

Graduate Student Handbook

Department of Applied Behavioral Science
University of Kansas



Version: Fall, 2006

Introduction and Overview

This Handbook provides important information for students pursuing Master's and Ph.D. degrees in the Department of Applied Behavioral Science (ABS). Although you might not read the entire handbook upon admission to the ABS department, you will want to refer back to it often as you complete the milestones toward earning your degree. It is written using a topic sequence that parallels the order in which you will most likely complete your degree requirements. Separate sections are provided for students entering the Master's degree program, Ph.D. program, and combined Ph.D/M.P.H (Master's of Public Health) program. Before these sections, the Handbook provides an overview of the department's history and information of relevance to all graduate students.

This handbook is updated periodically by the Graduate Curriculum Committee, sometimes with changes in the degree requirements. You are obliged to complete the requirements described in the Handbook at the time of your admission. If more restrictive requirements are adopted after your admission, you are not bound by them. Should less restrictive requirements be adopted, you are may fulfill them instead of those in place at the time of your admission. The latest version of the Handbook is always available online on the ABS web site.

History of the Department of Applied Behavioral Science



In 1964, under the leadership of Frances Degan Horowitz and Richard Schiefelbusch, the University of Kansas approved the re-making of the Department of Home Economics into the Department of Family Life, later renamed the Department of Human Development and Family Life (HDFL). Horowitz was its founder and chairperson. One of the first members to join the new faculty was Donald Baer who, in turn, recruited Montrose Wolf, Barbara Etzel, Todd Risley, and James Sherman, among others. The faculty developed an undergraduate major that took an evidence-based functional approach to understanding and solving socially important problems. In 1967, a doctoral program was approved and students joined the department from all over the country and the world.



Because KU already had a well established Department of Psychology, HDFL was free to specialize. It did so in four distinct areas: (a) research in human development and developmental disabilities, (b) research in intellectual development as discriminated behavior; (c) research in early childhood behavioral processes, and (d) research in the biological basis of behavior. Over the next 35 years, the first specialization evolved into a program of applied behavior analysis, the second into a line of developmental and cognitive research, and the third into behavioral pharmacology. See Baer (1993), "A Brief, Selective History of the Department of Human Development and Family Life at the University of Kansas: The Early Years" in the *Journal of Applied Behavior Analysis*, 26, 569-572.

By 2000, the department had awarded over 400 Ph.D. degrees and was recognized by the Society for the Advancement of Behavior Analysis with an award for "Enduring Programmatic Contributions to Behavior Analysis." The award was accepted on behalf of all faculty members by Baer who presented an acceptance speech titled "...and Only 25 Years After *The Behavior of Organisms*." In 2004, the department revised its curricular and program requirements to focus primarily on the application of basic bio-behavioral science, predominantly behavior analysis, to problems of societal importance. To reflect this shift toward a natural science core, the department changed its name to the Department of Applied Behavioral Science. The department adopted the following mission statement: to promote individual, family, and community development through the integration of teaching, research, and public service.

Welcome to the University of Kansas and the Department of Applied Behavioral Science

The Graduate School

The KU Graduate School oversees all graduate programs on campus. In order to obtain a graduate degree you are required to fulfill its requirements, as well as those of the department. Although we attempt to cover all Graduate School requirements in this handbook, students should check the Graduate School website periodically for the latest information (<http://www.graduate.ku.edu/>).

Admission to the Graduate School

Incoming graduate students must have a bachelor's degree from an accredited university and have earned an overall GPA of 3.0 or higher. Students with lower GPA's may be admitted as *probationary* (GPA > 2.75) or *provisional* graduate students. Probationary and provisional graduate students will be provided no financial support for as long as their status is unchanged. Probationary students are automatically admitted as regular degree-seeking graduate students if they earn a 3.0 GPA after having completed the equivalent of one semester of full-time graduate study (9 hrs in the fall/spring or 6 hrs in the summer). Probationary students earning less than a 3.0 GPA after completing these credits will not be allowed to enroll in the Graduate School. Provisional students are admitted to the Graduate School only after the Department recommends they be admitted as regular degree-seeking students.

Graduate School Guidelines on Research and Teaching Assistantships

The latest information about Graduate Teaching Assistants (GTAs) may be found at the website of the Provost's Office: http://www.provost.ku.edu/gta_gra/?G, where you will find eligibility requirements, information about tuition assistance, and general guidelines.

Graduate School Scholarships, Fellowships, and Assistantships

The graduate school offers a number of different fellowships to attract particularly strong applicants. A Dissertation Fellowship may be applied for after students have successfully proposed their dissertation project. An ethnic minority GTA scholarship is also available. Application and eligibility information for all of these programs may be obtained at <http://www.graduate.ku.edu/Awards/index.shtml>.

Graduate School Awards and Prizes

The graduate school also gives annual graduate teaching and service awards and dissertation prizes. More information may be found at <http://www.graduate.ku.edu/Awards/index.shtml>.

Graduate School Travel Fund

Once during your graduate career, you may receive a \$400 award to cover expenses associated with attending and presenting a paper at a professional conference. Be sure to apply early in the year you hope to secure funding. The graduate school has a limited amount of funding; it is awarded on a first-come-first-served basis. More information may be obtained at <http://www.graduate.ku.edu/Students/Current/gpp.shtml>.

KU Orienting Information

Student ID Cards and E-mail Accounts:

Information on how to obtain a student ID card can be found at http://www.kucard.ku.edu/the_ku_card/obtain.jsp. Information on how to set up an e-mail account can be found at <https://www.aims.ku.edu/services/services.shtml/>. Once you have created an online ID and password, which will be the same as your e-mail account information, you will be able to access Kyou Portal. This is the website that allows you to register for classes (see “academics” tab), view financial aid information (see “finances” tab), and access related information.

Course Requirements and Listings:

Information about coursework may be found in the Graduate Student Handbook. Course offerings are on the web at <http://www.opensections.ku.edu/index.html>

Parking Permits:

Information on obtaining a parking permit is located on the web at <http://www.parking.ku.edu/>

Health Insurance:

Information on your eligibility for GTA/GRA health insurance is located on the web at http://www.hreo.ku.edu/employment/student_employment/gta_gra_health_insurance_elig.shtml

Department Orienting Information

Keys:

Keys for the offices you need access to may be obtained from Brent Schultz in the department’s front office in 4001 Dole. A \$10 deposit is required for each key.

Mailboxes:

Your mailbox is also located in the front office. You will be assigned a mailbox by name or share one with another student.

Copiers:

Copiers are available in the Baer Library in the Roedel Room in the front office (4001A Dole) and in the room behind the mailboxes (4001C Dole). A copy code account may also be obtained through Brent Schultz. Once you have your copy code, you will be able to make copies billed to your account for which you will receive a monthly statement. The statement is not cumulative, so you are required to keep track of your balance.

The ABS Graduate Programs

The Department's Expectations

As an Incoming graduate student, you may be unsure of what is expected of you when you enter the program. You may think of graduate school as an extension of your undergraduate coursework, but will be surprised to find that much more is expected of you. Here are some of the salient differences:

- As a full-time student, you will enroll in only 9 credit hours each semester. One of your courses is usually a research or applied practicum supervised by your advisor. This may sound like a light course load, but you will find that graduate courses are different from those you completed as an undergraduate.
 - Many graduate courses do not use textbooks. Instead, you will read peer-reviewed articles or book chapters every week. Reading over 100 pages per week is the norm.
 - When readings are assigned, you must read them before the next class meeting because you may be tested on their content and expected to discuss them with the professor and your peers during class. Lectures are infrequent in graduate school.
- You are responsible for knowing and understanding your course and practicum training requirements. This ensures that you can avoid misunderstandings that might otherwise be construed as misconduct. In particular, you should obtain (a) course syllabi and written copies of all class assignments; (b) specific information on course deadlines, attendance policies, and grading practices; and (c) rules for how to complete class and practicum assignments and exercises, inside and outside of either setting. You should also assume that unauthorized collaboration on in-class quizzes, tests, examinations, and on out-of-class assignments is not permitted. You should retain all returned and graded materials until the final grade is reported. And, you should know your instructor's office hours and telephone number, and where the office is located.
- You are expected to earn A's in all of your courses. If you earn B's, you are not doing acceptable work and if you earn C's, you have, for all intents and purposes, failed the course. If you earn a C, you will have to retake the course if it is a required course. If your cumulative GPA falls below 3.0, you will be placed on probation.
- The Ph.D. degree is a research degree. Therefore, you are expected to be conducting research during your entire tenure in the program.
- Given these expectations, your days start early and end late, and you will work on the weekends. If you are working on academic or research activities less than about 50 hours a week, you may not be meeting your advisor's expectations.
- Because you are expected to complete your degrees in a timely fashion and to publish the results of your research, you are expected to remain in Lawrence during the fall and spring, and to work with your advisor during the summer. Some advisors may even expect you to work during the spring and winter breaks. Talk to your advisor to get a sense of these expectations.

These are high expectations, but they are expected of any student who is admitted to and enrolls in a premier graduate program. You would not have been admitted to our program if we did not feel confident that you could meet these expectations.

The Student-Advisor Relationship

The department follows a junior-colleague model. In it, you and your advisor share equal responsibility in planning for your academic success and ensuring that you make timely progress in meeting the degree requirements of the department, college, and university. Your advisors will assist you in selecting required and elective courses, developing research projects, and preparing for Ph.D. requirements (e.g., selecting comprehensives and review paper topics). You and your advisor will also work collaboratively on your professional development. Specifically, your advisor will assist you in clarifying your professional goals and attaining substantive experience in teaching (e.g., identifying opportunities and mentoring), research (e.g., ensuring that students are presenting posters, making presentations, and publishing their research), and service (e.g., committee work at the local or national level, serving as a journal reviewer).

