

***MASTER DEGREES (MEd, MA, MS)
IN SPECIAL EDUCATION***

&

GRADUATE CERTIFICATES

Program Information and Student Handbook

Revised, July 2024

TABLE OF CONTENTS

<u>Program Goals and Objectives</u>	P. 3
<u>Initial Teacher Certification</u>	P. 3
<u>Special Education Admission Requirements</u>	P. 4
<u>College and Graduate Studies Program Requirements</u>	P. 4
<u>Minimum Requirements for Degree</u>	P. 5
<u>Program Area Coursework M.Ed. & M.A.</u>	P. 6
<u>Program Area Coursework M.S</u>	P. 7
<u>Online Programs & Contacts</u>	P. 9
<u>On-Campus Programs & Contacts</u>	P. 10
<u>Graduate Certificates</u>	P. 11
<u>Frequently Asked Questions</u>	P. 15
<u>Comprehensive Exam & Thesis Requirements</u>	P. 16

MASTER'S DEGREE IN SPECIAL EDUCATION

Program Goals and Objectives

The program provides advanced study in special education with an emphasis on serving learners with mild and moderate disabilities and the gifted. Course offerings and program content are organized so that participants develop a perspective about special education within a variety of contexts (e.g., individual, group, historical, and cultural) and across a range of educational environments (e.g., school, community, family). Specific emphasis is placed on empirically validated best practices.

The Special Education Department at MU offers three Master's degree options: a M.Ed., M.A. and M.S. (ABA program only). The M.A. and M.S. degree have more specific emphasis on research and are designed to prepare the student to evaluate and conduct research and related activities. The M.Ed. degree places an emphasis on preparing certified practitioners to engage in specialized best practices. All degree programs are designed to meet the following objectives.

Students who complete the Master's Degree will develop:

1. An understanding of the historical, legal, and scientific foundations that influence current practices, trends, and issues in special education;
2. Research and writing skills that enable them to propose, review and evaluate research in the professional literature, and translate research into practices;
3. Assessment and evaluation skills for designing, implementing, and evaluating instruction and intervention programs for students who display learning and/or behavioral difficulties or other exceptionalities
4. An understanding of the interactive context of families, community, schools, and society and their impact on students with exceptionalities;
5. Collaboration and leadership skills that promote active participation in the professional community; and
6. Advanced knowledge across the discipline and within area(s) of specialization.

Initial Teacher Certification

Students who desire initial certification should contact the certification office at (573) 882-2184 in 109 Hill Hall (email: cehdcertification@missouri.edu) for information regarding this process. (See the following website for the initial teacher certification process: <https://education.missouri.edu/degrees-programs/certification/> .)

Students will typically need to take extensive additional coursework to fulfill initial certification requirements.

Special Education Admission Requirements

1. Pre-requisites:
 - A completed baccalaureate degree
 - GPA of 3.0 (on a 4.0 scale) or higher in the last 60 hours of undergraduate coursework
2. Students must complete all graduate school and program application materials by the deadline posted to ensure enrollment in preferred term, contingent upon acceptance.
3. Students may be required to complete an interview with special education faculty.
4. Students whose native language is not English are required to take a language test with a minimum performance score of:
 - a score of 100 or better on the TOEFL;
 - a grade band score of 7 or better on the IELTS taken within the past two years;
 - a score of 66 or better on the PTE; or
 - a score of 190 or better on the Cambridge English C1 Advanced.

College and Graduate Studies Program Requirements

Credit Transfer from Another Institution – Students may transfer no more than 20 percent of the number of credit hours required for a student's degree from another institution into a MU Master's program. (See guidelines for additional details at: <http://gradstudies.missouri.edu/academics/graduation-requirements/masters-grad-requirements.php>). Students must take a minimum of 24 hours from MU.

Post-Baccalaureate Coursework - Students may take courses prior to being formally accepted into a Master's program. However, only up to 12 hours can be applied toward the Master's program requirements with the approval of their program advisor.

Retention - To remain in good standing in the Master's program and earn a Master's degree, each student must earn and maintain an overall grade point of 3.0 or higher in all required and elective coursework each semester. If a student's GPA falls below 3.0 for any semester, they may be dropped from the degree program. If a student gets a grade of F in any course in their program, they are required to retake the course. Students must also complete coursework assigned a grade of "I" prior to the end of the following semester.

