CALIFORNIA STATE UNIVERSITY LOS ANGELES
Charter College of Education
Division of Special Education & Counseling

Graduate Program in

Applied Behavior Analysis

Graduate Student Handbook

ABA Program Faculty
Dr. Michele Wallace, Coordinator
Dr. Jennifer Weyman

Revised: June 2022

Table of Contents

I. Program Resources **4**

II. Program Overview **5**
A. Welcome 5
B. Getting Started: MySCULA Identity, Get, Moodle, & Golden Eagle One Card 5
C. Additional University Resources 6
D. Program Mission and Structure 7
E. Charter College of Education Conceptual Framework 8
F. Professional Standards 9
G. Financial Support 10
1. College and Division Scholarships 10
2. Professional Scholarships and Activities 10

III. Admission **10**
A. Criteria and Selection 10
B. University and Program Application Process 11
C. Admission Status 11

IV. Program Description and Requirements **11**
A. Academic Coursework 11
1. Cohorts and Scheduling 11
2. Course Sequence: Overview 12
3. Applied Behavior Analysis Course Requirements 13
B. Advancement to Candidacy 14
C. Applied Experience 14
D. Mandatory Liability Insurance 15
E. Thesis 15
F. Comprehensive Examination 16

V. Getting Involved
A. Los Angeles Student Association for Behavior Analysis 16
B. Membership in Professional Associations 17

VI. Administrative (Degree) Requirements **17**
A. Residency 17
B. Grade Standards 17
C. Advisors 17
D. Class Registration and Permits 18
E. Time Limitation/Withdrawal from Program 18
F. Discontinuance or Dismissal from the Program 19

VII. Making Changes **19**
A. Changing Grade from “Incomplete” 19

B. Changing the Program Plan 20

VIII. Demonstration of Competency 20
A. Competency Requirement 20
B. Comprehensive Exam 20
C. Thesis Proposal and Defense 21

IX. M. S. Degree and Graduation Requirements 21
A. Diploma/Degree Process and Fees 21
B. Graduation/ Regalia Rental Process and Fees 21

Final Notes 21

ABA Student Prompt Sheet by Semester 22

Program Resources

The Applied Behavior Analysis Program is housed within the Division of Special Education and Counseling in the Charter College of Education. The Division Office is located in KHC1064 (King Hall, C Wing, Room #1064). Faculty mailboxes are located in KHC1072D.

Program Address:

Michele D. Wallace, Ph.D., BCBA-D
Coordinator, Applied Behavior Analysis Program
Division of Special Education and Counseling
California State University, Los Angeles
5151 State University
Los Angeles, CA 90032-8144

Important Contact Information:

Division of Special Education & Counseling Office 323-343-4400
Dr. Leila Ricci, Division Chair
Jennifer Hau, Administrative Support Coordinator
Jeffrey Matsuura and Vicki Kim, Adminsistrative Assistants
Division Fax # 323-343-5605

ABA Program Faculty
Dr. Michele Wallace, Program Coordinator 323-343-4768
mwallac@calstatela.edu
Dr. Jennifer Weyman, ABA Faculty

Student Services Office (Credentials and Advisement) 323-343-4320
King Hall D2078

Dean's Office, Charter College of Education, King Hall D2069 323-343-4300
Dr. Cheryl Ney, Dean

Office of Curriculum & Assessment, King Hall D2070 323-343-4303
Dr. Mitch Fryline, Associate Dean

Program Overview

A. Welcome

The faculty and students of the Cal State LA Applied Behavior Analysis program extend a warm welcome and congratulate you on your entrance to our program. Embarking on your graduate education is an important decision and demonstrates your commitment over the next few years to attaining a Master of Science (MS) degree in Counseling with an Option in Applied Behavior Analysis.

B. Getting Started: MyCalStateLA Identity, Get, Canvas, and Golden Eagle One Card

To settle in to your role as a ABA graduate student at Cal State LA, you will need to navigate several systems to *register for classes and view on-line grades* (GET), *access class notes and information* (Canvas), and *obtain a Cal State LA email account and library materials*. All of these resources can be found via your MyCalStateLA portal (MyCalStateLA Identity). You will also need a valid student ID. Below are resources to help you in each area:

- **MyCalStateLA Identity:** Is an online self-service program that allows you to access many systems and services that Cal State L.A. offers (including wireless network, e-mail, GETLA, library resources, Moodle, and much more). To get started go to the following website: https://id.calstatela.edu/user/anonmain.jsp and click on the I want to activate my student account in the box on the top right of the screen.

