

GRADUATE STUDENT HANDBOOK



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PERSONNEL DIRECTORY

Position	Name	Office	Telephone
Department Chair	Edward K. Morris	Dole 4020	864-0519
Directors of Graduate Training	Florence D. DiGennaro Reed	Dole 4056	864-0521
	Derek D. Reed	Dole 4048	864-0504
Graduate Secretary	Andrea Noltner	Dole 4007	864-0503
Department Accountant	Monica McKinney	Dole 4001E	864-0505
Comprehensives Secretary	Rita Trybom	Dole 4001	864-0501

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 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.

BRIEF 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, the HDFL department 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 and third into a line of developmental and cognitive research, and the fourth 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, many of which were earned by individuals who would go on to be leaders in the field of behavior analysis. Recognizing this achievement, the Society for the Advancement of Behavior Analysis honored the Department with its award for "Enduring Programmatic Contributions to Behavior Analysis." The award was accepted on behalf of all faculty members by Don 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/policy/graduate/> 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/funding/internal/>.

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/funding/internal/>.

KU ORIENTING INFORMATION

<http://www.graduate.ku.edu/orientation/>

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 this handbook, as well as in the Graduate Catalog (see <http://www.catalogs.ku.edu/graduate/index.shtml>). 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.studenthealth.ku.edu/>

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.

DEPARTMENTAL INFORMATION

Departmental Expectations of Graduate Students:

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 (6 hrs in the summer). 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 not unusual.
 - When readings are assigned, you must read them before the next class meeting because you may be tested on their content and will be 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. 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. Courses in which you earn a C- are considered failed courses and will not count toward completion of your degree. If your cumulative graduate GPA falls below a 3.0 you cannot graduate with a Master's or Ph.D. degree.
- 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.

"If I am anything, which I highly doubt, I have made myself so by hard work"

Sir Isaac Newton (1642-1727) Scientist, mathematician

*"Labor is the fabled magician's wand, the philosophers stone,
and the cap of good fortune"*

James W. Johnson (1871-1938), American Writer, Diplomat

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 advisor will assist you in selecting required and elective courses, developing research projects, and preparing for Ph.D. requirements (e.g., selecting the topic of your Written and Oral Comprehensive Exam). 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 your advisor. 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 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. The College requires that you maintain full-time enrollment in the summer as well (6 hours).

Practica:

In addition to your courses, 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.

Pro-seminar Requirement:

Graduate students are expected to attend pro-seminar sessions when they are scheduled throughout the Fall and Spring semesters. These are usually scheduled for Friday afternoons at 3:30. Pro-seminars are typically presentations given by graduate students (see next paragraph), faculty members, and visiting scholars.

As part of your Master's degree requirements, you will be required to present the results of your research (basic, applied, or conceptual) at a weekly pro-seminar meeting. The presentation must be comparable to that which would be given at a professional conference (not a panel discussion). You should be ready to field questions from your peers and the faculty in attendance.

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 from the ABS Graduate Secretary. You should be aware that the College has strict deadlines 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. Your committee members must be approved in writing by the college before you defend your Master's thesis.

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.

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.graduate.ku.edu/~etd/>.

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 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.

Two weeks prior to your defense, you need to provide your committee members with the final draft of your thesis, including all figures and tables. Should a member of the thesis committee request further documentation of any aspect of the research process (e.g., completed data sheets or a contact person at the research site), this request will be honored.

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.

After a successful defense. Provided that you pass your defense, you will have all committee members sign a title page that contains lines for their signature. Give these title/acceptance pages to the graduate secretary after the defense meeting.

Often a thesis committee will ask that you make some changes to the document before it is submitted to the College. You must be enrolled in at least 1 credit hour of thesis credit while making changes to your thesis. Should you take longer than 6 months to complete the changes to your thesis, you must enroll in 3 credit hours per semester until the revised thesis is completed.

Once 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/>.