Minimum Requirements for Degree

1. Complete a planned program with advisor and file the plan (M-1) with Graduate Studies (submit via Fran Colley: colleyf@missouri.edu).
- 2.1 **M.Ed.** candidates must meet each of the following requirements:
 - a. Minimum of 30 total semester hours
 - b. Minimum of fifteen 8000-level course hours
 - c. Pass comprehensive examinations (see Appendix A for details)
- 2.2 **M.A.** candidates must meet each of the following requirements:
 - a. Minimum of 33 total semester hours
 - b. Minimum of 12 8000-level course hours
 - c. Introduction to Statistics is required
 - e. Pass comprehensive examinations or complete project under an advisor supervision
 - f. For those completing a thesis:
 - Minimum of 3 semester hours of coursework related to thesis or project development
 - A student must form a committee composed of three MU faculty members to include the student's advisor, an additional faculty from the student's major program, and an outside member. Students are also required to follow Office of Graduate Studies timelines and thesis format (M2 and M3).
 - Thesis filed with Graduate School
<https://gradschool.missouri.edu/current-students/thesis-dissertation/thesis-process/>
- 2.3 **M.S.** candidates must meet each of the following requirements:
 - a. Minimum of 36 total semester hours
 - a. Minimum of 15 hours of 8000 level courses or above
 - b. Completion of the required courses
 - c. Complete 6 credits of practicum supervised at one of the approved Experiential Learning Sites (750 hrs) along with completion of additional 750 hrs with your advisor/supervisor
 - d. Minimum of at least 6 semester hours of coursework related to thesis or project development
 - e. Pass either a thesis or independent project (capstone) requirement. If completing a thesis, file this with the Graduate School (<https://gradschool.missouri.edu/current-students/thesis-dissertation/thesis-process/>)

A student must form a committee composed of three MU faculty members to include the student's advisor, an additional faculty from the student's major program, and an outside

member. Students are also required to follow Office of Graduate Studies timelines and thesis format (M2 and M3).

- Students must follow all graduate studies requirements and timelines (e.g., for M.A. and M.S. students, formation of committee, proposal submission to committee, due dates for thesis, format of thesis).
- All comprehensive exams will be reviewed by at least two Special Education Faculty.

Program Area Coursework (M.Ed. & M.A.)

The Department of Special Education offers two formats for Masters programs (M.Ed. & M.A.); on campus and online programs.

Prerequisite Special Education Masters Degree Coursework (on-campus & online)

7300 Introduction to Special Education or equivalent taken within the last 5 years and approved by advisor or if a currently practicing teacher (Exception: Gifted Education emphasis area)

Required MEd/MA Special Education Masters Degree Coursework (on-campus & online)

8350 Research with Exceptional Children

8440 Advanced Behavior Management** (Exception: Gifted Education emphasis area)

A sample program outline for the on-campus courses* may include the following:

Prerequisite

SPC ED 4300/7300

Required Classes (6 credits):

SPC ED 8350 Research with Exceptional Children

SPC ED 8440 Advanced Behavior Management: Applied Behavior Analysis**

Focus Area (18-24 credits):

Introduction course (related to focus area)	SPC ED 8601 Autism SPC ED 8485 Early Childhood Special Education SPC ED 8510 Cross Categorical SPC ED 8310 Learning Disabilities SPC ED 8300 Behavior Disorders
Method course (related to focus area)	SPC ED 8602 Autism SPC ED 7380 Cross-Categorical (includes LD, BD, etc.) SPC ED 8495 Early Childhood Special Education

***Additional
(Selected with
Advisor)***

SPC ED 7370 Literacy in Special Education
SPC ED 7600 Diagnosis and Remediation of Mathematics Problems
SPC ED 7325 Language Development of Exceptional Students
SPC ED 8605 Young Children with Autism
SPC ED 8604 High Functioning Students with Autism
SPC ED 8490 Assessment in Early Childhood Special Education
SPC ED 7320 Assessment and Evaluation in Special Education
ESC_PS 7170 Introduction to Applied Statistics
SPC ED 7310 Behavior Management
SPC ED 7330 Collaboration and Consultation
SPC ED 8603 Social Competency for Students with Autism

Practicum (if applicable, 3-6 credit hours):

SPC ED 8943 Autism
SPC ED 8944 & 8945 Cross-Categorical
SPC ED 8947 Early Childhood Special Education
SPC ED 8941 Learning Disabilities
SPC ED 8940 Behavior Disorders

*Some courses may occur online.