Changing Advisors:

For a variety of reasons, you may complete your degree with someone other than your original advisor. The reasons include:

- Your or your advisor's interests may change such that the two are no longer compatible.
- After providing at least one full semester's warning, your advisor may terminate the advising relationship. This most often occurs when the student fails to make timely progress toward his/her degree.
- Your advisor leaves the department or KU.
- Your advisor retires or dies.

What happens next depends on your progress toward the Ph.D. degree. If you have completed all the Ph.D. requirements except the defense of your dissertation, the department will, after consulting with you, appoint a replacement advisor who will chair the dissertation committee. If, however, you have not completed *all* of the Ph.D. requirements, except the dissertation defense, the department is under *no obligation* to appoint a new advisor. It is your responsibility to secure a new advisor. However, if you are in good standing (e.g., not on probation), the Graduate Program Director and your current committee (see below) will work with you to (a) identify a new advisor in the department, (b) identify a new advisor in a different department at KU, or (c) identify a new advisor at another university. In the end, however, the department is under *no obligation* to identify a new advisor regardless of the reason for the break in the student-advisor relationship. Should a replacement advisor be found, the new advisor is not obliged to supervise research that is outside the advisor's area of expertise or interest. Thus, you may find that you must change your area of research to accommodate your new advisor. This may add time to earning your degree.

Who can serve as your advisor?

Your advisor must be tenured or in a tenure-track position and must hold at least a 10% appointment in the department. Adjunct or courtesy faculty can co-advise students, but may not serve as their only advisor or, unless authorized, may not admit students.

Master's in Applied Behavioral Science: Degree Requirements

(If you are a doctoral student, please skip this section)

Coursework:

Appendix A contains a Master's degree checklist for the courses you are required to take -- and the sequence in which they should be taken -- in order to earn your degree. You are required to be continuously enrolled from the time you are admitted until the time you earn your Master's degree. The Master's degree requires at least 30 credit hours numbered generally numbered 700 and above taken while classified as a graduate student, including credit hours enrolled in thesis credit, ABSc 899. You are expected to be enrolled full time -- 9 credit hours -- each spring and fall semester until you have completed the course requirements. Although you are expected to be working toward your degree during the summer, you are not required to enroll unless you make substantial use of department resources and faculty time. Once your coursework has been completed, you may enroll in as few as 1 credit hour per semester of thesis credit, but you must be enrolled every semester until you have completed the thesis defense.

Practica:

In addition to your courses, professional master's degree students are required to complete at least two semesters of a research or intervention practicum. Speak to your advisor each semester to determine the section (course number) in which you should enroll. Most students complete their practicum requirement with their advisor, but some will complete it under the supervision of other ABS regular, adjunct, and courtesy faculty members. You should talk to your advisor about what opportunities are available and who is available to supervise your activities. If you are interested in obtaining BCBA certification, you must ensure that your practicum courses meet the BCBA requirements (e.g., supervision by a BCBA, allocation of hours to a variety of professional activities, record keeping, etc.). Because the BACB standards change, we direct you to their website for the latest information: www.bacb.com.

Master's Thesis:

For your M.A. degree, you are required to propose, complete, write up, and orally defend an empirically-based master's thesis. You may begin working on it as soon as you begin the program, but should have begun it by the end of your first year. The first step is to decide on a topic and develop the research project with your advisor. Next, you select members of your thesis committee, the guidelines for which are provided below. Data collection may begin once your advisor has approved the project and you have approval from the university's Human Subject's Committee. You may also want to obtain approval from the other members of your thesis committee. While working on your thesis, you will enroll in ABSC 899 Master's Thesis in Applied Behavioral Science with your advisor. When your data are collected and analyzed, the thesis needs to be written and defended. You will have successfully completed your Master's thesis when it is signed by two of three members of your thesis committee (see below) *and* you have completed 30 credit hours numbered 500 and higher while classified as a graduate student, including credit hours enrolled in ABSC 899 (see Appendix A).

Application for degree. To graduate with the M.A. degree, you must complete an Application for Degree several months in advance of your anticipated graduation date. This form may be obtained online at <http://www.registrar.ku.edu/pdf/gradinst.pdf>. You should be aware that the College has strict deadlines (http://www.graduate.ku.edu/CLAS/CLAS_calendar.shtml), and they *do not* give extensions to students regardless of your circumstances. Before completing the application, you will need to meet with the graduate secretary to determine if you have completed all the requirements for the degree before scheduling your defense.

Thesis committee. Your thesis committee is composed of three members of the KU graduate faculty. Two of your members of the committee, including the chair, must have at least a 10% tenure-track appointment in the department. The third member may also be (a) a department member who is on the graduate faculty and has at least a 10% appointment or (b) may be an ad-hoc or special appointment to the graduate faculty. These members are typically ABS courtesy or adjunct faculty members, but they should be *uniquely qualified by training or experience* to serve on the thesis committee. Forming the thesis committee is your responsibility and should be done with the advice and consent of your advisor. The defense is passed if 2 of the 3 committee members vote to pass it. If you do not pass,

you may not defend it again for a period of at least 90 days. If the oral defense is failed twice, you have 30 days to petition the department for a third attempt. Failure to petition or a rejected petition will result in your dismissal from the program.

Changing Committee Members: You may choose to replace members of your thesis committee at your discretion. When a change occurs, for whatever reason, you are responsible for finding a replacement. The ABS department incurs no obligation to provide a replacement committee member.

The document itself. The written thesis must conform to the guidelines outlined in the latest edition of the APA Style Manual. It must also conform to the physical specifications required by the College. You should review these before you start writing so that you do not spend time reformatting it later. This information may be found at http://www.ku.edu/~graduate/PDFs/CLAS/masterinst_04.pdf. After you have completed all revisions of your dissertation, you should have it bound. Binding information may be found at www.graduate.ku.edu/ETD/binding.shtml .

Thesis defense. When you have finished writing your thesis and have had it approved by your advisor, you should schedule a time to defend it that can be attended by your committee members. This is your responsibility. You should submit your completed thesis to your committee members at least 2 weeks prior to the scheduled defense. You are required to notify the graduate secretary *two weeks in advance* of your plan to schedule a thesis defense. Some paper work must be completed in order to have the defense.

After the thesis defense. Typically your thesis committee will ask that changes be made to the document before it is submitted to the College. Once these changes are made and you have your advisor's approval, you will electronically submit your thesis to the College. This process is described at: <http://www.graduate.ku.edu/ETD/>. This website also contains the information you will need about having your thesis bound. The department requires that you submit one bound original and one unbound copy of your thesis. Please turn these in to the graduate secretary as soon as you have submitted your thesis online, turned in your title and acceptance pages, and paid your fees to the Graduate School; the latter two are described on the same website.

Timeline. Although the graduate school allows students seven years to complete the requirements for the Master's degree, the department expects students to have earned the Master's degree in three years or fewer.

Doctorate in Behavioral Psychology: Degree Requirements

Department Requirements

The doctoral training program operates according to a junior colleague model. You will work closely with your advisor(s), joining them in every aspect of professional development. This includes designing and conducting research, preparing manuscripts for presentation and publication, and presenting and publishing those manuscripts. You typically will work with one advisor, but may work with others or have co-advisors. Should your or your advisor's interests change over the course of graduate training, you are free to seek a new advisor.

Coursework:

Appendix B contains a Doctoral degree checklist for the courses you are required to take -- and the sequence in which they should be taken -- in order to earn your degree. You are required to be continuously enrolled from the time you are admitted until the time you earn your degree. Full time enrollment is 9 credit hours each spring and fall semester. When you have completed your required coursework and successfully defended your comprehensive orals, however, you can enroll in as few as 1 hour per semester of dissertation credit. Although you are expected to be working toward your degree during the summer, you are not required to enroll unless you make substantial use of department resources and faculty time. If special circumstances require that you be exempted from the enrollment requirement, you must request an exemption. The reason for the request must be described in writing and approved by your advisor before submitting it to the Director of Graduate Training.

Transferring Credits:

If you were admitted to the program having taken graduate courses at another university, you are still required to complete of the ABS coursework and other requirements for the Ph.D. outlined in Appendix B, including courses taken before the Master's degree. However, you may request that their prior graduate courses count as fulfilling a portion of the ABS coursework as long as you earned a grade of A or B in them. For example, you are required to take a Principles of Behavior class (ABSC 796) in the program, but may have already completed a comparable graduate course. You may petition to waive ABSC 796 by submitting a written request to the Director of Graduate Training. Each request should be accompanied by (a) the course syllabus of the previously completed course and (b) documentation of the grade earned in it (e.g., copy of your transcript, which the ABS graduate secretary has on file). You may not request to waive courses taken 6 or more years earlier. All transfer credits are approved at the discretion of the instructor of the comparable ABS course and the Director of Graduate Training.

Practica:

In addition to your classes, you are required to complete at least two semesters of research or intervention practicum. Speak to your advisor each semester to determine the section (course number) in which you should enroll. Most students complete their practicum requirement with their advisor, but you may complete it under the supervision of other ABS regular, adjunct, and courtesy faculty member. You should talk to your advisor about what opportunities are available and who is available to supervise your activities. If you are interested in obtaining BCBA certification after meeting your Master's requirements, you must ensure that your practicum courses meet the BCAB requirements (e.g., supervision by a BCBA, allocation of hours to a variety of professional activities, record keeping, etc.). Because the BCBA standards change, you should check their website for the latest information at www.bacb.com.

