



# SALVE REGINA UNIVERSITY

## **Handbook for the Ph.D. in Behavior Analysis**

**Department of Psychology  
Salve Regina University  
2025-2026**

This handbook supplements the catalog issued by Salve Regina University. Behavior analysis students should familiarize themselves with all relevant resources. The catalog is available at <https://catalog.salve.edu/graduate/academic-policies/>.

All policies outlined in this handbook are subject to change.

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## Mission and Program Goals

### Program Mission and Goals

Every student completing a Doctor of Philosophy in Behavior Analysis at Salve will leave connected to the university's mission, will demonstrate mastery of the science of behavior analysis, and will have the leadership, research, and advanced conceptual/clinical skills needed to use behavior analysis to address diverse societal needs and flourish as a leader in their occupation.

To accomplish this mission, the following goals are prioritized.

- Train students to utilize advanced behavior analytic research design and methodology to evaluate and address meaningful societal issues.
- Provide students with a strong conceptual framework of the basic science (experimental roots) and philosophical underpinnings of behavior analysis.
- Guide students through the process of learning to teach and translate behavior analytic material to diverse audiences.
- Teach students to supervise behavior-analytic research and clinical services in diverse settings.

### Salve's Mission and Goals

As a community that welcomes people of all beliefs, Salve Regina University, a Catholic institution founded by the Sisters of Mercy, seeks wisdom and promotes universal justice. The university, through teaching and research, prepares men and women for responsible lives by imparting and expanding knowledge, developing skills and cultivating enduring values. Through liberal arts and professional programs, students develop their abilities for thinking clearly and creatively, enhance their capacity for sound judgment, and prepare for the challenge of learning throughout their lives. In keeping with the traditions of the Sisters of Mercy, and recognizing that all people are stewards of God's creation, the university encourages students to work for a world that is harmonious, just, and merciful.

# Admission Information

## Application Process

Individuals who will have a master's degree in behavior analysis by the time they start the program are eligible to apply. Individuals who are interested in the Ph.D. in Behavior Analysis program who do not have a master's degree in behavior analysis should apply to Salve's MS in Behavior Analysis program. If they are admitted and enrolled in the MS in Behavior Analysis program, they will be eligible to complete an internal application to join the Ph.D. in Behavior Analysis program toward the end of their master's program.

## How to Apply

Submit the following materials to the online application system:

- Online Graduate Application
- Official Transcripts (from each college or university previously attended)
- Current Resume or CV
- Personal Statement (describing interest and experience in behavior analysis)
- Research Proposal Form (available upon request or within the application portal)
- Two Letters of Recommendation (preferably from faculty or clinical supervisors who can speak to the applicant's technical knowledge of behavior analytic research and practice)

Applicants who are potentially eligible for the program based on their applications will be asked to complete an interview process for further evaluation.

## Admissions Criteria

Salve Regina University's Behavior Analysis Graduate Program evaluates the total application package. Each application for the Ph.D. in Behavior Analysis will be reviewed and scored across six domains: GPA of previous studies, completion of related coursework, history of clinically relevant experiences, research acumen, writing ability, and style & organization of material.

Each application is evaluated holistically, so applications do not need to score perfectly in each category to be admitted.

Students who do not already have a BCBA credential are eligible to join the program, but they must obtain a BCBA credential within their first calendar year of joining the program.

### Non-Discrimination Policy

In accordance with the University's Mission, as well as state and federal regulations under Title IX, Salve Regina University does not unlawfully discriminate on the basis of age, sex, race, religion, color, national or ethnic origin, veteran status, sexual orientation, disability, or any other basis protected under applicable federal or state law, in the administration of its employment policies, educational policies, or financial aid programs.

Salve Regina University neither condones nor tolerates discriminatory conduct and expects all faculty, staff, and students to promote an environment that is free of discrimination and supportive of this policy. Inquiries with regard to the application of this policy may be referred to the Title IX Coordinator or the Office of Civil Rights. Contact information for both is in the Policies and Procedures section of this handbook.

#### Admission Categories

##### Admit

Applications that meet all acceptance criteria are admitted into the program.

##### Waitlist

If an application meets all acceptance criteria and the program is already at capacity, the applicant will be notified that they are on a waitlist. If space opens, applicants on the waitlist will be notified and asked if they would like to enroll. Otherwise, waitlisted applicants will be offered a delayed start in the program to begin one year after their desired start time.