Sample program area coursework for online programs can be found at the following links:

Autism: <https://online.missouri.edu/degrees-programs/mu/education/autism/m-ed/courses>

Early Childhood Special Education: <https://online.missouri.edu/degrees-programs/mu/education/early-childhood-special-education/m-ed/courses>

Early Childhood Special Education – Autism: <https://online.missouri.edu/degrees-programs/mu/education/early-childhood-special-educationautism/m-ed/courses>

Gifted Education: <https://online.missouri.edu/degrees-programs/mu/education/gifted-education/m-ed/courses>

Special Education: MEd: <https://online.missouri.edu/degrees-programs/mu/education/special-education/m-ed/courses>; MA: <https://online.missouri.edu/degrees-programs/mu/education/special-education-general/ma/courses>

Program Area Coursework (M.S.)

The Master of Science in Applied Behavior Analysis (ABA) program **degree requirements include** a minimum of 36 semester credit hours and includes completion of a Thesis Research Project. In addition to the coursework requirement, you will need to meet [experience standards](#). The BACB has two categories of experience: (a) Supervised fieldwork (2000 hours), or Concentrated Supervised Fieldwork (1500 hours).

Coursework

The ABA program requires that all the following courses are taken (36 credits total, 3 credits each,

unless otherwise specified):

SPC ED 8100	Concepts & Principles of Behavior Analysis
SPC ED 8440	Advanced Applied Behavior Analysis
SPC ED 8800	Practicum in Applied Behavior Analysis (6 credits)
SPC ED 8385	Individualized Assessment & Intervention
SPC ED 8353	Advanced Studies: Single Subject Design
SPC ED 8305	Ethics in Applied Behavior Analysis
SPC ED 8460	Survey of Applied Behavior Analysis
SPC ED 8450	Verbal Behavior
SPC ED 8090	Thesis in Applied Behavior Analysis (6 credits)
SPC ED 8500	System Level Behavior Analysis

Categories of Supervised Fieldwork Experience

The BACB® has two categories of experience: *Supervised Fieldwork* (2,000 fieldwork hours to qualify) and *Concentrated Fieldwork* (1,500 fieldwork hours to qualify). In a *Supervised Fieldwork* experience, 5% per month/of your fieldwork hours supervised by a qualified provider. In the *Concentrated Fieldwork* experience, 10% per month/of your fieldwork hours supervised by a qualified provider.

Experience Type	# of Hrs	Supervisory Period	Supervision Frequency	Supervision Amount
Concentrated Fieldwork	1500	One month	6 contacts	10%
Supervised Fieldwork	2000	One month	4 contacts	5%

Thompson Center for Autism and Neurodevelopment

The MU Thompson Center allows for the Concentrated Fieldwork model (1,500 fieldwork hours) and requires a minimum of 20 hours of fieldwork experience per week. During a 15-week semester, a minimum of 300 hours of experience can be accrued.

Experiential Learning Sites (Missouri)

Our experiential learning sites are located throughout the state of Missouri. The fieldwork requirements of our learning sites vary, but a minimum of 10 hours of experience per week is required as part of the Graduate Program in Applied Behavior Analysis. During a 15-week semester, a minimum of 150 hours of experience can be accrued.

For all programs, courses to be taken are to be determined with your advisor. Do not sign up for courses without consulting your advisor.