You must also have at least one copy of your thesis bound; however, most students have a second copy bound to place on their bookshelf for posterity. You are required to submit to the Department one bound and one unbound copy of your thesis (give these to the graduate secretary). Finally, you will need to pay your fees to the Graduate School (see 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 & Enrollment Information:

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. The number of hours in which you need to enroll depends on whether or not you have completed your Written and Oral Comprehensive Exam (described in detail below). Before you have passed your Written and Oral Comprehensive Exam you are required to enroll in at least 6 credit hours each spring and fall semester and at least 3 hrs over the summer. After you have (a) completed your required coursework, (b) successfully defended your Written and Oral Comprehensive Exam, and (c) have completed 18 hrs of post-Comprehensive Exam credit, you can enroll in as few as 1 hour per semester of dissertation credit. The number of credit hours in which you are enrolled should accurately reflect your 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.

Students Admitted with a Master's Degree:

Transferring credits and your Master's thesis. If you were admitted to the program having taken graduate courses at another university, you are still required to complete all of the ABS coursework and other requirements for the Ph.D. which are outlined in Appendix B (including courses taken before the Master's degree). However, you may request that your prior graduate courses count as fulfilling a portion of the ABS coursework as long as you earned a grade of A or B (B- is not good enough). For example, you are required to take a Principles of Behavior class (ABSC 796) in the ABS program, but may have already completed a comparable graduate course at another university. If this is the case, then 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). Here are some important rules and regulations you should consider before submitting your request:

- You may not request to waive a course with one you took 6 or more years earlier.
- You may not substitute distance- or continuing-education courses for KU graduate coursework.
- Up to 6 hours of your transfer credits (8 hours if you earned your undergraduate degree from KU) can be counted as fulfilling the course *credits* requirements of the M.A. or Ph.D. degrees. These hours cannot be the last hours needed for your degree.
 - Although credits will transfer and fulfill some course requirements, students are still required to earn from KU the credit hours required for a graduate degree:
 - M.A.: 12 hours of content courses plus 3 hrs of practicum
 - Ph.D.: 24 hours of content courses plus 6 hrs of practicum
- All transfers are approved at the discretion of the instructor of the comparable ABS course and the Director of Graduate Training.
- You may not submit a petition if you are beyond your first year *and* you have not submitted an annual progress evaluation in the preceding academic year.

An empirical Master's thesis successfully defended at another university will be accepted at KU if (a) your adviser reads the thesis and finds that it meets the standards of the ABS department and (b) the Graduate Curriculum Committee votes with a simple majority to accept the recommendation of your advisor. Your adviser should document this in a letter addressed to the ABS Director of Graduate Training.

Pro-seminar requirements. Students admitted with a Master's degree are required to complete two pro-seminar presentations (see below). We recommend that your first presentation be given in your first year, and that the topic of your presentation be the research you conducted for your Master's degree.

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 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 Behavior Analyst Certification Board (BACB) certification after meeting your Master's requirements, you must ensure that your practicum courses meet the BACB requirements (e.g., supervision by a Board Certified Behavior Analyst, allocation of hours to a variety of professional activities, record keeping, etc.). Because the BACB standards change periodically, you should check their website for the latest information at www.bacb.com.

Pro-seminar I Requirement:

Graduate students are expected to attend pro-seminar sessions when they are scheduled throughout the Fall and Spring semesters. These are usually scheduled for Friday afternoons at 3:30. Pro-seminars are typically presentations given by graduate students (see next paragraph), faculty members, and visiting scholars.

As part of your master's degree requirements, you are required to present the results of your research (basic, applied, or conceptual) at a weekly pro-seminar meeting. The presentation must be comparable to that which would be given at a professional conference (not a panel discussion). You should be ready to field questions from your peers and the faculty in attendance.

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 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 from the ABS Graduate Secretary. You should be aware that the College has strict deadlines 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. Your committee members must be approved in writing by the college before you defend your Master's thesis.