##### Deny

Applications that do not meet the criteria described above.

### **Transfer Credits & Waiving Prerequisites**

#### *Transfer Credits*

Course transfers for the program requirements and prerequisite requirements will only be accepted from ABAI-accredited institutions. Any potential transfer must clearly align with any course it is substituting as demonstrated by the course syllabus and learning objectives. The Program Director and primary advisor must approve all transfers.

#### *Waiving Prerequisites*

The degree requirements for the Ph.D. in Behavior Analysis include 26 total courses (78 credits). Fourteen of those courses (42 of those credits) are required as prerequisites that have to be completed as part of a master's degree in behavior analysis, which must be completed prior to starting the program. Doctoral students who complete a master's degree in behavior analysis at another institution before enrolling in Salve's Ph.D. program can apply to have their master's prerequisites reviewed. Prerequisite waivers will only be accepted from ABAI-accredited institutions. Any potential transfer or waived class must clearly align with the Salve requirement it is substituting, as demonstrated by the relevant syllabi, learning objectives, evaluative rubrics, etc. Students may also be required to demonstrate competency in the degree requirements they are applying to waive. Examples of competency evaluations include performance on the relevant areas of the comprehensive exam, the presentation of research, etc. All requirement waivers must be approved by the Program Director and primary advisor.

## Yearly Outcome Data for the Ph.D. in Behavior Analysis

Because the program is new, outcome data is not yet available.

*This outcome data is updated annually.*

# Student Conduct Expectations

## Basic Expectations

Behavior Analysis graduate students are expected to adhere to all policies outlined in Salve's other official publications, such as the academic catalog. These policies include the requirement that every Salve student maintain a high standard of academic integrity and respect for all persons with whom they interact.

In addition to Salve's general requirements for students, it is expected that every Behavior Analysis graduate student adhere to the Behavior Analyst Certification Board (BACB)'s Ethics Code for Behavior Analysts AND all state laws applicable to the practice of behavior analysis.

## Ongoing Student Progress Evaluation

To help students advance through the program, ongoing evaluation of their progress is conducted. Students are required to complete a Degree Progress Check-In once per semester during each semester they are enrolled in courses. Students scheduled to graduate at the end of the given semester are also asked to complete the Graduating Student Report.

The Degree Progress Check-In assessment collects information about each students' progress within the program (e.g., what courses they've taken, when they are planning to graduate, what courses they are planning to take next) and professional development (e.g., what conferences or professional talks they've attended, what professional associations they have been involved with, what research they are involved with). The Graduating Student Report collects similar information about each students' professional development and also collects information about the students' future plans and contact information.

These assessments are reviewed by the behavior analysis faculty each semester. Each individual student assessment is rated as exceeds expectations, meets expectations, or does not meet expectations. Students who do not meet expectations meet with the Graduate Program Director to create a remediation plan.

## Grounds for Dismissal

Students who engage in any professional or ethical violation and/or who make inadequate academic progress may be dismissed from the program. Examples of inadequate academic progress include:

- Receiving anything lower than a B- including Ws in two different courses or the same course twice.
- Being dismissed from a practicum site.
- Failing to complete/satisfy all key research requirements.
- Failing to complete the steps outlined in a remediation plan.
- Taking an unexcused leave of absence from the program longer than a single semester.

Please see Salve's dismissal policies in the graduate catalog for more information.

## Program Faculty

**Program Director and Associate Professor:** Cody Morris, Ph.D., BCBA-D, LBA  
Email: [cody.morris@salve.edu](mailto:cody.morris@salve.edu)

**Assistant Professor:** Emma Grauerholz-Fisher, Ph.D., BCBA-D, LBA  
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**Assistant Professor:** Stephanie Jones, Ph.D., BCBA-D  
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**Assistant Professor:** Natalie Buddiga, Ph.D., BCBA-D  
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**Lecturer:** Michael Yench, Ph.D.  
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**Adjunct Instructor:** Dana Morris, Ph.D.  
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## Credentialing Information

The primary professional credential associated with doctoral degrees in Behavior Analysis is the Board Certified Behavior Analysts- Doctoral (BCBA-D) designation. Similar to the BCBA credential, there are multiple pathways to obtaining a BCBA-D credential. Salve's Ph.D. in Behavior Analysis Program is designed to meet Option B of the BACB's pathways. This pathway requires the following:

- Active BCBA certification
- Doctoral Degree with Behavior Analytic Dissertation
- Doctoral Coursework, Mentorship, or Publications

To ensure all students meet the requirements to obtain the BCBA-D credential, the program requires the following:

- All Ph.D. students must have an active BCBA certification by the end of their first year in the program.
- All dissertation topics must be behavior-analytic.
- The doctoral coursework is designed to target important behavior analytic content.
- Faculty are qualified to supervise/mentor behavior-analytic experiential learning activities.
- Students will be given opportunities to publish behavior analytic research.

## Coursework Requirements/Advising Guide

### Program Modality/Location

Primary (core) courses are offered at our Newport campus while student research, practicum, and other experiential learning activity options are scheduled flexibly in terms of time and location.

### Program Description

Salve Regina University's Ph.D. in Behavior Analysis provides students with the coursework, research mentorship, and supervised clinical work necessary to help them establish a well-rounded behavior analytic repertoire. Students who complete the program will meet the qualifications to become a Board Certified Behavior Analyst- Doctoral (BCBA-D), the highest credential in behavior analysis. Individuals with a BCBA-D credential will be competitive for advanced clinical, research, and teaching positions.

### Program Requirements

Salve's Ph.D. in Behavior Analysis requires the completion of 26 total courses (78 credits). Fourteen of those courses (42 of those credits) are required as prerequisites that have to be completed as part of a master's degree in behavior analysis, which must be completed prior to starting the program. *See the MS in Behavior Analysis Program Handbook for details about those requirements.* The 14 courses (42 credits) completed as part of a master's in behavior analysis program must align with Salve's M.S. in Behavior Analysis Program requirements and be obtained from an ABAI-accredited program. The 12 Ph.D. program-specific courses (36 credits) consist of five core courses, two electives, three experiential courses, and two semesters of dissertation research. In addition to the 12 Ph.D. courses (36 credits), students are required to complete a preliminary examination prior to beginning their dissertation courses.

The anticipated time to complete the Ph.D. program is five years in total including the two years it takes to complete all of the MS requirements.

### Study/Curriculum Plan Following the Completion of the MS Requirements.

#### Course Requirements

- 5 Core Courses
  - PSY630: Advanced Research Methods
  - PSY631: Consultation
  - PSY636: Experimental Analysis of Behavior II
  - PSY640: Current & Professional Issues in Behavior Analysis
  - PSY642: Behavior Analysis & Societal Issues
  
- 2 Elective Courses
  - PSY623: Autism Spectrum and Other Developmental Disabilities
  - PSY613: Educational Psychology
  - PSY621: Health Psychology
  - PSY625: Mental Health Constructs
  - PSY633: Organizational Behavior Management

- PSY651: Critical Thinking and Decision Making in Psychology
- PSY680: Individual Research
- PSY699: Special Topics
- 3 Experiential Learning Courses
  - PSY672: Practicum IV
  - PSY673: Practicum V
  - PSY675: Behavior Analysis: College Teaching
- 2 Semesters of Dissertation
  - PSY690: Dissertation Research and Writing I
  - PSY691: Dissertation Research and Writing II

### Tentative Course Offerings

\*All courses are taught every other year. Practicum, teaching, and research are available almost every semester.

Rotation	Fall	Spring	Summer
Even Years	642 (Societal Issues)	640 (Current Issues)	635 (MHC)
Odd Years	636 (EAB II)	630 (Adv. RM)	631 (Consultation)

### Recommended Course Sequence

Even Year Start	Fall	Spring	Summer
1 <sup>st</sup> Year	642 (Societal Issues)	630 (Adv. RM) 675 (Teaching)	631 (Consultation) 672 (Practicum)
2 <sup>nd</sup> Year	636 (EAB II) 673 (Practicum)	640 (Current Issues) Elective (Optional)	635 (MHC) <i>Prelims (No Credit)</i>
3 <sup>rd</sup> Year	690 (Dissertation I)	691 (Dissertation II)	

Odd Year Start	Fall	Spring	Summer
1 <sup>st</sup> Year	636 (EAB II)	640 (Current Issues) Elective (Optional)	635 (MHC) 672 (Practicum)
2 <sup>nd</sup> Year	642 (Societal Issues) 673 (Practicum)	630 (Adv. RM) 675 (Teaching)	631 (Consultation) <i>Prelims (No Credit)</i>
3 <sup>rd</sup> Year	690 (Dissertation I)	691 (Dissertation II)	

## Practica Information

The Behavior Analysis Graduate Program is proud to offer our students multiple options for completing their required practicum hours. This form outlines each of our established practicum sites, the process for becoming involved with each site, and the process of enrolling in practicum credit.