Online Programs & Contacts

The MEd/MA Online program focus areas with contact person include:

- Early Childhood Special Education (Jena Randolph, randolphj@missouri.edu)
- Early Childhood Special Education and Autism (Jena Randolph, randolphj@missouri.edu)
- Autism (Jena Randolph, randolphj@health.missouri.edu)
- Gifted and Talented (Jena Randolph, randolphj@missouri.edu)
- General Special Education (Jena Randolph, randolphj@missouri.edu)

On-Campus Programs & Contacts

The MEd/MA Campus program focus areas with contact person include:

- Behavior Disorders (Chad Rose, rosech@missouri.edu; Tim Lewis, lewistj@missouri.edu;))
- Learning Disabilities (Delinda van Garderen, vanguardarend@missouri.edu or Erica Lembke, lembkee@missouri.edu)
- Cross-categorical Special Education (Melissa Stormont, stormontm@missouri.edu)
- Special Education (Delinda van Garderen, vanguardarend@missouri.edu)

The M.S. Applied Behavior Analysis (ABA) program contact person is:

- Applied Behavior Analysis (Kate Sadler, kmsadler@missouri.edu)

GRADUATE CERTIFICATES

Program Goals and Objectives

Graduate Certificates are designed to give advanced knowledge and skills in a targeted area of study. Certificates can be completed as “stand-alone,” or as an add-on to a graduate program of study. Many of the certificates can be applied toward graduate degrees in Special Education. See specific details for each certificate below.

Admission Requirements (Not currently a student at MU)

1. Pre-requisites:
 - A completed baccalaureate degree
 - GPA of 3.0 (on a 4.0 scale) or higher in the last 60 hours of undergraduate

coursework

2. Students must complete all graduate school and certificate application materials by the deadline posted each term.
3. Students may be asked to complete an interview with special education faculty (*Required for Graduate Certificate in Applied Behavior Analysis)
4. For students whose native language is not English, a score of 100 or better on the TOEFL or a grade band score of 7 or better on the IELTS taken within the past two years.

Admission Requirements (Currently a student at MU)

For Applied Behavior Analysis Certificate

Students must submit (via email to program coordinator):

- a. Statement of purpose (around 500 words)
- b. One letter of recommendation

For all other Graduate Certificates

Students must contact Caitlin Rosbach (rosbachc@missouri.edu) to complete a *Change of Degree Form* to add the certificate.

Students may be asked to complete an interview with special education faculty

Graduate Certificates Available

Applied Behavior Analysis

The Graduate Certificate in Applied Behavior Analysis (ABA) program will train you to be an exceptional practitioner of ABA-based interventions to improve quality of life for people with behavioral challenges, including children and adults with developmental needs. This certificate program can be completed while pursuing a degree, and the certificate also complements the skills of recent graduates and experienced professionals who want to specialize in ABA.

The Behavior Analyst Certification Board, Inc. has approved the course sequence as meeting the coursework requirements for eligibility to take the Board Certified Behavior Analysts Examination. Applicants will have to meet additional requirements to qualify. Currently the BACB requires master's level BCBA applicants to have a minimum of a graduate degree (e.g., master's or doctoral) in an acceptable field of study (behavior analysis, education or psychology).

Certificate Coursework

Course Listing(s)	Course Title	Credit Hours
SPC ED 8100	Concepts & Principles of Behavior Analysis	3
SPC ED 8440	Advanced Applied Behavior Analysis	3
SPC ED 8385	Individualized Assessment & Intervention	3
SPC ED 8353	Advanced: Single Subject Design	3
SPC ED 8305	Ethics in Applied Behavior Analysis	3
SPC ED 8450	Verbal Behavior	3
SPC ED 8500	Systems Level Behavior Analysis	3
SPC ED 8460	Survey in ABA	3
Total Required		24

Board Certification

This graduate certification will provide students with access to coursework that is aligned with the requirements outlined by the Behavior Analysis Certification Board (BACB)[™]. Completion of this certificate does not guarantee that a student will pass the required BACB examination to become a Board Certified Behavior Analyst (BCBA) but instead will provide the essential coursework.

It is the responsibility of the **student** to be aware of all requirements from the Behavior Analyst Certification Board (BACB), the graduate school at the University of Missouri and any partner agencies they are working with for experience hours.

Students in the ABA Graduate Certificate program are required to arrange their own supervised experience to meet the BACB requirements. This may include the formal practicum at one of the approved Experiential Learning Sites if arranged with your ABA advisor.