- **GET**: The Golden Eagle Territory (GET) is a self-service website designed for students. You can gain access to GETLA by going to the CalStateLA website (www.calstatela.edu) and clicking on the MyCalStateLA link at the top of the page.

- **Canvas** is the online course management system that faculty use to post class notes, syllabi, resources, assignements. To use Canvas, you must add the course to your Canvas account from the list of available courses. In addition, you should add the Counseling Programs Information and Resources. You can gain access to Canvas by going to the CalStateLA website (www.calstatela.edu) and clicking on the MyCalStateLA link at the top of the page.

- **Student ID (Golden Eagle) Card**: The Golden Eagle One Card is a multipurpose identification card with features that allow access to all university services. You can obtain your card by visiting the Golden Eagle One Card Office located in Room 220.1 in the Golden Eagle Building, (323) 343-6800.

Program Overview

C. Additional University Resources

- **Office for Students with Disabilities:** Gonzalo Centeno, Director
  The Office for Students with Disabilities (OSD) provides services designed to make the educational and social experiences of students with disabilities as similar as possible to those of students without apparent disabilities. Students with verified permanent disabilities are provided appropriate disability-related services. For a complete listing of all services, go to http://www.calstatela.edu/osd/, call (323) 343-3140; TDD (323) 343-3139; FAX (323) 343-6429, email: OSD@calstatela.edu or visit the office at Administration Building Room 127.

- **Counseling and Psychological Services (CAPS):** The main goal of CAPS provides professional non-judgmental help with personal growth and psychological wellness. CAPS specializes in mental health services which can help you express thoughts and feelings, gain perspective, alleviate emotional symptoms, improve coping skills, and make healthy changes in your life. Social or emotional concerns can sometimes interfere with effective functioning and academic performance. Problems in interpersonal relationships, juggling family responsibilities, illness, conflicts about sexuality, the effects of racism or sexism, feelings of inadequacy, depression and loneliness are issues we all encounter. CAPS services are offered at the Student Health Center at no cost to currently enrolled students. Appointments can be made by calling (323) 343-3314 or to the Student Health Center on the 2nd floor. You can also check out the website: http://www.calstatela.edu/studenthealthcenter/caps.

- **Graduate Resource Writing Center**: Provides writing support to graduate students. You can check out the website at http://www.calstatela.edu/graduateresourcecenter/graduate-writing-support-program. The program highly encourages students to routinely access writing support throughout the program.

Program Overview

D. Program Mission and Structure

The Master of Science degree in Counseling, with an option in Applied Behavior Analysis trains students in the principles, concepts, and application of behavior analysis from within a counseling framework. Special consideration is given to incorporating counseling skills in the application of behavior analysis concepts. This includes techniques in designing, implementing, and evaluating behavior analytic programs in behavior management, motivation, teaching, and consultation. The program is designed for students to work as behavior analysts in various applied positions (e.g., clinical directors, behavioral consultants, case supervisor, etc.). We are committed to preparing students to meet national certification standards and to pursue doctoral training in behavior analysis.

The CalStateLA ABA Program is a full-time (4 semester) program; part-time candidates are not admitted into the program. Our student body is ethnically and culturally diverse and is largely representative of the diversity inherent in the greater Los Angeles area. Starting the second semester of the first year our students MUST have a part-time position within a behavior analytic agency in order to complete supervision requirements. We encourage our students to only work part-time while in the program given the demands of the program (i.e., no more than 20 hours a week). Classes are scheduled on Monday and Wednesday on-campus within the hours of 10:00 am to 7:30 pm. We have scheduled the courses this way so that students can work on Tuesday, Thursday, and Friday. Given this structure, you must be available to take courses on Monday and Wednesday's from 10:00 am to 7:30 pm.

We accept students into our program as a cohort consisting of ~24 students, meaning you will take the same courses at the same time with your fellow cohort members. We encourage the cohesiveness of the cohort to help with effectively navigating the university, college, and program processes as well as fostering study groups. Usually your fellow cohort members become your life long friends.