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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.graduate.ku.edu/~etd/>.

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 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.

Two weeks prior to your defense, you need to provide your committee members with the final draft of your thesis, including all figures and tables. Should a member of the thesis committee request further documentation of any aspect of the research process (e.g., completed data sheets or a contact person at the research site), this request will be honored.

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.

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You must also have at least one copy of your thesis bound; however, most students have a second copy bound to place on their bookshelf for posterity. You are required to submit to the Department one bound and one unbound copy of your thesis (give these to the graduate secretary). Finally, you will need to pay your fees to the Graduate School (see the same website).

What's Next?

Students are free to begin working on Ph.D. level coursework and other requirements even before they have defended their Master's thesis. However, students will not be allowed to continue working toward their Ph.D. if they have not passed their Written and Oral Comprehensive Exam within two years of the date they successfully defended their Master's thesis (see below).

Obtaining the Ph.D. degree requires the successful completion of the following task (each of which is described in more detail below):

- Additional coursework (9 credit hours) and practica (at least 3 credit hours) are required (see Appendix B)
- Fulfill your FLORS requirement
- Pass your written & oral comprehensive examination
- Second pro-seminar requirement
- Fulfill the department's teaching requirement
- Pass three editorial critiques
- Dissertation defense

Foreign Language or Research Skills (FLORS) Requirement:

The Graduate School requires that you demonstrate proficiency in a Foreign Language or Research Skills (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,
A student whose native language is not English may use the native language to fulfill the FLORS requirement only if the language is considered an adequate research tool in Applied Behavioral Science.
- (b) reading proficiency in two languages other than English,
Same as above.
- (c) competence in both computer programming and computer applications,
Competency is determined by the Graduate Committee at the student's request after the student submits a programming/applications portfolio prior to taking the written and oral comprehensive exam.
- (d) completing three thematically related graduate-level courses (summing to at least 8 credit hours) beyond those required to satisfy the ABS doctoral requirements (e.g., research methods, quantitative methods, epidemiology, health psychology, law, linguistics, rehabilitation, public health, etc.),
All three of the courses may have been completed at another university before coming to KU, but the Graduate Secretary will need an official copy of your transcripts showing passing grades from those courses before the FLORS requirement is fulfilled via option d.

Example:

- o Research Skill in Inferential Statistics:
 - PSYC 790 Statistical Methods in Psychology I **or** PRE 811 Analysis of Variance
 - PSYC 791 Statistical Methods in Psychology II **or** PRE 904 Regression Analysis
 - PSYC 889 Applied Nonparametric Statistics **or** any other advanced statistics class taught in Psychology (e.g., 893, Multivariate Analysis)
- (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 (the work presented must have been entirely completed while at KU).

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.

Written & Oral Comprehensive Examination

A doctoral aspirant is required to complete a comprehensive exam (described below) with a grade of at least *Satisfactory* within a two year period of the Master's thesis defense or the date of admission to the Ph.D. program (having previously completed a Master's degree). Failure to obtain a satisfactory grade within this two year period is grounds for dismissal from the graduate program. If the aspirant receives a grade of *Unsatisfactory*, the examination may be repeated (after 90 days with departmental approval), but the student must receive at least a *Satisfactory* grade within the two year timeline outlined above. The written and oral comprehensive exam may not be taken more than a total of three times.

The doctoral student must fulfill the FLORS requirement before defending the written and oral comprehensive exam. Some students who enter with a Master's degree awarded by another university may find it difficult to complete their FLORS and comprehensive exam in 2 years. If this is true of you, you will need to petition the ABS Graduate Committee to allow you an additional semester/year. Please note that these petitions will not be granted if the student is not in good standing (i.e., receiving ratings of "Adequate Progress" or above on your year-end progress evaluation).

Written and oral comprehensive exam committee. Your committee is composed of five 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 this 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. Forming the committee is your responsibility and should be done with the advice and consent of your advisor.

