based on the merits of each individual case. A minimum of 23 credit hours must be earned at SIU.
3. Waiver of Requirements. Certain program requirements may be waived by transfer of credits from another university that are comparable to BAT course requirements.
4. Time Limit. The Graduate School requires that all graduate work from your initial enrollment in the Program to completion of degree requirements must be accomplished within a six-year period. Under certain extenuating circumstances, a time extension may be granted.
5. Continuing Enrollment. If you have taken all the courses needed for graduation but have not completed all degree requirements (e.g., thesis or internship), the Graduate School will enroll you each Fall and Spring in BAT 601 for 1 hour, and will assess in-state tuition, until you finish all requirements. If you owe SIU money, you will not be enrolled automatically. In order to re-enroll or graduate you will have to petition the Graduate Dean and pay tuition for each semester in which you should have been registered. BAT 601 hours do not count toward the 45 credit hours required for graduation. If continuing enrollment is not maintained the student will be required to re-apply to the program after one semester.
6. Leave of Absence. Under some extenuating circumstances (e.g., severe illness), a leave of absence may be granted, during which the student will not be required to enroll in BAT 601.
7. Students requesting transfers, waivers, extensions, or leaves, must submit their justification in writing to the BAT Coordinator, for consideration by the BAT faculty and the Dean of the Graduate School. Written approval or denial of requests will be given to the student and placed in his/her file.
8. CAMPUS / OFF CAMPUS ENROLLMENT: A student admitted to the program on campus is not permitted to change their status of enrollment to off campus or vice versa. If a student seeks such a change, they will need to formally withdraw from their current program, and then reapply to the program of their interest in accordance with the application submission and review deadline of December 1st of each year for Fall Semester enrollment. There will be no modifications to this policy regardless of circumstances.

FINANCIAL ASSISTANCE

1. Graduate assistantships (GA) are provided by the School of Psychological and Behavioral Sciences from funds allocated by state, federal, and private agencies. GA's are usually 1/4-time or 1/2-time, though other fractional values are sometimes awarded.
 - a. GA's provide a tuition waiver, pay a monthly allowance, and carry weekly work requirements based on the percent time awarded. Current amounts are as follows:
 - 25% GA - up to 9 hrs tuition waiver, approx: \$752/mo., 10hr/wk work assignment
 - 50% GA - up to 15 hrs tuition waiver, approx: \$1503/mo., 20 hr/wk work assignment
 - b. Students on GA are responsible for paying fees (approximately \$1250-\$1620 per semester).
 - c. Students having a GA for Fall and Spring semesters receive a tuition waiver for the following Summer semester, even if they do not have a GA in the Summer.
 - d. If you are an out-of-state student and do not have a graduate assistantship, you will be subject to out-of-state tuition, which is considerably higher than in-state tuition. If you want to pay the lower in-state tuition, you must apply for Illinois residency. You must live in Illinois for six months and comply with other regulations before you can be considered a resident. Details on these procedures may be obtained in the Graduate School Registration and Residency office, Student Services Building, Room 334A.
 - e. GA's are awarded based on availability of funds and the interests and skills of the student. Entering students should indicate their interest in an assistantship on their Application Form. Continuing students should check with the BAT Coordinator and individual BAT faculty concerning GA's available in their areas of interest.
 - f. GA's will be awarded for a maximum of two years of study for your Master's degree.
 - g. GA's are not an entitlement. You are considered an employee that may or may not be rehired upon completion of your existing contract. Faculty members have the right to terminate your employment in a GA role if you fail to meet expected levels of performance. All experiences are an experience from which one can learn and students are expected to show gratitude to both faculty and agency personnel for these positions.
2. Fellowships are awarded by the Graduate School to qualified students. Regular fellowships are awarded primarily on the basis of scholarship and potential to succeed in graduate study. Graduate Dean's fellowships are awarded to "students...who have overcome social, cultural, or economic disadvantages in attaining their educational objectives." Applications for fellowships are made through the program to the Graduate School, and you should watch closely for announcements of fellowship competition. Details regarding applications are available from the Graduate School.
3. Administrative Assistantships are available in various SIU programs and offices. A listing is provided by the Graduate & Professional Student Council (GPSC) at < <http://gpsc.rso.siu.edu/>>

4. The Financial Aid Office can provide details on other sources of financial assistance, such as student work jobs and various loans. More information can be found at: <<http://fao.siu.edu/>>
5. The GPSC has funds to support special projects, speakers, and convention attendance. Funds must be applied for before the event. For information, contact the GPSC < <http://gpsc.rso.siu.edu/>>.