Program Overview

E. Charter College of Education Conceptual Framework

VISION STATEMENT

The Charter College of Education (CCOE) is a learning community of faculty, administrators, staff, CCOE students, and community members that work collaboratively to ensure that all CCOE students receive a high-quality education, honor the diversity of all learners, advocate for educational and community reforms, develop reflective practices that promote equity, and facilitate the maximum learning and achievement potential of all children and adults.

MISSION STATEMENT

The CCOE mission is to develop in CCOE students the professional knowledge, skills, and dispositions to promote the academic, social, and psychological development of diverse learners in urban schools and related agencies. CCOE graduates become teachers, special educators, school administrators, educational technologists, researchers, program evaluators, school psychologists, counselors, rehabilitation professionals, higher education faculty, and other educational specialists. Within an environment of shared governance, CCOE professional preparation programs utilize data-driven decision-making, technology-integrated instruction, meaningful curricula, and outcome-based assessments to ensure high-quality educational opportunities for all CCOE students.

CORE VALUES

EDUCATIONAL EQUITY: We believe in creating inclusive learning environments with equitable educational opportunities for all learners, including those with disabilities and those from diverse cultural, linguistic, and socio-economic backgrounds. We believe everyone can learn if given the opportunity and support. We honor the dignity of every individual and hold high academic expectations for all learners. We value diversity because it enriches the quality of everyone's learning.

PROFESSIONALISM: We believe professionalism is mastery of the body of knowledge for one's discipline and the demonstration of cultural, technological, ethical, and professional competencies. CCOE courses and professional preparation programs are designed to teach professional dispositions, skills, and/or knowledge.

REFLECTIVE PRACTICE: We believe all CCOE students should develop reflective practices, including self-assessment strategies to foster professional growth. We promote the deliberate application of knowledge to practice and the constant reflective analysis of one's practice in relation to school and/or community needs.

COLLABORATION: We believe that collaborations and partnerships among CCOE faculty and staff, CCOE students, schools, families, and community organizations enhance educational excellence, urban school and related agency transformations, and educational access and equity for all learners. Meaningful and lasting educational collaborations and partnerships are grounded in understanding the complexity of all stakeholders' needs and their interdependence, and we advocate that all CCOE professional preparation programs build collaborations and partnerships.

Program Overview

F. Professional Standards

The ABA program at CalStateLA is committed to all legal and ethical guidelines, and professional standards describe by the Behavior Analysis Certification Board (BACB) and the Association for Behavior Analysis International (ABAI). Over your course of study, you will acquire knowledge of professional standards, ethical standards, and legal issues as they relate to the provision behavior analytic services and research.

These standards are reviewed in your academic and professional courses, as well as reviewed in regularly scheduled seminar meetings for all students during fieldwork; however, *it is your responsibility to become knowledgeable of these guidelines and to understand fully how your professional plans and individual program of study must comply with these guidelines and standards.*

Both the BACB and ABAI publish ethical, practice, and knowledge standards to which professionals and students must adhere. The ABA program at CalStateLA is accredited by ABAI. The specific Task List you start the program is usually an approved Verified Course Sequency to be eligible to meet the course content requirements set forth by the BACB (based upon a 2-year completion of the program). However, if the task list changes before you pass the exam you can be required to take more coursework or supervision. It is important that you stay abreast of the changes in the BACB requirements to be eligible to take the BCBA exam.

Please take the time to find and review these documents at the following websites, as you are required to follow the stated guidelines as they pertain to the education and profession of behavior analysis.

- **Behavior Analysis Certification Board (BACB)**
  http://bacb.com/

- **Association for Behavior Analysis International**
  http://www.abainternational.org/welcome.aspx

Program Overview

G. Financial Support

1. College and Division Scholarships

Students who demonstrate financial need and/or who excel in a certain area can apply for both college and division scholarships. Applications can be obtained through the Financial Aid office, and all students applying for scholarships must have applied through the Financial Aid office and qualified as a student needing financial assistance. For more information go to: http://www.calstatela.edu/univ/finaid/

2. Professional Scholarships and Activities

Many students can apply for funds via professional organizations in behavior analysis. Specifically, the Society for the Advancement of Behavior Analysis (http://saba/abainternational.org/) and California Association for Behavior Analysis (https://calaba.org/) has various grants and research awards available.

