

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. That is, a majority of the committee must be comprised of ABS faculty with "Regular" status, with at least a 10% appointment (see <http://www.absc.ku.edu/faculty/>). 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.

APPENDIX A



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 (9 hrs):	
<ul style="list-style-type: none"> • Principles of Behavior 1 (3 credit hrs) <ul style="list-style-type: none"> ○ ABSC 796 Laboratory in Behavioral Development and Modification • Research Methods 1 (3 credit hrs) <ul style="list-style-type: none"> ○ ABSC 735 Within-Subjects Research Methodology and Direct Observation • Legal/Ethical Issues (3 credit hrs) <ul style="list-style-type: none"> ○ ABSC 841 Legal, Ethical & Professional Issues in Applied Behavioral Science 	_____ _____ _____
Spring (9 hrs):	
<ul style="list-style-type: none"> • Applied Behavior Analysis 1 (3 credit hrs) <ul style="list-style-type: none"> ○ ABSC 861 Applied Behavior Analysis • Conceptual Foundations 1 (3 credit hrs) <ul style="list-style-type: none"> ○ ABSC 798 Conceptual Foundations of Applied Behavioral Science • Research or Intervention Practicum (3 credit hrs) <ul style="list-style-type: none"> ○ Again, consult with your advisor on the most appropriate class given your interests and career goals. 	_____ _____ _____
Year 2:	Date Completed
Fall (9 hrs):	
<ul style="list-style-type: none"> • Research or Intervention Practicum (3 credit hrs) <ul style="list-style-type: none"> ○ 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):	
<ul style="list-style-type: none"> • Research or Intervention Practicum (3 credit hrs) <ul style="list-style-type: none"> ○ 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.