Changing committee members. You may choose to replace members of your written and oral comprehensive exam 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.

Description of the written portion of the comprehensive exam. In preparation for the oral comprehensive exam, the student will write a research proposal paper which will include a critical and *comprehensive* review of the research literature relevant to the research question(s) posed. The topic of the research proposal paper is chosen by the student with the guidance of his/her advisor.

The written product may take two forms: an APA formatted research proposal paper or a NIH formatted grant proposal. Both formats must include the following:

- Introduction (Background & Significance)
 - A well-integrated, comprehensive, critical review of the literature relevant to the topic. This should logically lead to a well reasoned rationale for the research question and the study proposed.
 - There is no upper or lower range of pages that may be required to complete this section – some literatures are vast and some are much smaller. The doctoral aspirant should ensure he/she has provided a comprehensive literature review of the topic he/she has chosen for the dissertation. Where the directly relevant literature is small, the aspirant should work with his/her advisor to identify related literatures that would inform the dissertation.
 - NIH and other granting agencies frequently place a page limit on proposals. If the aspirant is not confident that the Background & Significance section of the proposal provides a comprehensive review of the literature relevant to the topic, then he/she should exceed the granting agencies page limit for the purposes of the written comprehensive exam.
- Methods
 - The proposed methods must demonstrate the student’s knowledge of within-subjects, repeated measures, and/or single-subject research methodology. The aspirant should propose research methods that exert as much experimental control as possible given the constraints of the setting.
 - Behavioral measures should address issues of verification (e.g., inter-observer agreement) where appropriate.
- Data Analysis Plan
 - The proposal should include a detailed plan for data analysis (e.g., assessing for autocorrelation, statistical analysis of time-series data, etc.).

Description of the oral portion of the comprehensive exam. In preparation for the oral exam, the aspirant will provide the comprehensive exam committee members with a copy of the written exam (i.e., the literature review and research proposal paper) at least two weeks before the oral defense date. Should a member of the committee request further documentation of any aspect of the paper (e.g., copies of the articles reviewed), this request will be honored.

Before the oral defense of the comprehensive exam you must complete paperwork with the Graduate Secretary and the College. This must be completed months in advance of your defense date so that the College may approve your application and committee members before you sit for your oral comprehensive exam.

During the oral comprehensive exam committee members may ask the aspirant any questions about behavioral science (broadly defined).

The defense is passed if a majority of 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. Please remember that you must earn a passing grade (or higher) within 2 years of the date of your thesis defense or 2 years after being admitted to the program with a Master's degree. If this deadline is not met, you will be dismissed from the graduate program.

Pro-seminar II Requirement:

Before you defend your doctoral dissertation you will be required to present the results of your research at a weekly pro-seminar meeting. The presentation must be comparable to that which would be given at a professional conference (not a panel discussion). You should be ready to field questions from your peers and the faculty in attendance.

Teaching Requirement:

To fulfill the department's teaching requirement, students must complete Option A or B before they can defend their dissertation. Students planning to apply for faculty positions after leaving KU are strongly encouraged to select Option B.

- **Option A:** The student must...
 - complete either one 0.5 (20 hrs/wk) or two 0.25 GTA positions (students who do not receive a stipend for this must enroll in 6 credit hours of ABSC 941 [Teaching & Conference]),
 - be the primary instructor for a minimum of two instructional sessions (e.g., lectures or the presentation of materials to practicum students) in the course for which they are serving as a GTA (the student is responsible for developing the materials presented in these instructional sessions),
 - obtain numeric student evaluations of teaching efficacy (the graduate student's name must appear on the student evaluation questionnaire),
 - attend two teaching-relevant brown-bag sessions hosted by the Center for Teaching Excellence (CTE),
 - write a statement of *philosophy of teaching* (often required when applying for faculty positions), and...
 - submit these materials with a statement from the student's advisor indicating that all of the above requirements have been met.
- **Option B:** The student must...
 - complete either one 0.5 (20 hrs/wk) or two 0.25 GTA positions (students who do not receive a stipend for this must enroll in 6 credit hours of ABSC 941 [Teaching & Conference]),
 - earn a B or higher in LA&S 792 (a 3 credit hour college teaching course taught by CTE).
 - write a statement of *philosophy of teaching* (often required when applying for faculty positions), and...
 - obtain numeric student evaluations of teaching efficacy (the graduate student's name must appear on the student evaluation questionnaire).