~~NONDECLARED GRADUATE STUDENTS~~ (We are not taking non-declared students currently)

~~There are several important points to consider for nondeclared students who are taking BAT classes with the intention of later applying for admission to the Program.~~

- ~~1. You should consult with the BAT Coordinator.~~
- ~~2. Doing well in BAT courses does not automatically insure your acceptance into the Program.~~
- ~~3. You should take no more than one semester (Fall or Spring) before applying to the Program.~~
- ~~4. If you are accepted into the Program, you must request to the BAT Coordinator in writing that courses you took while nondeclared be counted for credit toward your Master's degree.~~
- ~~5. Nondeclared students usually are not eligible for Graduate Assistantships, nor may they take Practicum, Internship, or Research courses.~~
- ~~6. Graduate School policy concerning nondeclared students can be found at~~
~~—<<https://gradschool.siu.edu/apply/nondeclared.php>>.~~

INTERNATIONAL STUDENTS

SIU and the BAT Program have a long history of providing education to students from around the world. There are several offices that provide assistance for the special needs of foreign students.

International Students & Scholars (453-5774). This office has sent you a packet of information concerning housing, financial assistance, and orientation to life at SIU. As soon as you arrive on campus, take your passport, visa, and I-20 form to this office. You will be given a form to take to the Social Security office. Advisors are available to help with questions that may arise.

Nonresident Alien Tax Specialist (453-5275). This office provides guidance in filing federal and state tax returns and information concerning tax exemptions.

Social Security Administration
 250 W. Cherry, Carbondale, IL
 (457-3618 or 1-800-772-1213)

Obtain a Social Security Number before registering to avoid enrolling with a temporary number and then having to repeat the process after getting a permanent number. Contact this Office to see what documents are required to obtain your SSN.

International students must have F-1 Visa status to be awarded Graduate Assistantship.

OFFICE DECORUM AND RULES

Secretaries' Desks. All secretaries' desks and equipment, including chairs, phones, computers, and printers are off limits at all times (this includes after hours).

Files. The Freedom of Information Act allows you to have access to your own personal files, not others'. The student personal files are locked. The procedure for gaining access to your file is to ask the BAT Secretary to obtain your file, arrange for your review and the return of your file. Information for which you waived your right of review will be removed from the file before you review it.

COMMUNICATION

Keeping in touch with faculty, fellow students, and professional issues is a necessary part of your graduate education. Several channels of communication are provided.

Bulletin Boards. BAT Program bulletin boards above the Mailboxes and outside room 307 are maintained by the Student Representatives. These contain a wide variety of information on classes, internship/practicum sites, other behavioral programs, notices of behavioral conventions and journals, jobs, etc. If you would like to post something, give it to your Representative.

Computers. You are required to establish an SIU **e-mail** account, which is available free of charge to all students. If you do not have a personal computer you may establish an account at any of the computer labs on campus by requesting assistance from the person in charge. Students who have their own computer and modem should go to the following site and follow the instructions:

<http://oit.siu.edu/salukitech/>

On the Web. There are many websites of interest to BAT student. Here are some that may be helpful:

ABCT Homepage: <<http://www.abct.org/Home/>>

ABA Homepage: <<https://www.abainternational.org/>>

BAT Program: <<http://ehs.siu.edu/rehab/graduate/behavior-analysis/>>

Behaviorists for Social Responsibility: <<https://www.facebook.com/Behaviorists-for-Social-Responsibility-80469011295/>>