Admission

A. Criteria and Selection

The ABA program at CalStateLA is highly competitive. Over the years, it has earned a well-regarded reputation in California and nationally for the preparedness and quality of its graduates. The program receives about 60 applications each year. The minimum requirements to be accepted into the program are:

1) Minimum 2.75 GPA for the last 90 units;

2) Psychology/Sociology/Education or related major, or substantial experience that indicates readiness to enter graduate training in the field; and

Each application is read by program faculty and screened according to the candidate's ability, minimum admission requirements, and demonstrated knowledge of the field. Only applicants who meet the minimum requirements and who have complete applications are offered an interview.

Once candidates are chosen for an interview, they are contacted and group interviews are held around March-April. Offers for a position in the program are usually completed by May. A mandatory orientation meeting of accepted applicants is held in May or June, at which time candidates meet their advisors, meet their cohorts, and ask questions.

Admission

B. University and Program Application Process

Students must apply to the University and the Program. The following website is designed to help potential students apply to the University and to the Masters of Science Degree in Counseling Option in Applied Behavior Analysis program visit https://www.calstate.edu/apply? The Program only accepts applications *once each year*. Incomplete applications are considered late. Late applications are given less priority.

C. Admission Status

Students are admitted as a "conditional" admission until they fill out a program plan. You will fill out a program plan during the orientation. Upon filling out the program plan you will become a "classified" (G-2) on your graduate academic records. Students can check their status on their CAAR report.

Program Description & Requirements

A. Academic Coursework

Cohorts and Scheduling

Cohorts: A cohort approach is used for sequencing the experiences ABA candidates will have through coursework, and fieldwork. Candidates are assigned to one cohort when they are admitted into the program. Each cohort is made up of 24 candidates who are expected to enroll in the same courses. This promotes collegiality among the candidates and allows program faculty to monitor candidate progress or concerns.

Scheduling: The ABA Program is designed as a two-year full-time program. Courses offered to ABA students are taken in a hierarchical sequence leading to more advanced and specialized knowledge and practice. There is very little room in the schedule for deviation from the presented structure. Candidates not taking a required course when indicated may result in delaying their graduation.

Course Sequence: Overview

FALL (YEAR 1) TOTAL UNITS : 10
COUN5005 PRACTICUM: INDIVIDUAL COUNSELING (4)
COUN 5010 EXPERIMENTAL FOUNDATIONS OF ABA (3)
COUN 5014 CONCEPTUAL ANALYSIS OF BEHAVIOR (3)

SPRING (YEAR 1) TOTAL UNITS: 15
COUN 5001 ETHICAL, LEGAL, and PROFESSIONAL ISSUES IN COUN (3)**
COUN 5016 APPLIED BEHAVIOR ANALYSIS (3)
COUN 5003 RESEARCH IN COUNSELING**
COUN 5031 FIELDWORK EXPERIENCE IN ABA I (6)

FALL (YEAR 2) TOTAL UNITS: 12 -14
COUN 5000 LIFESPAN HUMAN DEVELOPMENT FOR COUNSELORS (3)*
COUN 5002 ASSESSMENT IN COUNSELING (3)**
COUN 5033 FIELDWORK EXPERIENCE IN ABA II (6)
COUN 5990 THESIS OR PROJECT PLANNING (2) (Check with Thesis Chair on meeting times)

SPRING (YEAR 2) TOTAL UNITS 15 -17
COUN 5020 BEHAVIORAL CONSULTATION (3)
COUN 5022 ANALYSIS AND APPLICATION OF VERBAL BEHAVIOR (3)
EDSP 5000 DISABILITY IN SCHOOLS AND SOCIETY (3)*
COUN 5035 FIELDWORK EXPERIENCE IN ABA III (3)
COUN 5991 THESIS OR PROJECT PLANNING (2) (Check with Thesis Chair on meeting times)