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. The second of these critiques needs to 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 third 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.

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 dissertation 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 dissertation committee is your responsibility and should be done with the advice and consent of your advisor.

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.graduate.ku.edu/~etd/ETDDissDirections.pdf>. After you have completed all revisions of your dissertation, you should have it bound. Binding information may be found at <http://www.graduate.ku.edu/~etd/binding/>.

Dissertation defense. Before defending your dissertation you must complete paperwork with the Graduate Secretary and the College. This must be completed months in advance of your defense date so that the College may approve your application and committee members before you defend your dissertation.

Two weeks prior to your defense, you need to provide your committee members with the final draft of your dissertation, including all figures and tables. If a member of the dissertation committee requests further documentation of any aspect of the research process (e.g., completed data sheets or a contact person at the research site), this request will be honored.

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.

After a successful defense. Provided that you pass your defense, you will have all committee members sign a title page that contains lines for their signatures. Give these title/acceptance pages to the Graduate Secretary after the defense meeting.

Often a dissertation committee will ask that you make some changes to the document before it is submitted to the College. You must be enrolled in at least 1 credit hour of dissertation credit while making these changes. Should you take longer than 6 months to complete the changes to your dissertation, you must enroll in 3 credit hours per semester until the revision is completed.

Once these changes are made and you have your advisor's approval, you will electronically submit your dissertation to the College. This process is described at: <http://www.graduate.ku.edu/~etd/>.

You must also have at least one copy of your dissertation bound; however, most students have a second copy bound to place on their bookshelf for posterity. You are required to submit to the Department one bound and one unbound copy of your thesis (give these to the Graduate Secretary). Finally, you will need to pay your fees to the Graduate School (see the same website).

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

ABSC 796 Laboratory in Behavioral Development and Modification: The Analysis of Behavior I (Principles of Behavior 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 710 Research Methods II – 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)

Non-Coursework Requirements for the Ph.D. in Behavioral Psychology:

Students are required to complete all non-course requirements of the Ph.D. degree, as outlined in the rest of this *Handbook*. These requirements include (but may not be limited to):

- Master's Thesis
- Written and Oral Comprehensive Exam
- Residency Requirement (2 semesters)
- FLORS Requirement (9 hrs of M.P.H. Required Courses or petition)
- Editorial critiques (3 manuscript reviews)
- Teaching Requirement
- 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 (9 credit hours in the fall and spring semesters, 6 hrs in the summer) until you have completed your written and oral comprehensive exam. Before you have passed your written and oral comprehensive exam you are required to enroll in at least 6 credit hours each spring and fall semester and at least 3 hrs over the summer. After you have (a) completed your required coursework, (b) successfully defended your written and oral comprehensive exam, and (c) have completed 18 hrs of post-comprehensive exam credit, you can enroll in as few as 1 hour per semester of dissertation credit. The number of credit hours in which you are enrolled should accurately reflect your use of department resources and faculty time. If you are off-campus, not seeing an advisor, but submitting 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. 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.

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 your doctoral degree after the date of your 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 D. 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 Training.

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. If you are readmitted, all time spent in graduate school at KU before your readmission will count toward the time limits imposed by the College (8 yrs to Master's and 10 yrs to Ph.D.).

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 a 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 students 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>

BAER, WOLF, & RISLEY AWARD

This award recognizes one graduate student per year for his/her outstanding academic performance; high quality and quantity of research output; and service to the department, profession, and our community. The award recipient receives a plaque and recognition at the May graduation ceremony.