Master's Thesis:

If you are pursuing the Ph.D. degree, you are required to propose, complete, write up, and orally defend an empirically- based master's thesis. You may begin working on it as soon as you begin the program, but should have begun it by the end of your first year. The first step is to decide on a topic and develop the research project with your advisor. Next, you select members of your thesis committee, the guidelines for which are provided below. Data collection may begin once your advisor has approved the project and you have approval from the university's Human Subject's Committee. You may also want to obtain approval from the other members of your thesis committee. While working on your thesis, you will enroll in ABSC 899 Master's Thesis in Applied Behavioral Science with your advisor. When your data are

collected and analyzed, the thesis needs to be written and defended. You will have successfully completed your Master's thesis when it is signed by all three members of your thesis committee (see below) *and* you have completed 30 credit hours numbered 500 and higher while classified as a graduate student, including credit hours enrolled in ABSC 899 (see Appendix B). With an adviser's approval, empirically-based theses from other graduate programs may meet this requirement.

Application for degree. To receive your M.A. degree, you must complete an Application for Degree several months in advance of your anticipated graduation date. This form may be obtained online at <http://www.registrar.ku.edu/pdf/gradinst.pdf>. You should be aware that the College has strict deadlines (http://www.graduate.ku.edu/CLAS/CLAS_calendar.shtml) and they *do not* give extensions to students regardless of your circumstances. Before completing the application, you will need to meet with the graduate secretary to determine if you have completed all the requirements for the degree before scheduling your defense.

Thesis committee. Your thesis committee is composed of three members of the KU graduate faculty. Two of your members of the committee, including the chair, must have at least a 10% tenure-track appointment in the department. The third member may also be (a) a department member who is on the graduate faculty and has at least a 10% appointment or (b) may be an ad-hoc or special appointment to the graduate faculty. These members are typically ABS courtesy or adjunct faculty members, but they should be *uniquely qualified by training or experience* to serve on the thesis committee. You will likely ask your Admissions Committee members (see above) to serve as your thesis committee, but they are not required to do so. Forming the thesis committee is your responsibility and should be done with the advice and consent of your advisor. The defense is passed if 2 of the 3 committee members vote to pass it. If you do not pass, you may not defend it again for a period of at least 90 days. If the oral defense is failed twice, you have 30 days to petition the department for a third attempt. Failure to petition or a rejected petition will result in your dismissal from the program.

Changing committee members: You may choose to replace members of your thesis committee at your discretion. When a change occurs, for whatever reason, you are responsible for finding a replacement. The ABS department incurs no obligation to provide a replacement committee member.

The document itself. The written thesis must conform to the guidelines outlined in the latest edition of the APA Style Manual. It must also conform to the physical specifications required by the College. You should review these before you start writing so that you do not spend time reformatting it later. This information may be found at http://www.ku.edu/~graduate/PDFs/CLAS/masterinst_04.pdf. After you have completed all revisions of your dissertation, you should have it bound. Binding information may be found at www.graduate.ku.edu/ETD/binding.shtml .

Thesis defense. When you have finished writing your thesis and have had it approved by your advisor, you should schedule a time to defend it that can be attended by your committee members. This is your responsibility. You should submit your completed thesis to your committee members at least 2 weeks prior to the scheduled defense. You are required to notify the graduate secretary *two weeks in advance* of your plan to schedule a thesis defense. Some paper work must be completed in order to have the defense.

After the thesis defense. Typically your thesis committee will ask that changes be made to the document before it is submitted to the College. Once these changes are made and you have your advisor's approval, you will electronically submit your thesis to the College. This process is described at: <http://www.graduate.ku.edu/ETD/>. This website also contains information for having your thesis bound. The department requires that you submit one bound original and one unbound copy of your thesis. Please turn these in to the graduate secretary as soon as you have submitted your thesis online, turned in your title and acceptance pages, and paid your fees to the Graduate School; the latter two are described on the same website.

What's Next?

Having completed your Master's degree and received approval to continue working toward your Ph.D., you are ready to begin working on your doctoral program. Additional coursework is required, as is successful completion of the following degree requirements, each described in detail below:

- Three editorial critiques

- Three Professional Writing Requirements (Written Comps; see Appendix C)
- Comprehensive Oral (defense of the Review Paper)
- Dissertation defense
- Requirements of the Graduate School

Three Editorial Critiques:

When you have completed your Ph.D., you may be called upon to serve as a reviewer on manuscripts submitted for publication to professional journals or for grants submitted to funding agencies. To give you formal training in this skill, you will write three journal critiques as part of your doctoral training.

- The targets of these critiques will be research articles/manuscripts, all of them empirical.
- The target articles must cover a range of topics and research methods/experimental designs.
- If you take ABSC 845, you will complete the first two of these critiques as part of the course requirements. Their second critique will be graded pass-fail by your advisor.
- If you do not take ABSC 845, you will have your first two critiques graded pass-fail by your advisor.
- Your final critique is reviewed by a panel of three ABSC faculty members, including adjunct faculty, one of whom is your advisor. The reviews are arranged by the student and advisor.
- Before submitting your review for grading, you should work with your advisor to assure that it is likely to pass.
- The review is passed if it receives a passing grade from two faculty members, one of whom may be your advisor. These faculty members may ask that the review be revised and resubmitted before awarding it a passing grade. They may also award a failing grade.
- If your critique receives a failing grade, it cannot be revised and resubmitted, nor can it be submitted to another faculty member for a second opinion.
- If you fail your final critique, you should discuss how to complete the requirement on a new target article with your advisor.
- You are free to select whomever you like for your readers on your second attempt at the final Editorial Critique.

Professional Writing Requirement (Written Comprehensives):

The goals of the written comprehensives are: a) to extend your knowledge (this may be to topics outside those covered in ABSC coursework or it may be to a more thorough understanding of one or more of these topics), b) to provide you with an opportunity to critically evaluate the literature in a specific area, c) to provide you with another writing opportunity, and d) to provide you with feedback from three faculty members who serve as blind reviewers (the faculty do not reveal their identity to you and you do not reveal your identity to the reviewers). This is a valued process because it affords you several learning opportunities and the blind review procedures allow for more unbiased feedback.

Ph.D. students are required to write three papers that are graded pass/fail by members of the ABS faculty. The written comps are short (7 pages or less, not including title page or references). The topic of each paper will be decided upon by you and your advisor. Some students may want to expand their knowledge to a new area while others may decide to write a paper that explores a literature of relevance to the student's research interests. A necessary component of any written comprehensive is that it includes a critical review of the literature. We expect you to critique individual studies and the literature as a whole. One result of your critique might be the uncovering of a novel experimental question that cannot be answered by the extant literature. The title of many written comprehensives may simply be: "Review and critique of the literature on ... (e.g., parent training with high-risk families; prevention of child sexual abuse) and recommendations for future research." Although the written comps must be entirely written by you, your advisor should provide feedback before it is submitted for a pass/fail grade.

You are free to write your first written comprehensive before defending your Master's thesis, but you are not required to do so. Students who choose this option might use the first written comp as an opportunity to dig into a topic, identify gaps in the literature, and develop a plan for filling those gaps with their own research. Submitting this as a written comp is an opportunity to receive early feedback on the topic of your planned research.

The following is a brief summary of the most important policies about professional writing requirements. For a comprehensive coverage see Appendix C.

- You are required to complete three professional writing requirement papers before defending your dissertation.
- With the aid of your advisor, you will select the topic of the critical review that will be the focus of each paper.

- Submissions should conform to APA specifications, are limited to 7 pages (not including references), and will not contain an abstract. Exceptions are made in the case of grant proposals (see below).
- Regardless of your topic, your papers must contain an appropriate critical review of the relevant literature.
- You may substitute a first-authored paper that has been accepted for publication in a peer-reviewed journal for a professional writing requirement. Some faculty advisors strongly encourage their students to use this option because it promotes development of a key professional skill, preparation of manuscripts for publication. There is no limit on the number of these substitutions. The following rules apply:
 - The publication must be at least six manuscript pages in length.
 - The publication content may be experimental, empirical, or conceptual/descriptive.
 - The publication must be accompanied by a letter from your adviser stating that it meets the standards of the American Psychological Association (APA) for first authorship (i.e., primary responsibility for conceptualizing the project and preparing the manuscript; see the 2001 APA Publication Manual, pp. 6-7, 348-355).
 - For in-press publications, you must submit a letter confirming its final acceptance from the journal editor.
 - Papers published in on-line journals are acceptable so long as they meet the above criteria (e.g., first author, peer-reviewed).
- Although some portion of a comp submission may have been completed before students entered the program, the paper must be completed under the supervision of the student's KU adviser.
- Although more challenging to gain a favorable review, you may substitute a *submitted research* grant proposal for one of the three papers fulfilling this requirement. Submitted grant applications are reviewed by three faculty member just like any other comp paper. The focus of the grant application should be to test a research question (e.g., the effects of X on Y). To satisfy faculty reviewers expecting a critique of the literature, many students find that they must supplement grant proposals with a more comprehensive, critical literature review in order to earn a passing grade. Funded grants automatically fulfill one written comprehensive requirement.
- Other than funded grant proposals and peer-reviewed first-author published manuscripts, these papers are graded pass-fail by three ABS faculty members. Passing grades from two faculty members are required to pass.

