

EDF 6224 SUPERVISION AND MANAGEMENT FLUENCY

3 Semester Graduate Course Credit Hours

BACB 5th Edition Task List/QABA Competency Standards

30 Hours Personnel Supervision and Management (BACB)

15 Hours Behavior Change Procedures (BACB)

30 Hours Training and Supervision / 15 Hours Skill Acquisition (QABA)

Syllabus Effective Date: Fall 2023

Prerequisites

Students must be eligible to enroll in Master's level courses and have completed EDF 6225 with a B or higher.

Course Description.

This course provides students with the applied knowledge for personnel supervision and management when implementing Applied Behavior Analysis. Students will establish clear procedures and approaches to personnel management and improved client outcomes via precise data collection. The content is based on the Behavior Analyst Certification Board (BACB) 5th edition Task List and the Qualified Applied Behavior Analysis Credentialing Board (QABA) Qualified Behavior Analyst (QBA) Competency Standards (see below under Topics Covered). This course serves as only one in a series of courses that prepares students to apply for the Board Certified Behavior Analyst (BCBA) exam or the Board Certified Associate Behavior Analyst (BCaBA) exam or the Qualified Behavior Analyst (QBA).

Course Format/Type

This course is 100% Online. Students will be required to participate in weekly online videoconference style classes. In addition, students are required to access supporting documents from the Internet including the syllabus, assignments, and assessments. Weekly attendance in either live or recorded sessions is mandatory and proctored using the online educational platform provided by the University of West Florida.

Course Learning Outcomes

1. Define each vocabulary term related to personnel supervision and management and behavior change procedures as evidenced by weekly quizzes and active student responding.
2. Identify concepts related to appropriate goals and interventions (when appropriate) related to Topics covered as evidenced by 100% fluency via weekly quizzes.
3. Select strategies based on identified concepts related to specific intervention strategies (when appropriate) under topics covered as evidenced by 100% fluency via weekly quizzes.
4. Solve programming considerations using ABA concepts identified in personnel Supervision and Management task list items.
5. Synthesize required readings with independently located research papers to defend and evaluate performance monitoring, feedback, and reinforcement systems under Topics Covered, relating to real-life scenarios and examples as evidenced by at least 82% score on discussion post rubrics.
6. Maintain concepts under Topics Covered via cumulative assessments throughout the course sequence and final exams.

Topics Covered

BACB Task List G. Behavior-Change Procedures

G-1	Use positive and negative reinforcement procedures to strengthen behavior.
G-2	Use interventions based on motivating operations and discriminative stimuli.
G-3	Establish and use conditioned reinforcers.
G-4	Use stimulus and response prompts and fading (e.g., errorless, most-to-least, least-to-most, prompt delay, stimulus fading).
G-5	Use modeling and imitation training.
G-6	Use instructions and rules.
G-7	Use shaping.
G-8	Use chaining.
G-9	Use discrete-trial, free-operant, and naturalistic teaching arrangements.
G-10	Teach simple and conditional discriminations.
G-11	Use Skinner's analysis to teach verbal behavior.
G-12	Use equivalence-based instruction.
G-13	Use the high-probability instructional sequence.
G-14	Use reinforcement procedures to weaken behavior (e.g., DRA, FCT, DRO, DRL, NCR).
G-15	Use extinction.
G-16	Use positive and negative punishment (e.g., time-out, response cost, overcorrection).
G-17	Use token economies.
G-18	Use group contingencies.
G-19	Use contingency contracting.
G-20	Use self-management strategies.
G-21	Use procedures to promote stimulus and response generalization.
G-22	Use procedures to promote maintenance.

BACB Task List H. Selecting and Implementing Interventions

H-1	State intervention goals in observable and measurable terms.
H-2	Identify potential interventions based on assessment results and the best available scientific evidence.
H-3	Recommend intervention goals and strategies based on such factors as client preferences, supporting environments, risks, constraints, and social validity.
H-4	When a target behavior is to be decreased, select an acceptable alternative behavior to be established or increased.
H-5	Plan for possible unwanted effects when using reinforcement, extinction, and punishment procedures.
H-6	Monitor client progress and treatment integrity.
H-7	Make data-based decisions about the effectiveness of the intervention and the need for treatment revision.
H-8	Make data-based decisions about the need for ongoing services.
H-9	Collaborate with others who support and/or provide services to clients.