In addition to these pre-established practicum sites, Ph.D. students can apply to start a new practicum site contingent on faculty support and program director approval.

### OVERALL PROCESS

#### Step 1: Review Your Options

- Shown Below

#### Step 2: Rank your Preferences

- A form will be provided the semester before the practicum begins.

#### Step 3: Confirm Site Assignment

- A faculty member will notify you which site you have been assigned to.

#### Step 4: Contact the Site to Apply

- Email the designated contact and express interest in the practicum.

#### Step 5: Confirm Site Acceptance

- Following an application and/or interview process, the site will notify you if you are eligible to enroll.

#### Step 6: Enroll in Practicum Credit (PSY 570 or PSY571)

- The site will notify the Graduate Program Director of your acceptance. The GPD will inform the registrar that you have permission to enroll. The registrar may require additional forms.

	<b>Pathways Strategic Teaching Center</b>	<b>Newport Public Schools</b>	<b>Bradley School</b>
Practicum Supervisors	Jesse Perrin & Becca Ward	Megan Ellsworth & Patrick Wieszciecinski	Jacquie Wilson
Setting and Population	Alternative school setting for students with autism and other disabilities ages 3-22.	Public elementary and middle school with opportunities to work across classroom types.	Alternative school setting.

## Research Requirements

Every student in the Ph.D. in Behavior Analysis Program at Salve must complete/satisfy four key research requirements to complete the program. In addition to the key research requirements, students will be encouraged to engage in other research activities throughout their enrollment in the program. The key research requirements consist of the following:

1. Ongoing Professional/Research Development
2. Thesis Research/Thesis Substitution
3. Preliminary Examination
4. Dissertation Research

The first key research requirement is an ongoing process that begins when students enter the program and continues throughout their time in the program. The next three key research requirements occur sequentially. Assigned research mentors will help guide the students through each of the requirements that are described in detail below.

### **Ongoing Professional/Research Development**

To help students establish the behaviors necessary to cultivate ongoing professional/research development, they are required to complete the following:

- Attend at least 50% of the colloquium talks offered by the program per year.
- Present research at a professional conference at least one time per year.
  - Poster presentations count, but at least one of the presentations across all of the years must be a symposium or paper discussion.
- Contribute to a manuscript submitted for publication as a recognized author (if not the first author).
- Participate in one of the designated research groups in accordance with the rules and expectations of that group.

### **Thesis Research/Thesis Substitution**

Each doctoral student must satisfy the program's thesis research requirements before sitting for their preliminary examination and completing their dissertation. Ph.D. program's thesis research requirements match the requirements of Salve's MS in Behavior Analysis Master's Thesis requirements. Thus, any student who completed a master's thesis while completing Salve's MS in Behavior Analysis will automatically meet this requirement. Students who completed a master's thesis while completing a master's degree in behavior analysis at another institution will be given the option to present and defend their thesis research to their research committee who will evaluate that research according to Salve's MS in Behavior Analysis Master's Thesis requirements. Theses completed at other institutions that meet Salve's standards will meet this requirement. Students who completed a master's project/thesis equivalent that does not meet the thesis requirements at Salve or another institution, can request that a first author behavior analytic publication substitute the thesis requirements. All first author publications must be

reviewed by the student's research committee who will evaluate the publication's suitability as a thesis substitution.

### **Preliminary Examination**

Each doctoral student must complete a preliminary examination before proposing their dissertation research. The preliminary examination consists of the student writing an experimental research proposal without the aid of their mentor or anyone else. The completed proposal will be evaluated by the student's research mentor and program director (with substitutes utilized when there are redundancies or specific expertise is needed).