Comprehensive Review Paper and Oral Defense:

You will write an extended, integrated, and critical review of a basic, applied, or conceptual literature relevant to behavioral science in preparation for a comprehensive oral examination. A version of this paper may serve as the introduction to your doctoral dissertation. Many review papers are published in peer-reviewed journals. Upon successful completion of the three Editorial Critiques and at least two of the three Professional Writing Requirements (Written Comprehensives), you will sit for an oral examination over your review paper. Before scheduling your defense, you will need to meet with the graduate secretary to ensure you have completed all of the following:

- All required coursework
- Complete the M.A. thesis and oral defense
- Complete the teaching requirement
- Met all of the requirements of the Graduate School (see below)

Comprehensives review committee. Your comprehensives review committee is composed of 5 members of the KU graduate faculty. Three of your committee members, including the chair, must have at least a 10% appointment in the department. Your chair must be a graduate faculty member with "dissertation status." Most tenured professors have this status, but check with your advisor to be sure. Your fourth member may also be (a) a department member who is on the graduate faculty and has at least a 10% appointment or (b) may be an ad-hoc or special appointment to the graduate faculty. These members are typically ABS courtesy or adjunct faculty members, but they should be *uniquely qualified by training or experience* to serve on the thesis committee. Your fifth or "outside" member must be a tenured or tenure-track professor from a KU department other than ABS; courtesy and adjunct faculty members may not fill this role. Any member of the College's graduate faculty may attend the defense. You will likely ask your Admissions Committee members (see above) to serve as your dissertation committee, but they

are not required to do so. Forming the thesis committee is your responsibility and should be done with the advice and consent of your advisor. The defense is passed if 4 of 5 committee members vote to pass it. If you do not pass your oral defense, you may not defend it again for a period of at least 90 days. If the oral defense is failed twice, you have 30 days to petition the department for a third attempt. Failure to petition or a rejected petition will result in your dismissal from the program.

Changing committee members: You may choose to replace members of your dissertation committee at your discretion. When a change occurs, for whatever reason, you are responsible for finding a replacement. The ABS department incurs no obligation to provide a replacement committee member.

Dissertation:

In addition to completing the foregoing requirements, you will write and defend an empirically-based dissertation. According to the graduate school, a period of at least 5 months must pass between the defense of your review paper and the defense of the dissertation. You may, however, petition to have this requirement waived. See the graduate secretary to complete a petition. While working on your dissertation, you will enroll in ABSC 999 Doctoral Dissertation in Applied Behavioral Science with your advisor

Dissertation committee. Your dissertation committee is composed of 5 members of the KU graduate faculty. Three of your committee members, including the chair, must have at least a 10% appointment in the department. Your chair must be a graduate faculty member with “dissertation status.” Most tenured professors have this status, but check with your advisor to be sure. Your fourth member may also be (a) a department member who is on the graduate faculty and has at least a 10% appointment or (b) may be an ad-hoc or special appointment to the graduate faculty. These members are typically ABS courtesy or adjunct faculty members, but they should be *uniquely qualified by training or experience* to serve on the thesis committee. Your fifth or “outside” member must be a tenured or tenure-track professor from a KU department other than ABS; courtesy and adjunct faculty members may not fill this role. Any member of the KU/KUMC graduate faculty may attend the defense. You will likely ask your Admissions Committee members (see above) to serve as your dissertation committee, but they are not required to do so. Forming the thesis committee is your responsibility and should be done with the advice and consent of your advisor. The defense is passed if 4 of 5 committee members vote to pass it. If you do not pass, you may not defend it again for a period of at least 90 days. If the oral defense is failed twice, you have 30 days to petition the department for a third attempt. Failure to petition or a rejected petition will result in your dismissal from the program.

Changing Committee Members: You may choose to replace members of your dissertation committee at your discretion. When a change occurs, for whatever reason, you are responsible for finding a replacement. The ABS department incurs no obligation to provide a replacement committee member.

The document itself. The written dissertation must conform to the guidelines outlined in the latest edition of the APA Style Manual. It must also conform to the physical specifications required by the College. You should review these before you start writing so that you do not spend time reformatting it later. This information may be found at http://www.ku.edu/~graduate/PDFs/CLAS/masterinst_04.pdf. After you have completed all revisions of your dissertation, you should have it bound. Binding information may be found at www.graduate.ku.edu/ETD/binding.shtml.

Graduate School Requirements

Foreign Language or Research Skill (FLORS) Requirement:

The Graduate School requires that you demonstrate proficiency in a Foreign Language or Research Skill (the FLORS requirement) independent of, but consistent with and contributing to, your program of research. This may be met by (a) proficiency in productive and receptive spoken language other than English or in sign language, (b) reading proficiency in two languages other than English, (c) competence in both computer programming and computer applications, (d) completing three thematically related courses beyond those required to satisfy the ABS doctoral requirements (e.g., research methods, quantitative methods, epidemiology, health psychology, law, linguistics, rehabilitation, public health, etc.), (e) at least two first-author publications in peer-reviewed journals other than those used to fulfill Written Comprehensives requirements, or (f) at least three first-author scholarly presentations at professional meetings, no more than one of which may be a poster (the work presented must have been entirely completed while at KU).

Teaching Requirement:

You are required to participate in the training and supervision of undergraduate students. The requirement may be met by serving as a half-time (20 hrs per week) teaching assistant for one semester or quarter-time (10 hrs per week) assistant for two semesters, in both cases assuming proportionate responsibility for class organization, lecturing, grading, and office hours under a faculty member's supervision. This requirement is satisfied by working as paid graduate teaching assistants or by enrolling for 3 hours (0.25 GTA) or 6 hours (0.50 GTA) of credit in ABSC 941 Teaching and Conference. If you wish to pursue a career in an academic setting, you should acquire as much teaching experience as possible; including taking primary responsibility for teaching a course. For information about expectations of graduate teaching assistants, see the serving as a GTA section below.

Residency Requirement:

You should consult the KU Graduate Catalog for the latest information on residency requirements at <http://www.ur.ku.edu/Acadpub/gradcat/contents.shtml>. The requirement is discussed in the General Information section of the Catalog. Please note that the ABS Department has its own residency requirement which is discussed in the next section.

Joint Ph.D./M.P.H. Degree

Department of Applied Behavioral Science and Department of Preventive Medicine

Offered by the Department of Applied Behavioral Science (Lawrence) and the Department of Preventive Medicine and Public Health (KU Medical Center, Kansas City and Wichita). This joint program is the first in the nation to combine the strengths of advanced study in applied behavioral science with a Master of Public Health (M.P.H.) degree. It results from a unique collaboration between two units: the Department of Applied Behavioral Science, offering a Ph.D. in Behavioral Psychology; and the Department of Preventive Medicine and Public Health, with its M.P.H. program.

Coursework:

Requirements for the Joint Ph.D./M.P.H. Degree (*May count toward both degrees)

M.P.H. Degree requirements: 36 hours (please see Appendix D for a checklist)

*Required Courses (16 credit hours)

PRVM 800 Principles of Epidemiology (3)

PRVM 818 Social and Behavioral Aspects of Public Health (3)

PRVM 827 Public Health Administration (3)

PRVM 830 Environmental Health (3)

PRVM 814 Fundamentals of Biostatistics I (3) or

PRVM 804 Principles of Statistics in Public Health (3)

PRVM 812 Public Health Biostatistical Laboratory (1) or

PRE 711 Lab for Introduction to Statistical Analysis (1)

*Elective Courses (14 credit hours; may include ABS required courses; ABS 710, 735, 796, 861, 961)

*Capstone Requirement (6 credit hours). Required Practicum: Supervised work in public health setting (PRVM 891 and PRVM 893)

[NOTE: Many students use 3 research-related courses in public health (e.g., PRVM 800, 814, 804) to meet the Ph.D. FLORS/Research Skill requirement.]

Ph.D. Degree Requirements

***Required Courses (26 credit hours; may count as elective courses for MPH program)**

ABSC 796 Laboratory in Behavioral Development and Modification: The Analysis of Behavior I (Principles of Behavior I)

ABSC 735 Within-Subjects Research Methodology and Direct Observation (Research Methods I)

ABSC 798 The Analysis of Behavior II: Conceptual Foundations, Advanced Principles, and Contemporary Issues (Conceptual Foundations I)

ABSC 861 Applied Behavioral Analysis I

ABSC 821, 831, or 931 Principles of Behavior or Conceptual Foundations II

*ABSC Research Methods II – ABSC 710 Community Health and Development

ABSC Applied Behavior Analysis II (1 hr) – ABSC 961 Applications of Applied Behavior Analysis in Community Health and Development

ABSC 841 Legal, Ethical, & Professional Issues in Applied Behavior Analysis (Professional Development Seminar) (1 hr)

*Research or Intervention Practicum I and II (6 hrs) – ABSC 875 Practicum in Community Health Promotion (this may be used to help fulfill the M.P.H. Capstone Requirement)

Residency Requirement (2 semesters)

*Research Skill or FLORS Requirement (9 hrs of M.P.H. Required Courses or petition)

Editorial critiques (3 manuscript reviews)

Teaching Requirement (typically, 2 courses @ 25% time)

Professional Writing Requirement (3 products, e.g., published articles, written comprehensives)

Comprehensive Review Paper and Orals (oral presentation of written product, e.g., review paper, grant application)

Ph.D. Dissertation and Oral Defense (empirical or experimental study; typically with outside committee member from KUMC Department of Preventive Medicine and Public Health)

[NOTE: Many students use relevant ABS required courses (e.g., ABSc 710, 735, 796, 861, 961) to meet the 14 hrs. of Elective courses for the MPH degree. With approval from the MPH advisor, students may also be able to help meet the MPH Capstone Requirement with Practicum work/courses in ABS (e.g., ABSC 875).]

General Departmental Policies and Procedures

Enrollment

You are expected to enroll in a full-time credit load throughout your training: 9 credit hours in the fall and spring semesters. Enrolling in fewer hours requires a written petition submitted to the Director of Graduate Training and signed by the student and advisor. After the Ph.D. student has defended the Comprehensive Oral (review paper), you continue to enroll full-time until all degree requirements are met *or* until you have completed 18 post-review-paper hours; the hours you complete in the semester you defend your review paper count toward these 18 hours. After this, you may enroll in as few as 1 hour per semester, provided that this reflects the demands you place on your advisor or other faculty resources. If you are off-campus, not seeing an advisor, but submitting written comprehensives, theses, dissertations, etc. for feedback and grading, you are using department resources and should be enrolled in the number of hours that reflects your use of them. The exact number is determined by consulting with your advisor, which you should then petition if less than full-time enrollment. While awaiting a decision on the petition, you must enroll in at least 3 hours.