For more information and admission requirements, visit: <https://gradschool.missouri.edu/degree-program/applied-behavior-analysis-graduate-certificate/>, or contact Kate Sadler (sadlerkm@missouri.edu)

Autism Education

The Autism Education Certificate is an online graduate level program designed to provide candidates with advanced preparation in autism education methodology and practices. Candidates become equipped with the knowledge and skills necessary to work with children and youth with autism spectrum disorder and other developmental disabilities. Students complete a set 12-hour (4 course) program of study. Courses can be taken in any order. Students eligible for the certificate program must hold a bachelor's degree in the field of education, special education, or related field. Eligible students may or may not be concurrently enrolled in a graduate program. This certificate can be applied towards a MEd in Special Education, with an emphasis on Autism Education.

Certificate Coursework

Required (9 credit hours)

Course Listing(s)	Course Title	Credit Hours
SPC ED 8601	Introduction to Autism	3
SPC ED 8603	Social Competency for Students with Autism	3
SPC ED 8604	High Functioning Students with Autism	3

Choose 1 elective (3 credits)

Course Listing(s)	Course Title	Credit Hours
SPC ED 8602	Methods of Instruction for Students with Autism	3
SPC ED 8605	Young Children with Autism	3
SPC ED 8606	Assessment in Autism, Special Education	3
Total Required		12

For more information and admission requirements, visit: <https://online.missouri.edu/degrees-programs/mu/education/autism-education/grad-cert>, or contact Jena Randolph (randolphj@missouri.edu)

Early Childhood Special Education

The Early Childhood Special Education Certificate is an online graduate level program designed to with the necessary experiences and information to work with young children, both typically developing and those with disabilities, and their families in a variety of settings, including both home and school. The program also focuses on working effectively with families and children from a variety of cultures and how to provide intervention in a culturally consistent manner. Candidates become equipped with the knowledge and skills necessary to work with young children and their families. Students complete a set 12 hours (4 course) program of study. Courses can be taken in any

order. Students eligible for the certificate program must hold a bachelor's degree in the field of education, special education, or related field. Eligible students may or may not be concurrently enrolled in a graduate program. This certificate can be applied towards the MEd in Early Childhood Special Education.

Certificate Coursework

Course Listing(s)	Course Title	Credit Hours
SPC ED 8485	Introduction & Methods of Early Intervention	3
SPC ED 8495	Introduction & Methods of Early Childhood Special Education	3
SPC ED 8490	Assessment in Early Childhood Special Education	3
SPC ED 8605	Young Children with Autism	3
Total Required		12

For more information and admission requirements, visit: <https://online.missouri.edu/degrees-programs/mu/education/early-childhood-special-education/grad-cert>, or contact Jena Randolph (randolphj@missouri.edu)

Gifted Education

The Gifted Education Certificate is an online graduate level program designed to provide candidates with advanced preparation in gifted education methodology and practices. Candidates become equipped with the knowledge and skills necessary to work with children and youth in the field of gifted education. Students complete a set 12 hours (4 course) program of study. Courses can be taken in any order. Students eligible for the certificate program must hold a bachelor's degree in the field of education, special education, or related field. Eligible students may or may not be concurrently enrolled in a graduate program. This certificate can be applied towards a MEd in Gifted Education. *Note: this certificate alone does not meet all of the requirements for Missouri certification in Gifted Education. If interested in Gifted Education certification, contact: Jena Randolph at randolphj@missouri.edu

Certificate Coursework

Course Listing(s)	Course Title	Credit Hours
SPC ED 8406	Differentiating Instruction: Reaching Gifted, Typical, & Struggling Learners	3
SPC ED 8391	Curriculum Methods for Gifted & Talented Students	3
SPC ED 8380	Nature and Needs of Gifted &	3

Talented Students		
SPC ED 8405	Assessment & Evaluation in Gifted Education	3
Total Required		12

For more information and admission requirements, visit: <https://online.missouri.edu/degrees-programs/mu/education/gifted-education/grad-cert>, or contact Jena Randolph (randolphj@missouri.edu)

Special Education

The Special Education Certificate is an online graduate level program designed to provide candidates with advanced preparation in special education methodology and practices. Students complete a set 12-hour (4 course) program of study. Courses can be taken in any order. Students eligible for the certificate program must hold a bachelor's degree in the field of education, special education, or related field. Eligible students may or may not be concurrently enrolled in a graduate program. This certificate may be applied towards a MEd in Special Education.

