FITCHBURG STATE UNIVERSITY

New Graduate Course Proposal

Form Procedure
To share the form with others prior to Submitting choose the **Save Progress** option at the bottom.
Create a PDF of the saved form go to Print and choose Save as PDF copy rather than print.
To access the saved form for editing or to finalize submission visit forms.fitchburgstate.edu to log in and view your Pending/Drafts under My Forms.

Course Title

Course Title: * Supervised Experiential Learning in ABA I

Proposed Banner Abbreviation: * Sup Exp Learn ABA I

Banner limit of 30 characters, including punctuation, spaces, and special characters.

Department/Committee Information

The main contact person for the Graduate Curriculum Committee should fill out this form.

Requestor Name: * Robert Shapiro

Members of the Graduate Curriculum Committee: Lynn D'Agostino, Dustin Halterman, Denise Sargent, Jescah Apamo-Gannon, Kimberly Bennett, Nermin Bayazit, Robert Shapiro

Department / Unit Developing: * Education

Department Chair: * Dr. Denise Sargent — dsargen5@fitchburgstate.edu

Academic Dean: Dr. Mojdeh Bayat — mbayat@fitchburgstate.edu

Program Chair: The Program Chair for this request is among the people listed above.
* ◉ Yes
○ No

Graduate Program: * Guided Studies - Applied Behavior Analysis

The above program would be responsible for scheduling, staffing & assessing this course.

Course Information

Course Description

*This course prepares learners for a career in the field of Applied Behavior Analysis. Learners will engage in a minimum of 45 hours of development and implementation of various behavior analytic strategies under the direct supervision of a Board Certified Behavior Analyst (BCBA), and will provide evidence of the strategies they have developed and implemented. Additionally, learners will engage in the initial steps of a thesis project, in which they identify a topic of interest, conduct a thorough literature review, and develop a research question that includes the potential effect of at least one behavior analytic independent variable on at least one behavioral dependent variable.

Course Objectives

Rationale and expected outcomes of offering the Course

*This course is a necessary component in the accreditation standards going into effect in 2032, and will allow our students to meet the requirements to sit for the exam to become a Board Certified Behavior Analyst.

What are the Learning Outcomes for the Course?

Number of Credits: *3

Discipline Prefix or Prefixes: *SPED

Brief rationale if more than one prefix:

Level of Course: *
- ○ 7000
- ● 8000
- ○ 9000

Brief rationale for level choice::
*Consistent with other courses in the ABA program

The course will be:
- ☑ Requirement
- ☐ Elective

Elective or Requirement Note/Special:

Is there a similar undergraduate course? *
- ○ Yes
- ● No

Does this course affect offerings in any other department or program? *
- ● Yes
- ○ No

Please explain how it may affect other offereings
this course may result in fewer students taking EDUC 9300

Course Enollment

Expected Average Enrollment: *25

This course is a replacement for: Course # / Name

Has the course been offered previously as a "Topics" course? *
- ○ Yes
- ● No

Is this an Extended Campus Course? *
- ○ Yes
- ● No

Which semester will this course be offered for the first time?: *Fall 2027

How often thereafter to be offered?:
*Yearly in the Fall

Course Requirements

Prerequisite course(s) if any: SPED 8013, SPED 8028, SPED 8029

Additional Requirements

Laboratory Hours:

Fieldwork Hours: 45

Pre-Practicum Hours:

Practicum Hours:

Other Requirements (specify):   Must have an identified and approved field experience site prior to registration

Syllabus Upload

New Course Syllabus Upload: Syllabus - Experiential Learning I.docx

Signatures

*Click on the **Submit Form** button at the bottom of the page after you have signed the form.*
You should receive an email confirmation that your signature has been completed.

*   ...3638353132

Robert Shapiro   11/20/2025
Requester Signature   Date

*   ...3933393134

Moideh Bayat   11/24/2025
Academic Dean Signature   Date

*   ...3732373839

Denise Sargent   11/20/2025
Department Chair Approval   Date

*   ...3139313730

Becky Copper Glenz   11/25/2025
SGOCE Dean Signature   Date

Graduate Council
The Graduate Council Chair Signature indicates that the Council has discussed this proposal and has decided it should move forward.