Serving as a Graduate Teaching Assistant

As a graduate teaching assistant, you are expected to be prepared for and attend every class, as well as to be involved in all outside-the-classroom duties such as preparing study guides or lectures, grading assignments, maintaining the grade-book, communicating with students, etc. You should plan to spend 10 (0.25 time GTA) or 20 (0.5 time GTA) hours per week engaged in these activities. Your faculty teaching supervisor should not assign tasks to you that will require more of your time than this. As a graduate teaching assistant, you are a senior colleague to your junior colleagues -- the undergraduate students. As such, you should treat them professionally in all facets and manner of classroom instruction and practicum training, both inside and outside these settings. In particular, the Rules and Regulations of the University Senate state that, at the beginning of each course and each practicum, faculty members, instructors, and graduate teaching assistants should inform students clearly about how to prepare class and practicum assignments, notebooks, outside work, and the like. Information on attendance and grading practices should also be included. This ensures that students will not be suspected of academic misconduct on the basis of any ignorance of course requirements.

Making Timely Progress

You are expected to complete your Master's degree within 3 years and complete your doctoral degree 3 years after that. Students who are admitted with a Master's degree from another university are expected to complete their doctoral degree in 3 years. According to the College, you have a maximum of 10 years to complete their doctoral degree after the date of their admission, but only 8 years if you were admitted with a Master's degree. If you are following these timelines, though, you are not meeting departmental expectations. Expiration of these 10 (8) years without having completed the degree is equivalent to a resignation from the program.

Annual Performance Review

Before the start of each academic year, a Student Performance Review Committee will formally review your progress. In preparation for this review, you will complete a progress report, give it to your advisor for a signature, and submit it to the Committee by the date requested, usually in June. Failure to do so may result in your being placed on probation. The Committee will prepare a written report summarizing which goals have been completed on time and which have not. A copy of the annual review form is provided in Appendix E. If the Student Performance Review Committee judges that you are not making adequate progress, it will request that within a 30 day period you develop a timeline with your advisor for completing the remaining degree requirements. Failure to develop and adhere to the proposed timeline will result in appropriate consequences.

Petitions

Under special circumstances, students may request to be exempted from any College or Departmental policies and procedures. The petitions must be approved by the student's advisor and submitted in writing to the Director of Graduate Studies.

Requesting a Leave of Absence

If you wish to pursue professional opportunities consistent with your long range professional goals or are confronted with unexpected illnesses or other emergencies, you may request a leave of absence. Requests must be made in writing and submitted to the ABS Director of Graduate Training, along with completed forms and appropriate documentation (see the graduate secretary for the forms). If approved, the Director of Graduate Training will submit a request for a leave of absence to the Graduate School. All requests must be granted by the Graduate School. If you leave the program for 5 years or more, you must apply for readmission.

Grading Issues

A's, B's, C's, Etc:

You are expected to earn A's in all of your coursework. If your cumulative graduate GPA falls below 3.0, you will very likely be placed on probation by the Graduate School. While on probation, you may not hold GTA positions and must increase your cumulative GPA to 3.0 or above in the next semester or you will be dismissed from the program. You may not re-enroll unless the department petitions for an additional semester. If you are dismissed from the program, you may not be readmitted as non-degree seeking student. Courses in which a grade of C or lower is earned must be repeated if required for graduation. When the course is repeated, the new grade does not replace the previous grade on your KU transcript. Courses taught in the College of Liberal Arts and Sciences are not graded with pluses and minuses (e.g., A+).

Incompletes:

Courses for which you earned an "incomplete" must be completed if they are required for graduation. The timeline for completing the course is negotiated between you and the course instructor. Incompletes may be converted to grades only by the instructor.

Credit/No Credit:

Graduate student cannot take courses on a credit/no-credit basis.

Grading Thesis/Dissertation Credit:

The final enrollment in thesis or dissertation credit must be given a letter grade by your advisor. All earlier credits may be graded on a "P" for progress basis.

Academic Integrity and Misconduct

Academic integrity rests on two fundamental principles: (a) Academic work must be represented truthfully as to its source and its accuracy and (b) academic results must be obtained by fair and authorized means. Academic misconduct is defined as the violation of either of these principles. The Rules and Regulations of the University Senate define academic misconduct as follows, after which descriptions and examples are provided:

Academic misconduct by a student shall include, but not be limited to, disruption of classes, giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments, or knowingly misrepresenting the source of any academic work, falsification of research results, plagiarizing of another's work, violations of regulations or ethical codes for treatment of animal subjects, or otherwise acting dishonestly in research. (Article II, Section 6)

Cheating. Giving, using, or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise, including unauthorized communication of information.

Examples: (a) copying from another student's paper during a quiz, test, or examination; (b) using "crib" sheets during a quiz, test, or examination; (c) using unauthorized books,

notebooks, study guides, or other devices (e.g., calculators) during a quiz, test, or examination without authorization; (d) receiving unauthorized assistance during a quiz, test, or examination; (e) procuring quizzes, tests, or examinations before the scheduled exercise without authorization; and (e) copying other student's reports, laboratory work, and computer programs or files.

Fabrication and falsification. Unauthorized alteration or invention of any information or citation in an academic exercise.

Examples of fabrication: inventing or counterfeiting data or research procedures to make it appear that the results of several processes are actually the results of a single process.

Examples of falsification: (a) false citation of the source of information; (b) altering the record of or reporting false information about practicum or clinical experiences; (c) altering grade reports or other academic records; (d) submitting a false excuse for absence or tardiness in a scheduled academic exercise; and (e) altering a returned examination paper and seeking re-grading.

Plagiarism. Knowingly presenting the work of someone else's as your own without proper acknowledgement of the source. The sole exception to this requirement is when the ideas or information are common knowledge.

Examples: (a) submitting, as your own work, the work of another student, research assistant, "ghost writer," or commercial writing service; (b) quoting directly from a source without quotation marks and citations; and (c) paraphrasing or summarizing someone else's work without acknowledgement of the source.

Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information which belongs to someone else and that is not acknowledged as such.

Facilitating academic misconduct. Giving or attempting to help someone else commit an act of academic misconduct.

Examples: (a) allowing another student to copy from your paper during a quiz, test, or examination; (b) distributing test questions or substantive information about the material to be tested before the scheduled exercise; (c) collaborating on academic work with the knowledge that the collaboration will not be reported; and (d) taking an examination or test for another student or signing a false name on an academic exercise.

The Department of Applied Behavioral Science assumes that undergraduate and graduate students, and faculty members, instructors, and graduate teaching assistants are responsible for knowing and understanding these guidelines. Ignorance of them is not an adequate defense against charges of academic misconduct. For further information see <http://www2.ku.edu/~clasus/policies/conduct.shtml>

Acknowledgements

Much of this handbook was informed by outstanding work done by Glen White for his own student handbook for his Research Group on Independent Living. Beyond that, it was completed by the department's Graduate Curriculum Committee, composed of Professors Hanley, Madden, Miller, Morris, Roberts, Semb, Thompson, and White, and student representatives Nicole Bickelman, and Katie Schmidt).

APPENDIX A

Master's Degree Course Requirements



Course Requirements:

Students are recommended to take courses in the following order (see the ABS Graduate Student Handbook for more complete descriptions of the requirements and courses):

Year 1: Date Completed

Fall:

- Principles of Behavior 1 (3 credit hrs) _____
 - ABS 796 Laboratory in Behavioral Development and Modification
- Research Methods 1 (3 credit hrs) _____
 - ABS 735 Within-Subjects Research Methodology and Direct Observation
- Legal/Ethical Issues (1 credit hr) _____
 - ABS 841 Legal, Ethical & Professional Issues in Applied Behavioral Science
- Research or Intervention Practicum (3 credit hrs) _____
 - Consult with your advisor on the courses that fulfill this requirement.

Spring:

- Applied Behavior Analysis 1 (3 credit hrs) _____
 - ABS 861 Applied Behavior Analysis
- Conceptual Foundations 1 (3 credit hrs) _____
 - ABS 798 The Analysis of Behavior II: Conceptual Foundations, Advanced Principles, and Contemporary Issues
- Research or Intervention Practicum (3 credit hrs) _____
 - Again, consult with your advisor on the most appropriate class given your interests and career goals.

Year 2: Date Completed

Fall:

- Research or Intervention Practicum (3 credit hrs) _____
 - Consult with your advisor on the most appropriate class
- One of the following courses (3 credit hrs): _____
 - 788, 805, 821, 935, 940, 961
- Thesis Hours (3 credit hrs) _____


Spring:

- Thesis Defense _____
 - This may be done before you have completed all coursework
- Pro-seminar presentation _____
 - This may be done before you begin collecting thesis data

Notes:

- Students completing this course sequence have fulfilled the *coursework* requirements to sit for the BACB certification exam for the credential of *Applied Behavior Analyst*. BACB *Training and Experience* requirements must also be met through Intervention Practica (see www.bacb.com).
- See graduate course listings for other departmental courses which may be taken to meet the 30-hour requirement for the Master of Arts degree in ABSC.