BACB Task List I. Personnel Supervision and Management

I-1	State the reasons for using behavior-analytic supervision and the potential risks of ineffective supervision (e.g., poor client outcomes, poor supervisee performance).
I-2	Establish clear performance expectations for the supervisor and supervisee.
I-3	Select supervision goals based on an assessment of the supervisee's skills.
I-4	Train personnel to competently perform assessment and intervention procedures.
I-5	Use performance monitoring, feedback, and reinforcement systems.
I-6	Use a functional assessment approach (e.g., performance diagnostics) to identify variables affecting personnel performance.
I-7	Use function-based strategies to improve personnel performance.
I-8	Evaluate the effects of supervision (e.g., on client outcomes, on supervisee repertoires).

QABA Skill Acquisition Programming (D)

1	Treatment plan protocol (e.g., goal writing, mastery criteria measures, targets, maintenance, generalization, skill acquisition domains)
2	Topography vs. function
3	Prompts (e.g., hierarchy, procedures, fading, types, prompt dependency)
4	Schedules of reinforcement
5	Stimuli usage (e.g., control, transfer, and threats)
6	Error correction procedures
7	Skill implementation strategies
8	Imitation training
9	Behavior chain procedures
10	Self-management procedures
11	ABA-based instructional methodologies (e.g., PRT, NET, DTT, incidental teaching)
12	Stimulus equivalence

QABA Training and Supervision

1	Fidelity (i.e., treatment and procedural)
2	Documentation (e.g., report writing, training, supervision)
3	Mediator analysis (e.g., environmental assessment, sociocultural background, religious affiliations)
4	Training procedures (e.g., behavior skills training, parent training)
5	Sociocultural values

Required Texts and Materials

Reid, D.H., Parsons, M.B., & Green, C.W. (2021). *The Supervisors Guidebook: Evidence-Based Strategies for Promoting Quality and Enjoyment Among Human Service Staff*. (2nd ed.). Charles C Thomas Pub Ltd. ISBN-10 0398093601

Grading System

Points will be allocated using the following weighted system

1. Participation in weekly assignments (10% of final grade)
2. Quizzes (20% of final grade)
3. Exams (25% of final grade)
4. Papers (20% of final grade)
5. Final Project (25% of final grade)

Exams

All exams are cumulative and are available on the UWF eLearning system. Computers must be able to take the exam using a lock-down browser and monitor.

Assignments

Content hours earned towards BACB requirements and QABA requirements have been carefully calculated. If a student neither attends the live virtual class nor views the recorded lectures for each week, a 10% response cost to the final grade will be administered for each missed session or recording. If 3 or more class sessions are missed, this will result in an automatic (F) failing grade assigned for the course. Students must also complete weekly assignments to receive a passing grade in the course. Assignments submitted beyond one week from the due date will not receive points, but assignments still must be placed in eLearning by the end of the course in order to earn a passing grade. If any assignments are not submitted to eLearning by the end of course, a 10% response cost to the final grade per missing assignment will be administered. If 3 or more assignments are missed, this will result in an automatic (F) failing grade assigned for the course.

Virtual Class

Our students have choices in attendance and participation: Students are encouraged to attend all live, real-time, class sessions. If students cannot attend live, they must watch the recording each week, in addition to any other pre-recorded lectures.

Grading scale

A	92-100
A-	90-91
B+	88-89
B	82-87
B-	80-81 An 82% or higher is required for courses with prerequisites in the program
C+	78-79
C	72-77
C-	70-71
D	60-69
F	59 or below

Incomplete grades (I) will not be given except under very extreme circumstances. Please see the UWF catalog for rules about Incomplete grades

Special Technology Requirements

Each student is expected to activate a MyUWF account and access it 2-3 times per week and access their UWF email account 2-3 times per week. Students will need broadband internet (laptop or desktop computer preferred) via a compatible web browser (complete list in Canvas). Students are expected to participate in the online learning environment by downloading files from Canvas and uploading and attaching files to send to others. Students will need audio input, built-in, or external computer speakers, as well as an internal or external webcam (recommended) in order to actively participate in the on-line live classroom and check ins.

ITS offers support to online students via phone (850.474.2075), online request form, and through email (helpdesk@uwf.edu) for non-Canvas (eLearning) questions or problems. Visit the [Help Desk website](#) to learn more about their resources and services.