*** Night course**
**** MUST BE ABA SECTION**

Program Description & Requirements

Applied Behavior Analysis Course Requirements

		Units
Required Core (19 units)		
EDSP 5000	Disabilities in Schools and Society	3
COUN 5000	Lifespan Human Development for Counselors	3
COUN 5001	Ethical, Legal, and Professional Issues in Counseling	3
COUN 5002	Assessment in Counseling	3
COUN 5003	Research in Counseling	3
COUN 5005	Individual Counseling Strategies	4
Required Courses within the Option (33 units)		
COUN 5010	Experimental Foundations of Applied Behavior Analysis	3
COUN 5014	Conceptual Analysis of Behavior	3
COUN 5016	Applied Behavior Analysis	3
COUN 5020	Behavioral Consultations	3
COUN 5022	Analysis and Applications of Verbal Behavior	3
COUN 5031	Fieldwork Experience in Applied Behavior Analysis I	6
COUN 5033	Fieldwork Experience in Applied Behavior Analysis II	6
COUN 5035	Fieldwork Experience in Applied Behavior Analysis III	6
Culminating Experiences (0 , 4 units)		
COUN 5960	Comprehensive Examination *or*	0
COUN 5990	Thesis or Project Planning *and*	2
COUN 5991	Thesis or Project	2
TOTAL UNITS:		52-56

Program Description & Requirements

B. Advancement to Candidacy

Please download the form (http://www.calstatela.edu/sites/default/files/users/u93141/gs-10.pdf), meet with your faulty advisor, complete, and submit to the Associate Deans Office (to Erica Bautista ebauti28@calstatela.edu) after the completion of your first semester. In order to meet the requirements for advancement to candidacy, a minimum of 12 units of courses must be successfully completed. You will need to decide if you will be conducting a thesis or taking the comprehensive exam as your culiminating experience. **NOTE: ONCE A CULIMINATING EXPERIENCE HAS BEEN SELECTED (THESIS OR COMPREHENSIVE EXAM) IT IS VERY DIIFCULT TO MAKE CHANGES OR SWITCH OPTIONS. AND ONCE YOU ENROLL IN CORRESPONDING UNITS YOU CANNOT SWITCH OPTIONS. PLEASE SEE THESIS AND COMPREHENSIVE EXAMINATION SECTIONS BELOW PRIOR TO SUBMITTING YOUR FORM.**

C. Applied Experience

The ABA Program provides students with the opportunity to transfer concepts, processes, and procedures into applied situations while obtaining supervision experience hours during fieldwork (COUN5031, COUN5033, COUN5035). Our fieldwork meets the BACB standards for **Concentrated Supervised Experiene**. PLEASE SEE THE FIELDWORK MANUAL FOR SPECIFIC REQUIREMENTS THAT MUST BE MEET.

Application for fieldwork needs to be completed the semester prior to the start of fieldwork. For example, you will fill out the application for COUN5031 in the fall of the first year, COUN5033 in the spring of your first year, and COUN5035 in the fall of your second year. The application can be found in the Counseling Resources on the Canvas site.

Student must obtain credit in all three courses (COUN5031, 5033, & 5035) and have meet the 100% on your BCBA tracker under the Data Analysis tab in to receive a signed final verfication form. In addition, you may not take a fieldwork class more than twice. If you recive a no-credit on any of the filedwork courses more than once, you will be exited from the program.

Program Description & Requirements

D. Mandatory Liability Insurance

All students in the program are **required** to purchase student professional liability insurance. Student Liability Insurance ranges from $15 - $30 per year depending on the plan. However, currently the University has purchased an insurance plan through Catlin Syndicate. Due to the large number of students, the fee is only $16 per year and covers: 1) Medical Professional Liability; 2) Educator's Errors and Omissions Liability; and 3) Personal Liability. Thus, it is highly recommended that you purchase the University plan.

It is recommended that you purchase this insurance at the start of the program (for COUN 5005); however, you MUST have insurance if you plan on doing a thesis with human participants.

E. Thesis

Students who want to conduct a thesis, must meet with their ABA program faculty advisor and speak to an ABA program faculty to be their thesis chair (**Chair of thesis committee must be an ABA program faculty**). Students are encouraged to start talking to faculty about thesis opportunities during their first sememster. After chair agrees to supervise student's thesis, a thesis committee must be formed. After forming a committee and submitting the advancement to candidacy, student must complete a Thesis Application and submit it to Jeffrey Matsura (jmatsuu@calstatela.edu) who will assist the student in getting the appropriate signatures. Once the completed form has been approved, then a permit will be issued to enroll in the thesis course. Students will enroll in COUN5990a Fall 2nd year, COUN5990b Spring 2nd year, and if additional time is need to complete will enroll in UNIV9000. **NOTE: ONCE A CULIMINATING EXPERIENCE HAS BEEN SELECTED (THESIS OR COMPREHENSIVE EXAM) IT IS VERY DIIFCULT TO MAKE CHANGES OR SWITCH OPTIONS**.