Students, along with their advisor, select 4 courses in special education. For more information on course listings and admission requirements, visit: <https://online.missouri.edu/degrees-programs/mu/education/special-education/grad-cert>, or contact Jena Randolph (randolphj@missouri.edu)

Please work with your advisor to determine how the certificate requirements in addition to program requirements (masters or PhD) will be met. Do not sign up for courses without consulting your advisor.

Graduate Studies 210 Jesse Hall, Columbia, MO 65211
Ph (573) 882-6311 Fax (573) 884-5454

<http://gradstudies.missouri.edu/admissions/>

<http://gradstudies.missouri.edu/admissions/apply/>

Frequently Asked Questions

1. *After I have registered, how will I know if the Graduate Studies has received my application?*
You will receive a confirmation email.
2. *What if I make a mistake registering? Can I apply again?*
Not immediately. To reapply, please contact the Graduate Studies for assistance.
3. *What if I have applied in a previous term? Do I have to apply again?*
Yes. You must apply each term you think you might be graduating.
4. *What if I already reported my “Intention to Graduate” to my program? Isn’t that enough?*
No, you will need to apply for the completion of your degree or certificate by using the online application system to be considered a candidate for degree/certificate completion.
5. *What if I register and then don’t complete my degree or stand-alone certificate?*
Then please inform your department. Also, you will need to apply again for graduation in a future term. Please review the graduation deadlines for the term you wish to graduate.
6. *Where are Graduate Studies deadlines posted? Besides this online application what items should I be submitting for graduation?*
Go to the Graduate School Graduation & Commencement website:
<http://gradstudies.missouri.edu/academics/graduation-commencement/index.php>

APPENDIX A

Comprehensive Exam & Thesis Requirements

All students completing a Master's degree in Special Education are required to successfully complete either the Comprehensive Examination requirement or Thesis Requirement following completion of the majority of the coursework.

Comprehensive Exam

The Comprehensive Examination format varies depending on your program. Comprehensive Exams are administered the 3rd Friday of the month in October (fall semester), March (spring semester), & June (summer semester), unless alternative plans have been communicated by your advisor, or pre-arranged with your advisor. The Comprehensive Examination consists of four written essay questions to be completed within two weeks of being assigned. Students may be asked to meet with the faculty examiners to discuss their completed exam.

Evaluation Procedure for Both Parts of the Exam

Each student's Comprehensive Examination committee will consist of two Special Education faculty members. Faculty members will evaluate the examination in relation to (1) adequacy of content, (2) documentation of responses, and (3) clarity and organization of responses. Each faculty member will assign one of the following ratings to the examination:

- 1Pass (Acceptable)
- 2No Pass (Unacceptable)

In the event of disagreement, the Director of Graduate Studies will act as a third committee member to review the exam for a final determination.

Possible outcomes

- a) If the examination is assigned a "Pass" by the majority of the faculty on the committee, the student has successfully completed the Master's Comprehensive Examination requirement. A letter from the Director of Graduate Studies will notify the student.
- b) If the examination is assigned evaluations of "No Pass" by the majority of the faculty on the committee, the student has not successfully completed the examination.

If a student does not successfully complete the examination, the faculty will select one or more of the following remediation options.

- (1) The student participates in an oral examination for the purpose of clarifying areas of concern following the written examination.
- (2) The student takes all or part of the examination again within a period of time specified by the faculty.
- (3) The student completes other assigned projects or activities assigned by faculty in order to address areas of concern.

If the student fails the remediation (see 1-3), the student takes the entire examination again at the regularly scheduled time during the following semester.

If the student does not successfully complete the examination upon the second attempt, the student's program in the area of Special Education may be discontinued at the discretion of the faculty.