Cambridge Center for Behavioral Studies: <<https://behavior.org/>>

Division 25 of APA: < <http://www.apadivisions.org/division-25/index.aspx>>

JABA: <<https://onlinelibrary.wiley.com/journal/19383711>>

JEAB: <<https://onlinelibrary.wiley.com/journal/19383711>>

Karen Pryor: <<http://www.clickertraining.com/>>

National Library of Medicine: <<https://nlm.nih.gov/>>

SIU Library: <<http://lib.siu.edu/>>

GRADES

1. The Graduate School grading policy is explained in the Graduate Catalog. Letter grades are given for all courses except Internship and Thesis, which are graded as satisfactory (S) or unsatisfactory (U).
2. At least 30 semester hours must be graded by letter to qualify for a Master's degree.
3. A deferred grade (DEF) may be awarded for on-going but uncompleted work such as research or internship. A DEF is given at the discretion of the course instructor. A DEF will be given for thesis after your first semester (as a matter of policy).
4. An incomplete grade (INC) may be awarded for work not completed in classroom courses. This grade is given at the discretion of the advisor, and is not used to avoid a low grade. The instructor and student must agree on a time period in which this work will be completed -- not to exceed one year.

INCOMPLETE POLICY AND FORM

As a program requirement to receive an “incomplete” a written contract must be generated with the course’s faculty member. The faculty member can require some or all of the coursework to be completed. These due dates may be well in advance of the one-year timeline given by the University. In accordance with University policy, an incomplete cannot be given unless the student is passing the course (“B” or better). Turning in the required work according to the timeline below does not guarantee a passing grade in the course.

Due in 30 days (due: _____) (25% work):

Due in 60 days (due: _____) (25% work):

Due in 90 days (due: _____) (25% work):

Due in 120 days (due: _____) (25% work):

The course must be repeated in it’s entirety YES // NO _____
Faculty Signature

Failure to meet any of these deadlines will result in a failing grade in the course.

Student Signature _____ Date _____

RETENTION, PROBATION, AND SUSPENSION

Grade Point Average

1. In all required courses, students must earn an A or B. Students who do not earn an A or B must retake the class. Retaking the class requires the student to re-register for the class for a letter grade during a subsequent semester. The actual class requirements during the re-take will be discussed on a case by case basis with the instructor. In Thesis and Internship, the grade of S must be obtained for graduation.
2. Although a course instructor may direct a student to retake an elective or required course as a remedy for an unacceptable grade, no course will be counted for credit more than once toward graduation.
3. Students must meet the overall GPA requirements of the Graduate School to remain in good academic standing in the BAT Program (see the Graduate Catalog). A student whose GPA falls below 3.00 will be placed on academic probation. A student already on academic probation who accumulates six or more credit hours of C unbalanced by A in graduate level courses taken at SIU, will be suspended from the Graduate School. A student suspended under these conditions will not be eligible for readmission to the Graduate School.
4. A student will receive a warning and be placed on probation if their thesis is not completed in 2 semesters. The student will be required to complete their thesis in the 3rd full semester (and sign up for credit hours). If the thesis has not been successfully defended during the 3rd thesis semester the student will be removed from the program.

Ethical Guidelines

1. A student may be terminated from the Program for a serious breach of ethics. Most professional organizations subscribe to a code of ethics. Behavior analysts generally subscribe to the Code of Ethics of the BACB and the American Psychological Association. The Rehabilitation Institute also uses as guidelines the Code of Ethics of Rehabilitation Counselors published by the National Rehabilitation Counseling Association. Copies of these Codes of Ethics are available in the Main Office.

2. All students are expected to be familiar with and abide by the SIU Student Conduct Code which is concerned with academic dishonesty and social misconduct. A detailed presentation of the Student Conduct Code, and approved sanctions for its violation, are given in the Graduate Catalog. Pay careful attention to this Conduct Code especially the issues involving plagiarism.
3. Student may be terminated from the Program for violation of these rules or the rules of the facility where they are doing a practicum or internship.

GRIEVANCE PROCEDURES

Grievance policies and procedures outlined in the Bylaws and Statutes of the University shall prevail. These are given in the Graduate Catalog.

1. Every effort should be made to resolve differences at the Program level with the individuals most directly involved. All concerns should be brought before the relevant faculty member before going to the BAT Coordinator or the Director of the School of Psychological and Behavioral Sciences. (If the matter concerns the Coordinator, then the person may proceed directly to the Director of the School of Psychological and Behavioral Science.)
2. If differences cannot be reconciled at the Program level, students may submit in written form their grievance to the Director, a copy of which will be sent to the Coordinator and the person(s) involved. This will be followed by a personal hearing and action, if indicated, to bring the issue to a satisfactory resolution. Should the situation warrant, the Director may refer the matter to the Executive Committee or appoint an ad hoc committee for recommendation of subsequent action.
3. If the grievant is still dissatisfied with the recommended solution, the matter shall be put in writing and all documents will be referred to the Dean of the College.