Information regarding thesis can be found at the following website: https://www.calstatela.edu/graduatethesis/getting-started. It is highly encouraged that students register and complete Thesis Workshops offered by the Office of Graduate Studies.

After completion of the thesis (including defense) student must submit the thesis and GS-13 to the Library by posted deadlines.

If you are conducting a thesis with human participants you will have to obtain approval from the Cal State LA Institutional Review Board – Human Subjects (IRB) prior to beginning the project. Please see the IRB website (https://www.calstatela.edu/orsca/research-human-subjects-irb) for processes and procedures. It is highly encouraged that students complete the IRB workshops.

F. Comprehensive Examination

For students who are doing the comprehensive exam as their cumulating experience, you must apply for the comprehensive exam in the Fall of your second year so that you can register in the Spring of your second year. The application can be found in the Counseling Resources on Canvas. **NOTE: ONCE A CULIMINATING EXPERIENCE HAS BEEN SELECTED (THESIS OR COMPREHENSIVE EXAM) IT IS VERY DIIFCULT TO MAKE CHANGES OR SWITCH OPTIONS**. The comprehensive exam will cover all concepts, principles, and procedures from all of the course work. You will be informed of the exact procedure and format of the exam prior to registering for the exam. Formats that have been utilized in the past include: oral exam, written exam, and portfolio. The faculty will inform the Special Education and Counseling Office of the results once all students who are registered for the exam have completed it. You will be contacted and informed of your results at the end of the semester by the Special Education and Counseling Office. Students may only attempt the exam one time per semester for up to three semesters. If a student does not pass the exam, they will be provided with feedback on the areas in need of remediation and must sign a behavioral contract on the procedures they will follow to remediate the area. If the student does not pass the exam after three attempts, the student will be exited from the program.

Getting Involved

A. Los Angeles Student Association for Behavior Analysis

The Los Angeles Student Association for Behavior Analysis (LASABA) at CalStateLA is a student-run organization comprised of students in the ABA program or graduate/undergraduate certificate program: 1) To promote and support the pursuit of professional preparation in the field of ABA; 2) to encourage collaboration and cooperation among graduate students, alumni and professionals in the field of ABA; and 3) to nurture continued professional growth through the exchange of scholarly ideas and applied research.

LASABA membership is open to all CalStateLA students. The association sponsors several events throughout the year, including an Annual Summer Picnic which allows entering students to meet current students, graduates, and program faculty.

As per the LASABA constitutional by-laws, LASABA elects members each year to serve as leaders of the organization: President; Vice President; Treasurer; Secretary; and Event Coordinator.

B. Membership in Professional Associations

One of the main ways to learn about the ABA profession and create valuable professional and student contacts is to become a member of a professional association. In addition to enabling you to attend professional conferences at a student member rate, and read affiliate journals and newsletters, associations provide an opportunity to keep up with new knowledge in the field and can be included on your resume as a demonstration of your professional activity. The following is a list of suggested professional organizations: California Association for Behavior Analysis (https://calaba.org/), Association for Behavior Analysis International (https://www.abainternational.org/welcome.aspx), Association of Professional Behavior Analyst (http://www.apbahome.net/).

Administrative (Degree) Requirements

A. Residency

The CalStateLA campus, along with all other CSU campuses, make distinctions between in-state and out-of-state residents in tuition requirements. California residents at CalStateLA pay in-state tuition requirements; non-residents must pay an additional fee. The Office of University Admissions at CalStateLA can assist you in answering questions you may have about CA residency and in preparing forms and documents required to submit should you need to establish proof of residency. The Admissions website, "California Residency Forms and Information" available at http://www.calstatela.edu/univ/admiss/resforms.htm can help answer questions you have about residency requirements.