*Please refer to the Graduate Studies webpage at:

<http://gradstudies.missouri.edu/academics/process/masters-process/index.php> “Where no thesis is presented by the candidate, the final examination committee, composed of three members from the academic program, is designated by the academic program's director of graduate studies with the approval of the Graduate Studies. The Report of the Master's Examining Committee form (M3), signed by the director of graduate studies, is forwarded to the Graduate Studies. All candidates for the MA or MS degrees must complete either a thesis or a substantial independent project that cannot be coauthored.”

Thesis Requirements

Under the supervision of an MU faculty member, all students in the Applied Behavior Analysis MS program are required to complete a thesis project across two semesters. Students in the MA program may complete a thesis project across 1 or 2 semesters, per faculty advisement.

- Thesis project
 - Students conduct an empirical project (experimental, correlational, or literature review), which includes data collection and the reporting of results via a written paper and oral presentation.
 - A thesis chair and two additional MU faculty members are assigned to students to form their thesis committee. Students' request for a particular faculty member as chair and/or committee members may be considered.

Required Components:

The broad thesis/master's research project includes three main components: the written proposal, the investigation, and the final written product. Project must reflect knowledge and experiences gained by participating in the required coursework. Deadlines and time frames are determined on an individual basis as dictated by the thesis advisor and/or thesis committee.

PART 1: Written Proposal. The written proposal describes the work the student will do within a scholarly framework. All proposals must include a review of relevant literature and the method used to address the problem being analyzed. Areas of investigation may be in any branch of behavior analysis: philosophical/conceptual, basic, or applied. Typical investigations are experimental or correlational in nature or are systematic literature reviews. The methodologies, designs, tools, technologies, and criteria are at the discretion of the program and proposal committee.

Experimental. These usually involve the direct manipulation of at least one independent variable such that, should it prove influential on at least one measured dependent variable, its effects would be captured. Examples may include experimental work with one participant, direct replications, extensions, and new areas of study.

Correlational. These are usually less controlled than experimental theses or equivalents, yet still have the potential to produce meaningful data. Case studies serve as one common exemplar of a correlational study.

Systematic Literature. These must be substantial and systematic in addressing a problem to potentially yield new insights. Direct replications of systematic literature reviews are not permitted, though extensions of existing reviews could be.

The written proposal is governed by three sub-requirements: (1) Must be overseen by a doctoral-level core faculty member; (2) must be presented to a committee that includes at least one additional faculty member (in or outside the program) with relevant expertise; (3) appropriate institutional review(s) applied.

PART 2: Investigation. The investigation carries out the proposed method. During the investigation, the student adheres to all agreed-upon protocols, federal regulations, and institutional and program policies. The faculty overseeing the thesis or equivalent helps to monitor progress and suggest or approve adjustments to the proposed method as needed. The program's monitoring system is at their discretion. Documenting meetings can be helpful to students and aid in accreditation reports, but at a minimum, completing a project is evidence for conducting the investigation.

PART 3: Final Written Product. The formal written report of the work is a product that requires four elements: 1) readability, 2) organization, 3) format, and 4) evaluation.

1. **Readability.** The written report must be understandable to behavior analysts outside the program. That is, the report is consistent with behavioral terminology, theory, and practice.
2. **Organization.** Written reports adhere to professional standards in our field. This includes organization typical of journal articles and APA formatting. Reports of empirical and correlational investigations include an introduction to the problem that reviews the relevant literature and provides a rationale for the investigation, a detailed description of the method sufficient to permit replication, a presentation of results that is sufficient to address the problem, and a discussion of the results that relates them to the problem and the relevant literature. Reports of systematic literature reviews include an introduction to the problem, a description of the parameters of the literature review, a systematic review and analysis of the relevant literature, and a description of the advancement in addressing the problem that is afforded by the literature review.
3. **Format.** The written report's length and format are at the discretion of the thesis advisor and committee. The report must be submitted electronically to the thesis advisor upon project completion. Oral presentations and/or academic posters are not permitted and do not count towards the final product.
4. **Evaluation.** The committee reconvenes to evaluate the formal written report.

PART 4: Defense. Present your findings to your committee in the form of a presentation and the

submission of the final project report. Following the defense, the committee will determine a pass/fail grade. You will be asked to make revisions to your final project report, based on committee feedback. Once the edits are completed, submit your final project report to your thesis advisor.