STEPS FOR COMPLETING A THESIS

The Master of Science (M.S.) degree requires the completion of either a Research Paper or a Thesis. In nearly all cases you will complete an empirical thesis. For a Thesis, the student conducts an empirical project, collecting data and reporting results, with an oral presentation of the prospectus prior to initiating the project and an oral defense following the completion of the project. Both oral presentations are conducted before a three-person committee. The Research Paper may entail either an experiment, or it may take other forms such as a review of literature or construction of a treatment manual; it requires only supervision by a chairperson. The form and content of the M.S. project are mutually decided by the student and chairperson. In all cases, the chairperson must be a BAT or School of Psychological and Behavioral Science faculty member. When deciding which option to pursue, you should consult with your chairperson to determine if both options are available under that faculty member.

PROCESS AND TIMELINE

In the full (Fall/Spring) semester prior to defending you will (1) establish a thesis committee and (2) generate a written and video prospectus. Your prospectus and defense cannot be completed in the same semester. The goal of the proposal is to allow your committee to aid in the design and analysis of your study. In most cases you will take 3 thesis credit hours in Fall and then 3 in Spring. Thesis credit hours are not offered during summer semester.

To establish a thesis committee, you must email specific faculty members and receive their approval. You will need two committee members, in addition to your advisor, who will serve as the committee chair. Once you receive approval from your full committee then you can propose your study to them.

The proposal includes a full introduction and brief method (approximately 15-20 pages). The proposal will be double-spaced and follow APA style. You will also make a corresponding video (approximately 4-5 minutes). You will email your thesis proposal (document and link to your video) to your committee. Your proposal will be discussed at the next BAT faculty meeting and you will receive feedback within one week. The proposed changes will be incorporated into your study. Following the proposal you will seek approval of your project from the Human Subjects Committee.

IMPORTANT: All research with human subjects requires approval by the SIU Human Subjects Committee (HSC) before beginning the study. Obtain SIUHSC Forms from the Graduate School, complete it with the assistance of your chairperson, and submit it to the HSC. Documentation of HSC approval must be included in your final paper for it to be accepted by the Graduate School.

The oral thesis defense will be completed synchronously. The oral defense will be approximately 15 minutes and followed by questions from your committee. Following the defense, the committee will agree upon required changes to the document. All proposed changes will be discussed and completed by you with oversight from advisor. The defense needs to occur two weeks prior to the graduate school deadline to allow for modifications to the document.

A student will receive a warning and be placed on probation if their thesis is not completed in 2 semesters. The student will be required to complete their thesis in the 3rd full semester (and sign up for credit hours). If the thesis has not been successfully defended during the 3rd thesis semester the student will be removed from the program.

TIMELINE

1. Register for thesis credit hours
2. Establish contact with your advisor
3. Form a thesis committee (Contact Connie and complete the committee approval form)
4. Write Introduction and Method
 - a. Prepare final copy of paper according to Graduate School Guidelines and APA Publication Manual. Guidelines are available at < <https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/> >.
5. Propose your thesis to your committee, with full introduction and brief method (document and video)
6. Submit study to Human Subjects Committee (HSC) and receive approval
7. Complete the study, as proposed
8. Write Results and Discussion
9. Send the document to your committee at least 3 weeks in advance of the graduate school deadline
10. Defend your thesis
11. Fill out appropriate Approval Forms and obtain signatures from your committee, chairperson, and the Director
12. Review your final copy format with the Grad School before submitting. (Theses are reviewed electronically. Check with Graduate School for details.)

*HSC, Research Paper, and Thesis Approval Forms are available from the Graduate School or can be downloaded from < <https://gradschool.siu.edu/about-us/forms.php> >.

**Graduate Evaluation and Faculty Committee Approval Forms are available from Connie.

The student is responsible for completing all Approval Forms and obtaining signatures - it is not the Secretary's job to do this.