*

_____
Graduate Council Chair Signature   Date

Notifications

*

_____
SGOCE Dean Initials   Date

*

_____
Reviewed by the Registrar: Date

_____
Approval of the President   Date

FITCHBURG STATE UNIVERSITY

Comprehensive Syllabus

SPED XXXX
Supervised Experiential Learning I – 3 Credit Hours

Instructor:
Office:
Office Hours:
Telephone:
E-mail:

COURSE DESCRIPTION:

This course prepares learners for a career in the field of Applied Behavior Analysis. Learners will engage in a minimum of 45 hours of development and implementation of various behavior analytic strategies under the direct supervision of a Board Certified Behavior Analyst (BCBA), and will provide evidence of the strategies they have developed and implemented. Additionally, learners will engage in the initial steps of a thesis project, in which they identify a topic of interest, conduct a thorough literature review, and develop an introduction section to their thesis project which includes an exploration of the potential effect of at least one behavior analytic independent variable on at least one behavioral dependent variable.

Before registering for this course, you MUST have a field placement and a supervising BCBA identified, and have had this placement approved by the Chair of the Fitchburg State Applied Behavior Analysis program. If you do not, please contact the instructor IMMEDIATELY regarding next steps.

TEXTS:

No texts are required for this experience; required reading will be determined based on field placement site and research interest, with specific collaboration between field supervisor, course instructor, and learner.

LEARNING OUTCOMES/OBJECTIVES:

By taking this course, learners will become proficient in:
- Designing and implementing procedures consistent with the concepts and principles of Applied Behavior Analysis
- Interacting with recipients of Applied Behavior Analytic services and other stakeholders in a manner that is professional, ethical, and culturally aware
- Completing an annotated bibliography and conducting a comprehensive literature review in a behavior analytic topic of interest
- Developing an introductory section of a thesis project, including a project proposal based on a comprehensive literature review

INSTRUCTIONAL STRATEGIES*:*

__	Lecture/Presentation	X	Data Collection and Analysis
X	Discussion/Questioning		Pre-Practicum
__	Laboratory	X	Role Playing/Simulation
X	Problem Finding/Solving	X	Independent Learning
X	Discovery	__	Field Trip
__	Interviewing	X	Computer Application
__	Collaborative Learning Groups	X	Viewing or Listening Followed by
__	Reflective Response		Discussion
__	Creating Visual Illustrations of Concepts	X__	Other____Experiential Learning_____

TECHNOLOGY INITIATIVES:

Users of the Fitchburg State University computer systems are subject to all applicable federal, state, and international computer laws. Questions regarding regulations may be directed to the Office of Information Technology.

Candidates will utilize technology as:

- a research tool;
- a communication method (email, Blackboard);[1]
- a data analysis and graphing tool (Excel); and
- a tool for presentation and teaching (PowerPoint).

COURSE REQUIREMENTS:

Timely Submission of Assignments: All candidates are responsible for meeting required deadlines on projects and assignments; your ability to complete tasks in a timely fashion demonstrates professional maturity and an ability to organize and manage time.

o You are expected to have all work completed by the date listed on the syllabus. You are also expected to perform all internship duties as scheduled, to arrive on time, and to remain for the entire time. You are also expected to take the initiative to seek out your supervisor in the event that there is a cancellation or change in schedule, to assure that you accumulate the required number of hours for this experience.

SPECIFIC ASSIGNMENTS:

1. **Experiential Learning Process (40%)**

You will be responsible for meeting with and being supervised by your field supervisor on at least a weekly basis. While there is no minimum amount of time per week you must overlap with your supervisor, the course requirement is for you to be directly supervised for a total of at least 45 hours, and you must acquire at least 45 hours to receive credit for this requirement. You will be responsible

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[1] Please note that emails will be sent out to class members throughout the semester using FSU student addresses

for documenting the date, start time, and end time for each encounter with your supervisor, as well as what activities you engaged in during the encounter.

2. **Experiential Learning Portfolio (30%)**
    You will complete a professional portfolio that outlines the specific activities you took part in and any products you produced, and which includes work samples. The focus of this portfolio is to provide you with hard evidence of the skills you have acquired, and tools that you can generalize to other areas of your career. You will be expected to report on progress towards your portfolio on two occasions (roughly 33% and 67% through your internship experience).