APPENDIX A

The University of Kansas	
Department of Applied Behavioral Science	Master's Degree Requirements

Course Requirements:

Students are required to take a total of 30 credit hours before graduating. At least 12 of these hours must be in content coursework and at least 3 hours of research or intervention practicum are required. Graduate students are expected to enroll in 9 credit hours per semester. The department recommends taking courses in the following order (see the KU Graduate Catalog for more complete descriptions of the requirements and courses):

Year 1:	Date Completed
Fall (10 hrs):	
• Principles of Behavior 1 (3 credit hrs)	_____
○ ABSC 796 Laboratory in Behavioral Development and Modification	_____
• Research Methods 1 (3 credit hrs)	_____
○ ABSC 735 Within-Subjects Research Methodology and Direct Observation	_____
• Legal/Ethical Issues (1 credit hr)	_____
○ ABSC 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 (9 hrs):	
• Applied Behavior Analysis 1 (3 credit hrs)	_____
○ ABSC 861 Applied Behavior Analysis	_____
• Conceptual Foundations 1 (3 credit hrs)	_____
ABSC 798 Conceptual Foundations of Applied Behavioral Science	_____
• 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:	
Fall (9 hrs):	
• Research or Intervention Practicum (3 credit hrs)	_____
○ Consult with your advisor on the most appropriate class	_____
• We recommend that you take one 3-credit ABSC course that complements your line of study (this is not a requirement).	_____
• Thesis Hours (3-6 credit hrs)	_____
Spring (9 hrs):	
• Research or Intervention Practicum (3 credit hrs)	_____
○ Consult with your advisor on the most appropriate class	_____
• Thesis Hours (6 credit hrs)	_____
• Pro-seminar presentation	_____

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	
Ph.D. Degree Requirements	

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

Students are required to take a total of 30 credit hours before earning their M.A. At least 12 of these hours must be in content coursework and at least 3 hours of research or intervention practicum are required. Graduate students are expected to enroll in 9 credit hours per semester. The department recommends taking courses in the following order (see the KU Graduate Catalog for more complete descriptions of the requirements and courses):

Year 1:	Date Completed
Fall (10 hrs):	
• Principles of Behavior I (3 credit hrs)	_____
○ ABSC 796 Laboratory in Behavioral Development and Modification	
• Research Methods I (3 credit hrs)	_____
○ ABSC 735 Within-Subjects Research Methodology and Direct Observation (formerly HDFL 803)	
• Legal/Ethical Issues (1 credit hr)	_____
○ ABSC 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 (9 hrs):	
• Applied Behavior Analysis I (3 credit hrs)	_____
○ ABSC 861 Applied Behavior Analysis	
• Conceptual Foundations I (3 credit hrs)	_____
○ ABSC 798 Conceptual Foundations of Applied Behavioral Science	
• 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 (9 hrs):	
• Research or Intervention Practicum (3 credit hrs)	_____
○ Consult with your advisor on the most appropriate class	
• If you plan to complete the FLORS through coursework, this would be a good time to take a course or two (3 courses required).	
• Thesis Hours (3-6 credit hrs)	_____
Spring (9 hrs):	
• Research or Intervention Practicum (3 credit hrs)	_____
○ If you plan to complete the FLORS through coursework, this would a good time to take another class.	
• Thesis Hours (6 credit hrs)	_____
• Pro-seminar presentation	_____

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 900, 921, 931, 935	
2. Research Methods II (3 credit hrs)	_____
○ Any of the following courses meet this requirement: ABSC 710, 805, 940	
3. Applied Behavior Analysis II (3 credit hrs)	_____
○ Any of the following courses meet this requirement: ABSC 788, 802, 821, 961	
4. Research or Intervention Practicum II (at least 3 credit hrs)	_____
○ Consult with your advisor on the courses that fulfill this Requirement	
5. Dissertation Hours (at least 3 credit hrs)	_____

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 wishing to complete the Ph.D. program accredited by the Association for Behavior Analysis should take ABSC 921 (History & Systems) as well as one off the **bold** or **bold-italicized** courses listed in each of the categories above.