PROFESSIONAL DEVELOPMENT

1. Seminars. Throughout each year that you are in the BAT program, you will have a number of opportunities to attend seminars that will aid in your professional development. SIU has a number of hour and day long seminars which focus on technology, teaching, and the use of specific computer software programs. If you are not familiar with these matters and believe they will help you professionally, make it a point to attend a few seminars when they are offered. Most occur during the first few weeks of each semester. They include:

Using various Microsoft products (Word, Excel, Powerpoint), Statistical Packages (SPSS, SAS), WebCT for on-line course instruction

2. Conferences. We also strongly encourage you to attend at State, Regional, and National conferences in behavior analysis. Your attendance will allow you to meet graduate students from other universities and professionals in the field of behavior analysis. You will also be able to hear presentations about the latest behavior analytic research – some of which may help you in your studies or on your assistantship. Furthermore, your attendance at conferences will aid you immensely in your job search activities. Many employers come to professional conferences specifically to hire graduating students. Conferences you might wish to attend include but are not limited to:

Association for Behavior Analysis Annual Convention
May

Mid-American Association for Behavior Analysis
October

Talk with faculty and fellow students about which additional conferences might be of most value to attend.

3. Job searching. There will be a variety of ways for you to seek a job as you finish your studies here in the BAT program. The Association for Behavior Analysis has an excellent job placement program for students. Other organizations may actually contact you directly through an email or mailing and requesting that you apply for an open job position. Before you take any actions regarding seeking employment, you should speak with your advisor. Your advisor will help you construct your vita or resume and provide you with assistance in selecting employers.

GRADUATION

Application. You must apply for graduation no later than the end of the first week of the semester in which you plan to graduate. Obtain application forms and information concerning deadlines from the Graduate School.

Grades and Papers. Grade Change Cards for INCs and DEFs must be filed by the instructor at least three weeks before graduation. **It is the student's responsibility to see that grade changes are made.** Final approved copies of Research Papers and Theses are due in the Graduate School no later than three weeks before graduation.

Keys. All SIU keys must be returned to the appropriate office before graduation will be approved.

Commencement. Commencement ceremonies are held at the end of fall and spring semester. Although attendance is not compulsory, students who wish to graduate in absentia must notify the Graduate Dean in advance. This information is needed for seating arrangements and for mailing purposes. If you do plan to attend the commencement ceremony, notify your advisor so that he/she may plan accordingly. Information for commencement can be found at <https://commencement.siu.edu/>.

Good-bye. Please notify the Program Secretary of your work and/or home address, new employer, & starting salary so that we can update our database of graduates. The secretary will give you a form to complete.

GRADUATION REQUIREMENTS CHECKLIST

	<u>Have</u>	<u>Lack</u>
Required Courses:		
503 Basic Behavior Analysis	_____	_____
508 Complex Behavior Analysis	_____	_____
509A Single-subject Research Design	_____	_____
509B Group Research Design	_____	_____
512 Legal/Ethical Issues in Behavioral Analysis	_____	_____
535 Behavioral Observation Methods	_____	_____
507 Behavioral Consultation and Management	_____	_____
529 Radical Behaviorism I	_____	_____
526 Applications of Behavior Analysis	_____	_____
594 Practicum in Behavior Analysis & Therapy (3)	_____	_____
595 Internship (9)	_____	_____
593 (Research Paper) or 599 (Thesis) (6)	_____	_____
Total Hours -- 45 minimum	_____	_____
Grade Changes Made for INCs and DEFs	_____	_____
Thesis or Research Paper:		
Completed Graduate Faculty Committee Approval (Thesis)	_____	_____
Completed Evaluation Form(s)	_____	_____
Completed Approval Pages	_____	_____
Completed SIUHSC Form A	_____	_____
Copies for Graduate School	_____	_____
Other copies as requested	_____	_____
Filed Graduation Application	_____	_____
Notified Coordinator and Secretary of Graduation Date	_____	_____
Arranged to Attend or Waive Commencement	_____	_____
Returned University Keys	_____	_____
Left Forwarding Address with Secretary	_____	_____
Complete Outgoing Outcomes Survey from Career Services	_____	_____

STATEMENT OF COMPLIANCE

I have read, understood, and have agreed to comply with all of the material that is found within this handbook of the Behavior Analysis and Therapy Program at Southern Illinois University. I accept responsibility for my actions in accordance with the policies set forth in this document.

Signature of Student Date

Signature of Coordinator Date