3. **Annotated Bibliography and Research Proposal (30%)**
    You will develop an annotated bibliography of a behavior analytic area of personal or professional interest, and use that annotated bibliography to develop a comprehensive introduction section to a thesis project, including a question of interest that includes at least one behavior analytic independent variable and at least one behavioral dependent variable.

FIELD-BASED REQUIREMENTS:

As a member of the Fitchburg State University academic community, in the field of Applied Behavior Analysis, it is critical to recognize that your actions during this course are a direct reflection on Fitchburg State University and the field of Applied Behavior Analysis. Professionalism, ethical behavior, and respect for diversity are expected at all times, and will be a primary determinant in how you are evaluated.

EVALUATION OR GRADING POLICY:

Assignment 1 – Experiential Learning Process	40%
Assignment 2 – Experiential Learning Portfolio	30%
Assignment 3 – Research Proposal	30%

**FITCHBURG STATE
UNIVERSITY
GRADUATE GRADING
SYSTEM**

4.0	95 - 100	A
3.7	92 - 94	A-
3.5	89 - 91	A-/B+
3.3	86 - 88	B+
3.0	83 - 85	B
2.7	80 - 82	B-
2.5	77 - 79	B-/C+
2.3	74 - 76	C+
2.0	71 - 73	C
0.0	0 - 70	F

W	Withdrawn	
IN	Incomplete	
IP	In-Progress	

COURSE CONTENT/TOPICAL OUTLINE

Date	Activities	Assignments
Week 1	● Meet with course teacher and field supervisor ● Review of expectations ● Complete field experience hours	
Week 2	● Supervision by field supervisor ● Complete field experience hours	● **Develop and submit area of interest** ● Generate evidence for portfolio
Week 3	● Supervision by field supervisor ● Complete field experience hours	● Annotated Bibliography – at least two articles ● Generate evidence for portfolio
Week 4	● Supervision by field supervisor ● Complete field experience hours	● Annotated Bibliography – at least two articles ● Generate evidence for portfolio
Week 5	● Supervision by field supervisor ● Meet with course instructor and field supervisor ● Complete field experience hours	● Annotated Bibliography – at least two articles ● Generate evidence for portfolio ● **First six articles of Annotated Bibliography due**
Week 6	● Supervision by field supervisor Complete field experience hours	● Annotated Bibliography – at least two articles ● Generate evidence for portfolio
Week 7	● Supervision by field supervisor ● Complete field experience hours	● Annotated Bibliography – at least two articles ● Generate evidence for portfolio
Week 8	● Supervision by field supervisor ● Complete field experience hours	● Annotated Bibliography – at least two articles ● Generate evidence for portfolio
Week 9	● Supervision by field supervisor ● Complete field experience hours	● Annotated Bibliography – at least two articles ● Generate evidence for portfolio

Week 10	• Supervision by field supervisor • Meet with course instructor and field supervisor • Complete field experience hours	• Generate evidence for portfolio • **Final annotated bibliography (at least 14 articles) due**
Week 11	• Supervision by field supervisor • Complete field experience hours	• Develop question for exploration • Generate evidence for portfolio
Week 12	• Supervision by field supervisor • Complete field experience hours	• Begin development of thesis introduction • Generate evidence for portfolio
Week 13	• Supervision by field supervisor • Complete field experience hours	• Continue development of thesis introduction • Generate evidence for portfolio
Week 14	• Supervision by field supervisor • Complete field experience hours	• Complete development of thesis introduction • **Final portfolio due** • **Supervision log due** • **Thesis introduction due**

Fitchburg State University encourages all Extended Campus students to take advantage of our online student services. We have created a "virtual student center" just for you. Here you will find access to Counseling Services, Career Services, The Student Activity Center, the university bookstore and many other helpful links. You can access our student center by going to the university homepage at http://www.fitchburgstate.edu and clicking on Offices and Services. Scroll down and click on Extended Campus Center. You will find links to Library Services, our Virtual Student Center and other important information.