See the University of Kansas Graduate Catalog 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:

Written & Oral Comprehensive Exam

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.

Pro-seminar Requirement:

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). See Handbook for further details.

ABSC_____

ABSC_____

Dissertation Oral Defense

See ABS Graduate Student Handbook and your advisor for details.

APPENDIX C

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

Course 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:

Written & Oral Comprehensive Exam _____

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.

_____**Proseminar Requirement:** _____**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). See Handbook for further details.

Percent Appointment	Course	Date Completed
_____	ABSC_____	_____
_____	ABSC_____	_____

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 D

ABS Graduate Program Evaluation of Progress Toward Degree Version 2.0

Student Name: _____

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 by **June 1**.
- 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.
- Please include with your materials a copy of your updated vita and your KU arts form.

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 have 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.

Consequences: 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. If you are still pursuing the degree and decline to submit a progress report then any requests, petitions, etc. that you make of the Director of Graduate Training will be refused.

Date this form was completed by the student and submitted to the advisor:

I am completing the...

_____ ABS requirements _____ HDFL requirements

I was admitted to the...

_____ Master's program _____ Doctoral program

in the _____ of _____, therefore I have been a graduate student
(fall/spring/summer) (year) for _____ years.

_____ I anticipate defending my dissertation and completing all Ph.D. requirements by the end of next year's spring semester. Therefore, I would like to be considered for the Baer, Wolf, & Risley Outstanding Graduate Student Award. (Please submit a copy of your vita along with your progress report.)

Extensions:

If the graduate school has granted you additional time to complete your degree, please indicate the date of every extension and the amount of time that was granted:

Leaves of Absence:

If the graduate school has granted you a leave of absence at any time, please provide dates of the leave below.

Certifications & Advisor Comments:

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):

Some students have an advisor of record in the ABS department and a functional advisor elsewhere (e.g., at your practicum site). If you have a functional advisor, please ask them to provide comments on your progress below:

Coursework:

Please indicate the coursework you have completed or received approval to waive.

Course	Date Completed	Grade
• Principles of Behavior I (3 credit hrs) <ul style="list-style-type: none">◦ ABS 796	_____	_____
• Research Methods I (3 credit hrs) <ul style="list-style-type: none">◦ ABS 735 Observation (formerly HDFL 803)	_____	_____
• Legal/Ethical Issues (1 credit hr) ABS 841	_____	_____
• Research or Intervention Practicum (3 credit hrs)	_____	_____
• Applied Behavior Analysis I (3 credit hrs) <ul style="list-style-type: none">◦ ABS 861	_____	_____
• Conceptual Foundations I (3 credit hrs) <ul style="list-style-type: none">◦ ABS 798	_____	_____
• Research or Intervention Practicum (3 credit hrs)	_____	_____
• Research or Intervention Practicum (3 credit hrs)	_____	_____
• Thesis Hours – Credit Hrs Completed: _____	_____	_____
Doctoral Students:		
• Principles of Behavior II or Conceptual Foundations II (3 credit hrs)	_____	_____
• Research Methods II (3 credit hrs)	_____	_____
• Applied Behavior Analysis II (3 credit hrs)	_____	_____
• Research or Intervention Practicum II (3 credit hrs)	_____	_____
• Dissertation Hours – Credit Hrs Completed: _____	_____	_____

Progress Toward the Master's Degree:

FIRST YEAR STUDENTS: Please describe any activities conducted in your first year at KU that are preparing you to successfully complete your Master's degree (e.g., research projects designed or underway).