B. Grade Standards

At all times, grades in courses offered for the program in ABA at CalStateLA must *average* 3.0 ("B") grade point average or above on a 4.0 scale. If at any time a student's GPA drops below the 3.0 minimum average, program faculty will meet with the student individually to determine the appropriate course of action. "C" grades may be accepted for certain courses within the program as long as the average GPA is maintained at a 3.0 or above.

C. Advisors

The Faculty Advisor is the faculty member to whom the student has been assigned at the time of admission. Your Advisor will guide and advise you throughout your program of study. The Faculty Advisor serves as a key person in your graduate career. They will assist in planning training goals and practice experiences and can greatly facilitate your movement past the various milestones involved in Graduate School. A list of assigned advisors is given to all students at the Orientation meeting for new students each Spring.

Administrative (Degree) Requirements

D. Class Registration and Permits

Each semester, students are required to register for classes through the University's GET system, to pay all required fees and tuition, and to purchase required books and materials for the semester. As students have pre-determined class schedules (see Program Requirements section), it will be straightforward to know what classes should be taken well in advance.

However, since each student is part of a cohort system-- and various classes are for ABA students only--you will typically need permits to register for core classes. Permits are submitted in advance to the Division Office by the course instructor(s). After permits have been added, you can enroll via GET. Permits do expire once the semester begins (after 3 days).

If you are unable to add a class because the GET system indicates it is "Permit Only", do not panic. This typically means that you are attempting to register too soon OR permits have not yet gone through the system. Try again at a later time, or simply send a quick email to the instructor of the course noting this. If you cannot register for the class because the GET system indicates that the permit has expired (e.g., after the 3-day period), you must contact the course instructor and request an additional permit. Note! Permits do not replace your need to actually enroll in the course. Also, it is a good idea to double check that you are enrolled in a course even if you think you did everything right.

E. Time Limitation/Withdrawal from Program

The CSLA ABA Program is a full-time program; part-time candidates are not admitted into the program. The course sequence is structured across two years. At times, due to life circumstances, a candidate cannot carry a full load or needs to take a leave of absence. In such cases, it will take the candidate more than two years to complete the program. If this occurs, the candidate must speak directly with their faculty advisor and/or the Program Coordinator to discuss an alternative plan prior to taking a leave of absence.

Administrative (Degree) Requirements

F. Discontinuance or Dismissal from the Program

Once formally admitted to the ABA program, your instructors and advisors make every effort to support your success. If at any time you find yourself struggling to meet program requirements it is critical that you speak to a program advisor to plan strategies for success. Please keep in mind that we make decisions based on your actual performance and not based on your promise. You may have very good reasons for demonstrating less than acceptable performance, but that does not allow us to assume that you would have been successful had you not been facing unusual challenges. Our support of your success will come in the form of providing time and opportunities for remediation.

As described in the next section of the handbook, there are specific times during which you will meet with your advisor to discuss your current performance. Please do not wait until these points if you have more immediate concerns. Further, if you do not feel comfortable approaching your assigned advisor, please talk to another program advisor. All program advisors are available to address your concerns.

Recommendation for dismissal from the program may be discussed and appropriate actions may be warranted if a student repeatedly fails to demonstrate competency in meeting the knowledge, skills, and/or dispositions for the school psychology profession. In such cases, the faculty and program coordinator comply with all university and college policies and procedures regarding recommendation of dismissal of a student from the program, and the student is advised of his/her right to due process. This includes the student's right to come before the CCOE Student Development Committee for review. Information on the policies and procedures of dismissal from the program, including a student's rights to due process, can be obtained from the Dean's Office, 323-343-4300.

Making Changes

A. Changing Grade from "Incomplete"

A student obtaining a grade of "Incomplete" must complete the requirements of the course, submit these requirements to the course instructor, and allow the instructor ample time to review the requirements before earning a grade change from "Incomplete". The course instructor then must file a "Grade Change" form to the Division Office, and this form must be processed before the grade change will be evident on the student's transcript. If requirements are not fulfilled in one year, then the grade of "Incomplete" will automatically change to a grade of "Fail".