FITCHBURG STATE UNIVERSITY
DISTANCE LEARNING & EXTENDED CAMPUS LIBRARY SERVICES

The Amelia V. Gallucci-Cirio Library at Fitchburg State University provides a full range of library services for all students, including:
- Borrowing privileges (books, course reserves, a/v materials, and equipment)
- Document delivery (books mailed to your home)
- Interlibrary Loan (books and articles from other libraries)
- Research Help via: phone, email, 24/7 chat, video call, and in-person
- Library Instruction online and in-person at extended campus sites

Questions about library services can be directed to the E-Learning & Instruction Librarian, at ext. 3062 or dllibrary@fitchburgstate.edu. For more information about library services for online and distance learning students, go to http://fitchburgstate.libguides.com/dlservices.

Currently registered students may access any of the library's subscription databases to find peer reviewed articles, books and ebooks, news articles, and multimedia sources with FalconSearch on the library's homepage: https://fitchburgstate.edu/library. A subject specific research guide is available in all your Blackboard courses with links to recommended library resources. Your Fitchburg State University credentials are required to login and access these resources. If you do not know your university login credentials or if you have any problems logging in, contact the university's Technology Help Desk at 978-665-4500 or helpdesk@fitchburgstate.edu. The Library can issue you a temporary guest login to access the library's databases while the Technology Department sets up your account: contact us at 978-665-3062 or dllibrary@fitchburgstate.edu.

All registered Fitchburg State University students are eligible for a Fitchburg State University OneCard ID which also serves as your library card. If you have not received your OneCard yet, you can still access the library's resources as long as you have your university login credentials.

UNIVERSITY AND EDUCATION UNIT POLICIES

Policy on Disability

 Disability Services is the primary support system for students with disabilities taking classes in the day and evening divisions. The office is located on the third floor of the Hammond Building and can be reached at 978-665-4020 (voice/relay). If you need course adaptations or accommodations because of a disability, if you have emergency medication information, or if you need special arrangements in case the building must be evacuated, please make an appointment at the beginning of the course to talk with me. It is important that the issues relating to disabilities be discussed with me as soon as possible.

Attendance and Participation

1. As an emerging professional, you are expected to attend every class session, to be on time, and to communicate with the instructor regarding any absences. Absences and tardiness may result in a permanent grade change. Attendance is mandatory.

2. Participation in class discussions and cooperative groups is expected. All candidates are responsible for meeting required deadlines on projects and assignments; your ability to complete tasks in a timely fashion demonstrates professional maturity and an ability to organize and manage time. Completion of assigned reading is imperative to your individual development as a professional.

3. All of these behaviors regarding attendance, preparation, and meeting deadlines are critical for successful teaching and thus are factored into the final grade.

Education Unit Computer Literacy Requirement

All assignments must be typed, doubled-spaced, and use APA format when appropriate. Refer to Internet Resources for Writing on the Fitchburg State University website for assistance.

You are expected to use word processing for all assignments (unless otherwise instructed). [If your course has other requirements list those also, e.g., 'You are expected to use e-mail for dialogues with other class members, to examine the use of software in the field, and to use the Internet to obtain information, ideas and resources.']

Cellular Telephones and Other Devices
Kindly turn-off cellular telephones during class time and field experiences and place them in book bags or purses. Please no texting in class. It reflects negatively upon you as a developing professional. Once class begins and if use of the laptop is not required, all laptops should be closed during class time so that your full attention can be focused on your colleagues and the discussion or lecture in progress. If you prefer to take class notes on your laptop, please inform the instructor. You are on your honor to be focused on note taking and not on e-mail, Facebook or other technological enterprise not germane to the class in progress. Thank you in advance for your consideration of colleagues and students.

Grade Appeal
If you disagree with the evaluation of your work or believe an improper grade has been assigned, an appeal may be followed. Please discuss the matter with the instructor and refer to the Fitchburg State University Grade Appeal Policy in the university catalog.
https://www.fitchburgstate.edu/academics/courses-registration/university-catalog

Academic Integrity Policy
The faculty in the Education Unit at Fitchburg State University that work submitted in fulfillment of course requirements will be solely that of the individual candidate and all other sources will be cited appropriately. University Academic Integrity Policy, as outlined in the University Catalogue, will be strictly adhered to.

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