APPENDIX B

The University of Kansas	
Department of Applied Behavioral Science	
Doctoral Degree Requirements	

Preliminary Requirements (after which you are awarded a Master’s degree):

Students are recommended to take their first two years of courses in the following order (see the ABS Graduate Student Handbook for more complete descriptions of the requirements and courses):

Year 1:	Date Completed
----------------	-----------------------

Fall:

- Principles of Behavior I (3 credit hrs)
 - ABS 796 Laboratory in Behavioral Development and Modification _____
- Research Methods I (3 credit hrs)
 - ABS 735 Within-Subjects Research Methodology and Direct Observation (formerly HDFL 803) _____
- Legal/Ethical Issues (1 credit hr)
 - ABS 841 Legal, Ethical & Professional Issues in Applied Behavioral Science _____
- Research or Intervention Practicum (3 credit hrs)
 - Consult with your advisor on the courses that fulfill this requirement. _____

Spring:

- Applied Behavior Analysis I (3 credit hrs)
 - ABS 861 Applied Behavior Analysis _____
- Conceptual Foundations I (3 credit hrs)
 - ABS 798 The Analysis of Behavior II: Conceptual Foundations, Advanced Principles, and Contemporary Issues _____
- Research or Intervention Practicum (3 credit hrs)
 - Again, consult with your advisor on the most appropriate class given your interests and career goals. _____

Year 2:	Date Completed
----------------	-----------------------

Fall:

- Research or Intervention Practicum (3 credit hrs)
 - Consult with your advisor on the most appropriate class _____
- Thesis Hours (3 credit hrs) _____

Spring:

- Thesis Defense
 - This may be done before you have completed all coursework _____
- Pro-seminar presentation
 - This may be done before you begin collecting thesis data _____

Post-Master's Requirements

Course Requirements

In addition to completing the requirements for the Master's degree (page 1), students are required to take one course from each of the categories below. These courses may be taken in any order and may be taken before defending the Master's thesis.

	Date Completed
1. Principles of Behavior II or Conceptual Foundations II (3 credit hrs)	_____
• Any of the following courses meet this requirement: ABSc 821, 921, 931, 935, 951	
2. Research Methods II (3 credit hrs)	_____
○ Any of the following courses meet this requirement: ABSc 710, 940	
3. Applied Behavior Analysis II (3 credit hrs)	_____
○ Any of the following courses meet this requirement: ABSc 788, 805, 961	
4. Research or Intervention Practicum II (3 credit hrs)	_____
○ Consult with your advisor on the courses that fulfill this Requirement	

To earn the Ph.D. that is accredited by the Association for Behavior Analysis (ABA), students are required to take one of the **bolded** courses in each of categories 1-4 (above), and are required to take ABS 921 (in addition to one of the other bolded courses listed in category 1).

The courses that have been pre-approved by the Behavior Analysis Certification Board (BACB) for taking its national exam are in **bold italics**. Students wishing to take that exam for the *Certified Behavior Analyst* credential are strongly encouraged to take these classes.

Students completing the joint Ph.D-M.P.H. degree program should consult with their advisor about which courses are required.

See the ABS *Graduate Student Handbook* for more complete descriptions of the requirements and courses.

Graduate School Requirements:	Date Completed
Residency Requirement: You must be enrolled and on campus for at least 2 semesters to fulfill this requirement.	_____
FLORS Requirement: The ABS graduate student handbook and graduate catalog outline all of the ways you can meet the FLORS requirements. Also, see your advisor.	_____

ABS Requirements:	
Professional Writing Requirement (Written Comprehensives) Students are required to pass three written comprehensives. See the ABS Graduate Student Handbook for a description of this requirement. Students should begin working on the first of these before their Master's thesis.	_____

Three Editorial Critiques: Students are required to write three journal-style reviews of published or unpublished empirical manuscripts. See the ABS Graduate Student Handbook for a complete description of this requirement. Students should begin working on these as soon as they have defended their Master's thesis.

Teaching Requirement:

Students are required to complete a 50% time graduate teaching assistantship for 1 semester at 20 hrs/week or for two semesters at a 25% time appointment (10 hrs/wk).

Percent Appointment	Course	Date Completed
_____	ABSc_____	_____
_____	ABSc_____	_____

Date Completed

Oral Defense of Comprehensive Review Paper

See the ABS Graduate Student Handbook and your advisor for details.

Dissertation Oral Defense

See ABS Graduate Student Handbook and your advisor for details.

Appendix C

THE WRITING REQUIREMENT: PURPOSES, POLICIES, AND PROCEDURES

Department of Applied Behavior Science (ABS)

Overview

The writing requirement is designed to assess your knowledge of, and ability to write about behavioral science. Doctoral students in ABS will write three written comprehensive papers. Each paper has a maximum length of seven (7) double-spaced pages. In each written comp you will provide a brief review of the literature on a topic of relevance to your career goals. The review should be integrative, rather than just a series of abstracts of previously published research. In other words, each study summarized should be thematically related to the last one and should either a) lead the reader to the experimental question(s) that remains to be answered (pre-thesis and pre-dissertation comp papers) or b) demonstrate to the reader that a more comprehensive review paper would be a service to the field (pre-review paper comp).

You are encouraged to complete your first comp before you begin collecting data on their Master's thesis research; the second and third should be completed before your oral comprehensive exam (review paper) and dissertation, respectively. At minimum, you must pass two written comprehensives before you can schedule your oral comprehensive exam and all three before you can defend your dissertation.

Three faculty members will evaluate student's written answers without knowing who wrote the paper. Students will receive a passing grade if two of the three evaluators rate the paper as "acceptable." Like the students, faculty evaluators may remain anonymous, although some may elect to sign their feedback. The department values the writing requirement. There are few independent quality checks where the faculty evaluator does not know the identity of the student. Independent checks provide one mechanism by which the quality of the program is maintained.

Format Requirements

APA format: Font = Times New Roman 12 or CG Times 12

Maximum number of lines per page: 22

Maximum number of pages: 7 (excluding cover page, references)

Each page must have your ID number in the upper right corner (do not include your name).

Comps must be submitted electronically to the comps secretary.

How Faculty Evaluators Are Assigned

Students, in conjunction with their advisors, may request specific faculty evaluators for each question. This should be done in writing, from the advisor to the Comprehensives Committee Chair. Every effort will be made to use these faculty evaluators. However, certain faculty evaluators are sometimes overused and some requests are modified. The Comprehensives Committee Chair considers several factors in assigning papers to evaluators. The Chair...

- attempts to have the student evaluated by as many different evaluators as possible.
- strives to have evaluators read no more than one answer for each student.
- attempts to assign approximately the same number of questions to each regular faculty member, adjusted for their level of appointment.
- sends answers to adjunct and courtesy members of the graduate faculty on a regular basis.
- allows answers that are re-submitted after having been graded "Not Acceptable" (NA) on a previous occasion to be sent to one of the readers who graded it NA and two new readers. In this way, students can tailor revisions to specific feedback, but it will still be evaluated by two readers who have not seen it before.

Revising Answers that Receive Two or Three “NAs”

Frequently, graders do not agree on why an answer is “Not Acceptable.” Furthermore, sometimes it is impossible to re-write the answer to satisfy the concerns expressed by the two or three readers who graded it “NA.” In such circumstances, you can revise the answer to address the specific concerns of a single reviewer. When you re-submit the paper, you can request that it go to a particular reader (A, B, C). The Comps Chair will send it back to the requested reader, together with two new readers. Thus, if you satisfactorily address the original reviewer’s concerns, there is an increased chance that the paper will pass.

Fulfilling the Writing Requirement with Publications, Grant Proposals, Etc.

You have the option of using a publication or grant proposal to satisfy one or more of your written comps. To do this, you must meet all of the following criteria:

- The paper must contain a *critical* review of the literature.
- You must be the first author.
- Your advisor must certify in writing that...
 - he/she supervised the project
 - the project was conducted while you were enrolled in the ABSC program
 - you initiated the project (either individually, or in collaboration with the advisor), conducted the research, and wrote the paper.
- You have submitted a copy of the journal’s editorial peer-review procedures and copies of all peer reviews OR you have submitted a copy of the reviews obtained from the granting agency.
- If the article is “in-press,” you must include documentation from the editor that the article will be published without further revisions.

In nearly all instances, peer-reviewed publications will be approved by the Chair of the Comprehensive Committee without any further faculty review. If the Chair suspects that all requirements of peer-review procedure have not been met, he/she may send the article out to review by three other faculty evaluators.

If you want to use any part of your master’s thesis, class project (e.g., term paper), review paper, or dissertation as one of your writing requirements, you and your advisor must submit to the Comp Committee Chair a written “statement of disclosure” in which you describe how the paper will be substantially different in content and form from the previously submitted work.

Plagiarism

One problem with an “open” system is the possibility of academic misconduct, in particular, plagiarism. While most students do their own work, there have been instances of plagiarism in the past. Portions of the university’s statement on academic misconduct state:

“By the regulations of the University Senate (2.6.1), academic misconduct by a student shall include giving or receiving unauthorized aid in the preparations of reports, or other assignments, or knowingly misrepresenting the source of any academic work. Academic misconduct by an instructor shall include grading students’ work by criteria other than academic performance, and repeated and willful neglect in the discharge of duly assigned teaching duties.”

Sections 2.6.2 – 2.6.5 define the correct modes of treating academic misconduct on the part of the student or the instructor. In particular, Section 2.6.4. states that “every instructor shall make clear, at the beginning of each course, rules for the preparation of classroom assignments, collateral reading, notebooks, or other outside work, in order that students may not, through ignorance, subject themselves to the charge of academic misconduct.”

Section 2.6.5 states, “The following sanctions may be imposed upon a student or instructor for academic misconduct: admonition; warning; censure. In addition, a student may be subjected to: reduction of grade, disciplinary probation, suspension, or expulsions. An instructor may be recommended for suspension or dismissal.”