Other support links

- Canvas Support Hotline (Open 24/7) - 1-844-866-3349
- CR Institute Help Desk - institute-support@centralreach.com
- [New to UWF?](#)
- [Computer Specifications for eLearning \(Canvas\)](#)
- [MyUWF & ArgoNet](#)
- [Computer Security](#)
- [Files Storage](#)
- [Google Apps](#)
- [Internet Access](#)
- [Software](#)
- [Student Guide](#) (helpful links to various technology support topics organized by tool)

Student Accessibility Resources

The University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged. Prior to receiving accommodations, you must [register with Student Accessibility Resources](#) and submit a semester request each semester. Appropriate academic accommodations will be determined based on the documented needs of the individual. For information regarding the registration process, visit [the SAR website](#), e-mail sar@uwf.edu or call 850.474.2387.

Expectations for Academic Conduct

The Student Code of Conduct sets forth the rules, regulations, and expected behavior of students enrolled at the University of West Florida. Violations of any rules, regulations or behavioral expectations may result in a charge of violating the Student Code of Conduct. It is the student's responsibility to read the Student Code of Conduct and comply with these expectations. The Student Code of Academic Conduct defines various forms of academic misconduct including cheating and plagiarism and describes the process for addressing allegations of academic misconduct. More information and links to the University regulations governing both student conduct and academic conduct can be found on the Dean of Students website listed under the Office of Student Rights and Responsibilities

UWF maintains a university license agreement for an online text matching service called Turnitin. At our discretion, we may use the Turnitin service to evaluate the originality of student papers. We also may employ other services and techniques to evaluate your work for evidence of appropriate authorship practices as needed.

Respondus LockDown Browser is a client-based application that "locks down" a computer or device during an online exam delivered on a third-party assessment platform, such as a Learning Management System (LMS). [Privacy information for Respondus LockDown Browser.](#)

Respondus Monitor is a companion product for LockDown Browser that enables students to record themselves with a webcam and microphone during an online exam. The recordings and other data from the exam session are processed automatically; summary information is provided to the instructor, such as if the student left the video frame during the exam session. [Privacy information for Respondus Monitor.](#)

Military and Veterans' Resource Center The [UWF Military & Veterans Resource Center \(MVRC\)](#) serves as a leading campus advocate for military and veteran students, working to ensure the needs of these individuals are met through coordinating with multiple university offices and services. The center provides assistance with the following: GI Bill ® education benefits, active duty tuition assistance, out-of-state fee waiver, tutoring, paper reading, counseling, disability accommodations, coordinating academic advising, and referral to state /federal resources and services. The MVRC is located in bldg. 38. For more information on MVRC service, call 474-2550.

Mental Health Support

At the University of West Florida, we recognize that to learn, thrive, and flourish, you may need a little assistance. Please take advantage of the free resources online or on campus.

- For health concerns, contact Student Health Services at (850) 474-2172.
- For mental health or substance use concerns, contact Counseling and Psychological Services at 850-474-2420.
- For 24/7 crisis counseling, call 850-474-2420 and press option 6.

All students are encouraged to utilize Therapy Assistance Online (TAO) to strengthen skills to cope with anxiety, depression, stress management, and more. TAO is an interactive web-based self-help program that is available 24/7. Access TAO anonymously at uwf.edu/tao.

If you feel like you need somewhere to talk anonymously to others who can support you, peer support is available to all students 24/7 via TogetherAll. TogetherAll is an online community where members are anonymous and can share how they are feeling and support each other. Learn more and join TogetherAll at uwf.edu/togetherall

Mental Health is one aspect of holistic health, which encompasses all of the eight wellness dimensions. The eight dimensions do not have to be equally balanced. Instead, you should strive to achieve your own authentic personal harmony. You have unique goals, priorities, and aspirations. You determine how to live your best life. ArgoWell is here to help you make the healthy choice, the easy choice, and support you in your wellness journey. [Meet ArgoWell](#)

Discrimination or Harassment Reporting

The University of West Florida faculty members are committed to supporting students and upholding the University's non-discrimination and harassment policies. Under Title IX, discrimination and harassment based upon sex or gender (including sexual violence and sexual misconduct) are prohibited. If you experience an incident of sex/gender-based discrimination or harassment, you do not have to go through the experience alone. Know that while you may talk to a faculty member, understand that as a "Responsible Employee" of the University, the faculty are required to notify the University's Title IX Coordinator so that support services can be provided to you. If you would like to speak with someone confidentially, you may schedule an appointment with the UWF's Counseling and Psychological Services at (850) 474-2420. This service is free for students. Faculty can also help direct you, or you may refer to the [University's Title IX website](#).

Emergency Information and Course Continuity Statement:

In the case of severe weather or another emergency, the campus might be closed and classes canceled. Official closures and delays are announced on the UWF website and broadcast on WUWF-FM.