Making Changes

B. Changing the Program Plan

1. Program Plan Change Forms

Students typically change their program plans if they are trying to use a course from another university to substitute for a course in their program.. If a student wishes to change their program plan, **they must first speak with their faculty advisor regarding the changes and gain signed approval.** Program plan change forms (e.g., "Course Substitution" form) must be submitted. Administrative information on the process of changing a Program Plan, and the necessary forms to do so, can be obtained in the Division Office but you should begin by seeing your advisor or the program coordinator if your advisor is unavailable.

Demonstration of Competency

A. Competency File

All degree candidates in the ABA Program must develop and maintain a cumulative file beginning with the first fieldwork course through the last fieldwork course. All of the competencies, including drafts and final revisions, must be organized in the portfolio. In addition, you will include all monthly verifications forms, the experience tracker, and the final verification form. At the end of the last semester, you will give the file to the program coordinator on a thumb drive with your name and grauation term and year on the file.

B. Comprehensive Exam

Students doing a comprehensive exam will demonstrate competency within an exam. The exam will consist of the student demonstrating competency in counseling and applied behavior analysis. In addition, students must demonstrate competency is all dimensions of applied behavior analysis (Applied, Behavioral, Analytical, Technological, Conceptually Systematic, Effective, and Generality).

Demonstration of Competency

B. Thesis Proposal And Defense

Students conducting a thesis will have to propose their thesis, fill out the appropriate forms (GS-12, GS-13), defend the thesis with their committee, meet with an advisor at the Library, and submit a final copy of the thesis to the library.

M.S. Degree & Graduation Requirements

A. Diploma/Degree Process and Fees

Note that your graduate academic degrees are *not* granted automatically when you complete their requirements. You must apply for graduation. Please see http://www.calstatela.edu/graduation for dates and process.

B. Graduation/ Regalia Rental Process and Fees

Please see the commencement website for information pertaining to graduation.
http://www.calstatela.edu/commencement/cap-and-gown-and-guest-services

Final Notes

This handbook is intended to provide you with specific information about the ABA Program but it does not contain all the information you will need to be a successful student at Cal State L.A. You have rights and responsibilities as a graduate student at this University. Please refer to the Golden Eagle Handbook http://www.calstatela.edu/studentservices/golden-eagle-handbook , the Charter College of Education Student Advisement Handbook for Masters Degree Programs http://www.calstatela.edu/sites/default/files/academic/ccoe/docs/handbook.pdf .

The ABA faculty created this handbook as a resource for our students. Please direct any questions or comments regarding this handbook to the program coordinator, and we will make every effort to improve this handbook based on the feedback we receive.

ABA Student Prompt Sheet

Fall Semester 1st Year:

- ○ Secure fieldwork site for Spring with a BCBA approved to provide supervision by the BACB.
- ○ Complete *Fieldwork Application* on Counseling Canvas site by posted deadline for Spring Fieldwork (COUN5031).
- ○ Create BACB portal.
- ○ Schedule a meeting with your faculty advisor to discuss culmulnating experience (theis vs. comprehensive exam).

Spring Semester 1st Year:

- ○ If you want to do a thesis, meeti with potential ABA faculty to secure thesis chair.
- ○ Complete *Advancement to Candidacy* at the beginning of the semester or after you have secured thesis chair.
- ○ Secure fieldwork site for Fall with a BCBA approved to provide supervision by the BACB.
- ○ Complete *Fieldwork Application* on Counseling Canvas site by posted deadline for Fall Fieldwork (COUN5033).
- ○ If you are doing a *thesis*, submit thesis application (including thesis chair and committee).

Fall Semester 2nd Year:

- ○ Apply for *Graduation*
- ○ If you are doing a comprehensive exam as your culminating experience, apply for *Comprehensive Exam*
- ○ Secure fieldwork site for Spring with a BCBA approved to provide supervision by the BACB.
- ○ Complete *Fieldwork Application* on Counseling Canvas site by posted deadline for Spring Fieldwork (COUN5035).

Spring Semester 2nd Year:

- ○ If you are doing the *Comprehensive Exam*, arrange for exam with professors.
- ○ If you are doing a thesis, meet with *Thesis Reviewer in* Library, arrange and defend thesis, and submit *thesis* and *GS-13* to Library by posted deadlines.
- ○ Have program coordinator sign the Final *Verification form* (BACB web site).
- ○ Turn in your thumb drive with competencies, monthly verification forms, experience tracker, and final verification form.