To avoid possible accusations of plagiarism, reference all sources, including documents written by other students and papers you have written (e.g., writing requirement answers, review paper, master’s thesis). When materials are repeated exactly as they appear in the source, enclose them in quotes. When they are paraphrased or slightly reorganized, they should be cited. It is impossible to define when a source should not be cited. As a general rule, cite a source whenever there is doubt as to its originality. Finally, you should be cautious about overusing paraphrases and quotes. As a general rule, put it your own words unless the original authors’ words are particularly eloquent, noteworthy, or unbelievable.

To avoid unintentional plagiarism, you may request that the Comps Secretary run your paper through TurnItIn.com. The report generated by this service can be used by the student to remove any questionable phrases. This will allow you to sleep easier while the comp is being graded. Instances of plagiarism will result in an automatic Not Acceptable grade and in most cases will result in further disciplinary actions as deemed appropriate by the Comps Committee and your advisor.

Grading and Notification of Grades

The Comps Committee Chair assigns each paper to three readers. The Committee Secretary prepares a package for each reader. The first page prompts readers to grade the answer quickly, or to return it to the Committee if they will be unable to complete it by the due date. (Unfortunately, many readers respond after the due date—readers are located all over the United States, as well as in the ABSC department.) The second page contains an evaluation form with items relating to the style and content of the answer. The Committee Secretary keeps records and distributes information but cannot be expected to expedite the process for any student. Students should be courteous to the Committee Secretary.

If the answer receives two or three “acceptable” ratings, the student passes. If it receives two or three NAs, the student fails. The outcome (pass or fail) is determined once there is consensus between two readers. You and your advisors will be notified of reviewers’ decisions as soon as the outcome (pass or fail) has been determined. You will receive a copy of the paper and all of the evaluation forms. Your advisor will receive a copy of the evaluation forms.

All revised papers are sent back to at least one person who initially graded it NA as well as to two readers who have not yet evaluated it. NA grades are typically accompanied by written feedback that explains why the paper was graded “NA.” If a paper receives two NAs, you may rewrite the answer, revise the question, or answer another question. Remember, revised questions must be approved by your advisor, a second member of the graduate faculty, and the Committee. You and your advisor determine which option to pursue.

If a paper fails twice you may only resubmit it if your advisor writes a letter to the Comps Committee explaining why you should be allowed to resubmit it a third time. If it fails a third time, you must select a different topic.

After passing all three written comps, the Comps Committee Chair sends you and your advisor a formal completion notice. A copy of the notice is also placed in your folder in the ABS office, and a copy is retained by the Comprehensives Secretary.

Confidentiality

Comprehensives files can be accessed by the Committee Secretary, the Chair, and other members of the faculty authorized by the Comprehensives Committee. Members of the Committee do not have access to the files, nor do individual members of the faculty unless authorized by the Committee. Names of reviewers are never released to you or your advisor. Advisors have the right to present the student’s record to the Oral Comprehensive Committee and to the Dissertation Defense Committee.

Appeal Procedures

If you, your advisor, or a reader believes an answer has been graded unfairly, he/she may file a written appeal with the Comprehensives Committee. The Committee will commission an investigation.

Procedures for Students to Follow

1. Provide an electronic version of your paper to the Comprehensives Secretary.
2. If you would like to have the Comprehensives Secretary run your paper through TurnItIn.com before it is formally submitted, please request that before submitting it for grading.
3. It typically takes 3-4 weeks before all grades are returned. Grades are sent out only after the outcome of the answer (pass or fail) has been determined. If you have not heard from the Comp Secretary 30 days after your paper was submitted, you may *politely* inquire about its status. The Secretary will prompt the readers to complete their reviews.

Appendix D

The University of Kansas	
Department of Applied Behavioral Science	
Joint Ph.D./M.P.H. Requirements	

Preliminary Requirements (after which you are awarded a Master’s degree in ABS):

For the Ph.D. in Behavioral Psychology, students are recommended to take their first two years of courses in the following order (see the ABS Graduate Student Handbook for more complete descriptions of the requirements and courses):

(Please see your advisor in the M.P.H. program for guidance as to additional requirements for the M.P.H. degree).

Year 1:	Date Completed
Fall:	
• Principles of Behavior I (3 credit hrs)	_____
○ ABS 796 Laboratory in Behavioral Development and Modification	
• Research Methods II (3 credit hrs)	_____
○ ABS 710 Community Health and Development	
• Legal/Ethical Issues (1 credit hr)	_____
○ ABS 841 Legal, Ethical & Professional Issues in Applied Behavioral Science	
• Research or Intervention Practicum (3 credit hrs)	_____
○ ABS 875 Practicum in Community Health Promotion	
Spring:	
• Applied Behavior Analysis I (3 credit hrs)	_____
○ ABS 861 Applied Behavior Analysis	
• Conceptual Foundations I (3 credit hrs)	_____
○ ABS 798 The Analysis of Behavior II: Conceptual Foundations, Advanced Principles, and Contemporary Issues	
• Research or Intervention Practicum (3 credit hrs)	_____
○ ABS 875 Practicum in Community Health Promotion	

Year 2:	Date Completed
Fall:	
<ul style="list-style-type: none"> • Research Methods I (3 credit hrs) <ul style="list-style-type: none"> ○ ABS 735 Within-Subjects Research Methodology and Direct Observation • Research or Intervention Practicum (3 credit hrs) <ul style="list-style-type: none"> ○ Consult with your advisor on the most appropriate class • Thesis Hours (3 credit hrs) • M.P.H. Required Courses <ul style="list-style-type: none"> ○ Consult with your M.P.H. Advisor 	<hr/> <hr/> <hr/> <hr/>
Spring:	
<ul style="list-style-type: none"> • Thesis defense <ul style="list-style-type: none"> ○ This may be done before you have completed all coursework • M.P.H. Required Courses <ul style="list-style-type: none"> ○ Consult with your M.P.H. Advisor • Proseminar presentation <ul style="list-style-type: none"> ○ This may be done before you begin collecting thesis data 	<hr/> <hr/> <hr/>

Post-Master's Requirements Course Requirements

In addition to completing the requirements for the Master's degree (page 1), students are required to take one course from each of the categories below. These courses may be taken in any order and may be taken before defending the Master's thesis.

	Date Completed
5. Principles of Behavior II or Conceptual Foundations II (3 credit hrs) <ul style="list-style-type: none"> • Any of the following courses meet this requirement: ABSc 821, 921, 931, 935, 951 	<hr/>
6. Research Methods II (3 credit hrs) <ul style="list-style-type: none"> ○ We recommend this community health course to meet this Requirement: ABSc 710 Community Health and Development 	<hr/>
7. Applied Behavior Analysis II (3 credit hrs) <ul style="list-style-type: none"> ○ We recommend this community health course to meet this requirement: ABSc 961 Application of Applied Behavior Analysis in Community Health and Development 	<hr/>
8. Research or Intervention Practicum II (3 credit hrs) <ul style="list-style-type: none"> ○ ABS 875 Practicum in Community Health Promotion 	<hr/>

To earn the Ph.D. that is accredited by the Association for Behavior Analysis (ABA), students are required to take one of the **bolded** courses in each of categories 1-4 (above), and are required to take ABS 921 (in addition to one of the other bolded courses listed in category 1).

The courses that have been pre-approved by the Behavior Analysis Certification Board (BACB) for taking its national exam are in **bold italics**. Students wishing to take that exam for the *Certified Behavior Analyst* credential are strongly encouraged to take these classes.

Students completing the joint Ph.D-M.P.H. degree program should consult with their advisor about which courses are required.

See the ABS *Graduate Student Handbook* for more complete descriptions of the requirements and courses.

ABS Requirements:

Master's Thesis (may be in a topic related to public health)	<hr/>
Professional Writing Requirement	

(Written Comprehensives) Students are required to pass three written comprehensives. These may be in a area related to public health. See the ABS Graduate Student Handbook for a description of this requirement. Students should begin working on these as soon as they have defended their Master's thesis.

Three Editorial Critiques: Students are required to write three journal-style reviews of published or unpublished empirical manuscripts. See the ABS Graduate Student Handbook for a complete description of this requirement. Students should begin working on these as soon as they have defended their Master's thesis.

Teaching Requirement:	Percent Appointment	Course	Date Completed
Students are required to complete a 50% time graduate teaching assistantship for 1 semester at 20 hrs/week or for two semesters at a 25% time appointment (10 hrs/wk).	_____	ABSc_____	_____
	_____	ABSc_____	_____

Date Completed

Oral Defense of Comprehensive Review Paper

This may be a review paper or grant application in an area related to public health. See the ABS Graduate Student Handbook and your advisor for details.

Dissertation Oral Defense

Typically, the outside committee member is from the KUMC Department of Preventive Medicine and Public Health. See ABS Graduate Student Handbook and your advisor for details.

Additional Graduate School Requirements:

Date Completed

Residency Requirement: You must be enrolled and on campus for at least 2 semesters to fulfill this requirement.

FLORS Requirement: We recommend using 3 Required Core Courses in M.P.H. Program (9 hrs. total) to meet your FLORS Requirement.

NOTE: See your advisor in the M.P.H. Program for guidance as to additional requirements for the M.P.H. degree.

APPENDIX E

ABS Graduate Program Evaluation of Progress Toward Degree

Student Name: _____ Date of Admission: _____

Instructions: This form is to be completed by every graduate student in the Department of Applied Behavioral Science. Please complete the form and give it to your advisor. He/she will discuss it with you, verify its accuracy, sign it, and submit it to the Director of Graduate Training.

As you complete the various sections of this form, you may find it helpful to simultaneously complete the cumulative progress chart toward the end of this form. Some students report a sense of satisfaction in marking off boxes on the cumulative progress chart.

This form is cumulative. That is, each year you will *add* information to what you reported the year before. Thus, you should complete this form electronically and save it somewhere where you can find it next year. This will make it very easy to complete the form each year. We anticipate that it will take most student 30 minutes or less to complete this form.