EVERYONE ELSE:

If you have completed your Master's degree, simply circle YES on the last line below

Progress Toward the Master's Thesis	Date Completed	
Idea for the project decided on and approved by advisor:	YES	NO
IRB or IACUC approval received	_____	
All data collected	_____	
Primary data analyses completed	_____	
Initial draft of complete thesis submitted to your advisor:	YES	NO
Final draft of thesis submitted to your advisor:	_____	
Thesis defense date _____		
Thesis Successfully Defended:	YES	NO

If you have not yet defended your thesis, please provide a timeline for the completion of each remaining milestone below. Most graduate students will have defended their thesis by the end of their 3rd year.

Pro-seminar Requirement:

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

Date: _____ *Title:* _____

Date: _____ *Title:* _____

If you have yet to complete all pro-seminar presentations, please provide a timeline below for completing them.

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

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

If you have not completed all of your editorial critiques, please outline your timeline for completing the remaining critiques.

Progress on Student Teaching:

The college requires that you complete a half-time teaching assistantship (20 hrs/wk) for one semester. Have you completed this?

YES NO

If you circled NO, please indicate the semester in which you plan to complete this requirement.

Progress Toward Dissertation:

Task Completed	Date Completed
IRB or IACUC approval obtained	_____
Data collected	_____
Data completely analyzed	_____
First draft of complete dissertation submitted to advisor	_____
Dissertation completed and submitted to advisor	_____

If you have completed your master's degree but have yet to defend your dissertation, please briefly describe your timeline for completing each of the major milestones of this project.

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.

Inadequate Progress:

If you were asked to create a timeline last year because the Committee determined that you were making less-than-adequate progress, then you are required to revisit that timeline now (all others may skip this page). If needed, the graduate secretary will provide you with a copy of the timeline you submitted last year.

In the space below, list all of the milestones that were on your timeline and indicate if each was completed on time. Please list as milestones only those things that we can objectively verify (e.g., thesis defended). Don't list minor events that would be difficult to document (e.g., completing the literature review of your thesis).

Milestone (e.g., 2 nd comprehensive exam)	Proposed Completion Date	Actual Completion Date
--	-----------------------------	---------------------------

Committee Evaluation:

The Committee evaluates the progress you have made in the last year and the progress that you have made overall. Barring unusual circumstances, students are considered to be making adequate progress if they have successfully completed their Master's thesis in three years and their dissertation is successfully defended in six years. The Committee will also comment on your professional development (e.g., publications, presentation, grant writing, etc.).

Progress Made this Year:

Committee commends the student for their progress

Adequate progress with some commendation

Student is making adequate progress

Not quite adequate progress

Student is not making adequate progress

Progress Made Since being Admitted:

Committee commends the student for their progress

Adequate progress with some commendation

Student is making adequate progress

Not quite adequate progress

Student is not making adequate progress

Progress Made Toward Professional Development:

Committee commends the student for their progress

Adequate progress with some commendation

Student is making adequate progress

Not quite adequate progress

Student is not making adequate progress

Committee Notes & 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)

ABS PhD Requirements

NAME: Model Student

Dissertation Defense																			
Pro-seminar presentation II																			
Teaching requirement																			
Critique 3																			
Critique 2																			
Critique 1																			
Written & Oral Comprehensive Exam																			
FLORS requirement																			
Research or Intervention practicum II																			
Applied Behavior Analysis II																			
Research methods II (ABS 710, 940)																			
Princ. II or Conc. found. II																			
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													
	Year 1			Year 2			Year 3			Year 4			Year 5						

ABS PhD Requirements

NAME:

Dissertation Defense																		
Pro-seminar presentation II																		
Teaching requirement																		
Critique 3																		
Critique 2																		
Critique 1																		
Written & Oral Comprehensive Exam																		
FLORS requirement																		
Research or Intervention practicum II																		
Applied Behavior Analysis II																		
Research methods II (ABS 710, 940)																		
Princ. II or Conc. found. II																		
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												
	Year 1			Year 2			Year 3			Year 4			Year 5					