Goals & Context: We ask you to complete this form so that at least once a year each student and his/her advisor will reflect upon the progress made toward obtaining the Master's or Ph.D. degree and toward obtaining a successful career in the behavioral sciences. The form contains information about departmental expectations of each graduate student. These expectations reflect the behaviors, skills acquisition, and pace of students who have successfully completed their degree and been successful outside of graduate school. These expectations include two areas of progress: degree requirements and professional development activities such as would be recorded on your vita. Completing this evaluation form will allow you to see if you are meeting or exceeding our expectations and meeting your own goals. Should your progress fall below expectations, the Graduate Curriculum Committee will work with your advisor to formulate a plan for re-establishing timely progress.

Due Dates:

Your advisor should receive this completed document from you no later than **June 14, 2006**. Your advisor will submit a paper version to the Director of Graduate Training no later than **June 21, 2006**. The Graduate Curriculum Committee (minus student representatives) will review each student's progress and provide written feedback to your advisor before the beginning of the fall semester.

Graduate students are required to complete this form and submit it by the due date. If the completed form is not submitted by the due date the Director of Graduate Training will consult with your advisor to determine if you have withdrawn from the program.

I am completing the...

_____ **ABS requirements**

_____ **HDFL requirements**

I was admitted to the...

_____ **Master's program**

_____ **Doctoral program**

in the _____ **of** _____
(fall/spring/summer) (year)

Certifications:

My signature on the line below certifies that the information provided in this document is, to the best of my knowledge, accurate and complete.

Graduate Student's Signature

Date

My signature on the line below certifies that the information provided in this document is, to the best of my knowledge, accurate and complete.

Advisor's Signature

Date

Advisor comments on student progress (to be completed prior to submitting to the Committee):

Progress Toward the Master's Degree:

Please describe any activities conducted in your first year at KU that are preparing you to successfully complete your Master's degree (complete this section at the end of your first year only).

(Here and below, just type your responses in the blank space. Feel free to add more blank space as needed for longer answers).

Check the appropriate boxes below to indicate those tasks that you have completed. You may use the "notes" sections to provide additional information if you believe this would assist the Committee in evaluating your progress (completing the "notes" sections is not required).

1. Research proposal

- Draft complete Proposal approved by advisor

Notes:

2. Human Subjects Committee/Institutional Animal Care & Use Committee approval

- Proposal submitted Project approved

Notes:

3. Data collection

- Begun Complete

Notes:

4. Data analysis

- Begun Complete

Notes:

5. Document preparation

- Begun Complete

Notes:

6. Defense

- Scheduled Successfully defended Not passed

Notes:

Proseminar Requirement:

If you have given a proseminar presentation, please list the date and title of your presentation (Ph.D. students admitted after fall, 2006 are required to make two proseminar presentations before graduating. Master’s students are required to make just one presentation.).

Date:

Title:

Notes:

Progress on Professional Writing Requirement (Ph.D. students only):

Comp #	Date submitted	Approved? (circle one)		
1		Not returned	Yes	No
2		Not returned	Yes	No
3		Not returned	Yes	No
4		Not returned	Yes	No
5		Not returned	Yes	No
6		Not returned	Yes	No

HDFL Students only

Notes:

Progress on FLORS Requirement (Ph.D. students only): Please list courses and other work (e.g., professional presentations, publications) completed in partial fulfillment of the FLORS requirement. See the Graduate Student Handbook for a complete listing of ways to fulfill the FLORS requirement.

Because the Handbook has not yet been released, here is the language from that document:

The FLORS may be met by (a) proficiency in productive and receptive spoken language other than English or in sign language, (b) reading proficiency in two languages other than English, (c) competence in both computer programming and computer applications, (d) completing three thematically related courses beyond those required to satisfy the doctoral requirements in ABS (e.g., research methods, quantitative methods, epidemiology, health psychology, law, linguistics, rehabilitation, public health, etc.), (e) at least two first-author publications in peer-reviewed journals, or (f) at least three first-author scholarly presentations at professional meetings (no more than one of which may be a poster).

Notes:

Progress on Editorial Critique Requirement (Ph.D. students only):

Critique #	Date completed	Approved by
1		
2		
3		1. 2. 3.

Notes:

Progress on Comprehensive Review Paper (Ph.D. students only):

1. Topic (provide a brief description of your topic)

2. Document preparation

Begun

Complete

Notes:

3. Oral defense

Scheduled

Successfully defended

Not passed

Notes:

Progress Toward Dissertation:

Check the appropriate boxes below to indicate those tasks that you have completed, and provide additional comments that may assist the committee in evaluating your progress.

1. Research proposal

- Draft complete Proposal approved by advisor

Notes:

2. HSC/IACUC approval

- Proposal submitted Project approved

Notes:

3. Data collection

- Begun Complete

Notes:

4. Data analysis

- Begun Complete

Notes:

5. Document preparation

- Begun Complete

Notes:

6. Defense

- Scheduled Successfully defended Not passed

Notes:

Professional Development (all students)

Please identify *your* professional development accomplishments at KU. Your entries should reflect categories that appear on your curriculum vita. Note that grant proposals and publications, particularly first-authored studies with original data, should be given the highest priority for those pursuing academic or research careers. Once the activity is completed, it should be recorded on your vita. For publications and presentations, please use APA format.

- A. PUBLICATIONS (List only those papers that are submitted, in press, or published.):

- B. GRANT PROPOSALS (list title and status of all grants that you assisted in writing or wrote to support your research):

- C. PRESENTATIONS/PAPERS/WORKSHOPS (List only those that have been presented by the date this document was submitted.):

- D. COMMUNITY AND PUBLIC SERVICE
(e.g., 2005-2006. Technical Assistance, Partnership for Children, Lawrence, KS. Providing help with strategic planning and evaluation to a community coalition for the promotion of positive child outcomes.)

- E. TEACHING EXPERIENCE
(e.g., 2006. Teaching Assistant, ABSC 100: Introduction to Behavioral Science. Brief [1 to 2 sentences] summary of duties)

- F. CONSULTANTSHIPS (editorial reviewing; paid consultation)
(e.g., 2006. Guest reviewer, *Journal of Applied Behavior Analysis*: 1 manuscript)
(e.g., 2006. Consultant, Kauffman Foundation. Evaluating the Baseline program used to promote community awareness of substance abuse issues and involvement in prevention activities)

- G. AWARDS (list award name, awarding agency, and date received):

- H. OTHER (please specify):

- I. Please attach a copy of your updated vita.

Committee evaluation:

- Committee commends the student for their progress
- Student is making adequate progress
- Student is not making adequate progress

Committee notes and recommendations:

ABS MA Requirements

NAME: Model Student

Thesis Defense					■				
Pro-seminar presentation					■				
Intervention practicum				■	■				
Thesis Hours				■	■				
Elective course (ABS 788, 805, 821, 848, 940, or 961)					■				
Conceptual foundations (ABS 798)		■	■	■	■				
Applied Behavior Analysis (ABS 861)		■	■	■	■				
Research practicum	■	■	■	■	■				
Ethics (ABS 841)	■	■	■	■	■				
Research methods I (ABS 735)	■	■	■	■	■				
Principles I (ABS 796)	■	■	■	■	■				
	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su
	Year 1			Year 2			Year 3		

ABS MA Requirements

NAME: _____

Thesis Defense									
Pro-seminar presentation									
Intervention practicum									
Thesis Hours									
Elective course (ABS 788, 805, 821, 848, 940, or 961)									
Conceptual foundations (ABS 798)									
Applied Behavior Analysis (ABS 861)									
Research practicum									
Ethics (ABS 841)									
Research methods I (ABS 735)									
Principles I (ABS 796)									
	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su
	Year 1			Year 2			Year 3		

Directions: Shade box when each requirement has been satisfied. Lightly Shade the row in subsequent semesters. Student has met all graduation requirements when a column is completely shaded.

ABS PhD Requirements

NAME: Model Student

Dissertation defense																			
FLORS requirement																			
Defense of review paper																			
Pro-seminar presentation II																			
Teaching requirement																			
Critique 3																			
Critique 2																			
Critique 1																			
Written comprehensive 3																			
Written comprehensive 2																			
Written comprehensive 1																			
Residency requirement																			
Research or Intervention practicum II																			
Applied Behavior Analysis II (ABS 788, 805, or 961)																			
Research methods II (ABS 710, 940)																			
Princ. II or Conc. found. II (ABS 821, 921, 931, 935, or 951)																			
Thesis Defense																			
Pro-seminar presentation I																			
Intervention practicum																			
Thesis Hours																			
Conceptual foundations (ABS 798)																			
Applied behavior analysis (ABS 861)																			
Research practicum																			
Ethics (ABS 841)																			
Research methods I (ABS 735)																			
Principles I (ABS 796)																			
	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	
	Year 1			Year 2			Year 3			Year 4			Year 5			Year 6			

ABS PhD Requirements

NAME: _____

Dissertation defense																		
FLORS requirement																		
Defense of review paper																		
Pro-seminar presentation II																		
Teaching requirement																		
Critique 3																		
Critique 2																		
Critique 1																		
Written comprehensive 3																		
Written comprehensive 2																		
Written comprehensive 1																		
Residency requirement																		
Research or Intervention practicum II																		
Applied Behavior Analysis II (ABS 788, 805, or 961)																		
Research methods II (ABS 710, 940)																		
Princ. II or Conc. found. II (ABS 821, 921, 931,935, or 951)																		
Thesis Defense																		
Pro-seminar presentation I																		
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Applied behavior analysis (ABS 861)																		
Research practicum																		
Ethics (ABS 841)																		
Research methods I (ABS 735)																		
Principles I (ABS 796)																		
	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su
	Year 1			Year 2			Year 3			Year 4			Year 5			Year 6		