Proposal topics cannot directly overlap with the topic of a thesis or dissertation. Students must propose three possible topics to their evaluators, who will select one if appropriate. The proposed preliminary examination topics must consist of a purpose statement along with a specification of the independent and dependent variables.

Once the evaluators approve a topic, the student has 45 days to complete the full proposal. The committee will review the proposal within 2 weeks.

The written proposal must include the following components:

- Introduction
  - Detailed Review of Relevant Research
  - Clearly Articulated Purpose
- Methods
  - Independent and Dependent Variables
  - Experimental Design
  - Procedures
  - Plan for Believability Data
- Results
  - Description of Anticipated Outcomes
  - Mock Graph of Results
- Discussion
  - Brief description of the implications of the hypothesized findings.

The student's research committee will evaluate the written document along the following scholarly and scientific domains:

- Editorial quality of the written document (e.g., free of typos, references complete, APA formatting). The document must align with the program's formatting specifications (a template is available upon request from the Program Director).
- Technical and persuasive writing.
- Effective research design.
- Expertise in the subject area.

Each written document will be rated in the following categories:

- Satisfactory
  - Acceptable as a publication-quality research paper in a top-tier behavior-analytic journal.
- Satisfactory Contingent on Minor Revisions
  - Requires minor/insignificant revisions before it is acceptable as a publication-quality research paper in a top-tier behavior-analytic journal.
- Unsatisfactory with an Opportunity to Make Major Revisions
  - Shows promise as a potential publication-quality research paper in a top-tier behavior-analytic journal but will require significant changes before it is ready.
- Unsatisfactory
  - The proposal is not acceptable as a publication-quality research paper in a top-tier behavior-analytic journal and would not be made so even with major revisions.

Projects rated as satisfactory will meet the requirements for the preliminary examination. Projects rated satisfactory contingent on minor revisions will meet requirements for the preliminary examination after the minor revisions are completed. Projects rated as unsatisfactory with an opportunity to make major revisions may meet requirements for the preliminary examination after the major revisions are completed and the presentation component of the proposal is redone. Projects rated as unsatisfactory will not meet requirements and will receive a failing grade. Unsatisfactory dissertations must be restarted.

If revisions or restarting is required, failure to improve the project by at least one rating level will produce an unsatisfactory rating. As previously stated, unsatisfactory rating require the project be restarted. Students will not be permitted to try again after two unsatisfactory ratings.

## **Dissertation Research**

The final requirement of the doctoral program is satisfactory completion of dissertation research. The process and requirements for the dissertation are described below:

- **Select Dissertation Topic with Research Advisor**
  - Dissertation research can take considerable time to complete. It is advisable to begin this process at least one year before the student intends to graduate.
- **Contact the Graduate Program Director to Declare Interest**
  - If approved, students will enroll in dissertation credits.
- **Select a Research Committee and Chair**
  - Committees must consist of three members with applicable expertise. At least two of the members must be faculty members in Salve's Psychology/Behavior Analysis Graduate Program. The third member can be from Salve or an outside organization.
  - The research mentor will serve as the Chair of the Committee.
  - A *Research Committee Appointment Form* (see **Appendix A**) must be completed when the final committee is confirmed.

- **Write a Dissertation Proposal**
  - Dissertation proposals must meet the requirements described below and be **submitted according to the timeline arranged with the research advisor**. The oral proposal will be scheduled 2-4 weeks after the proposal is submitted.
- **Orally Propose the Dissertation**
  - Students must present their dissertation proposal to their committee and obtain permission to continue their research plan based on the written and oral proposal.
  - A *Research Topic Approval Form* (see **Appendix B**) must be completed when the committee agrees to allow the proposal topic.
  - A copy of the *Research Committee Appointment Form* and *Research Topic Approval Form* should be kept by the student and research mentor, and an additional copy should be shared with the Graduate Program Director, who will share it with the Graduate Studies Office.
- **Complete the Research**
  - Once approved, the research must be carried out with consultation from the committee.
  - Significant deviations from the research plan require that the committee be notified and approve any changes before continuation.
  - All research utilizing human participants must obtain the Salve IRB approval before implementation. Approval documentation will be required with the final draft of the document.
- **Write the Dissertation Report**
  - Dissertation reports must meet the requirements described below and be submitted to the research committee at least two weeks before the oral defense. The document must align with the program's formatting specifications (a template is available upon request from the Program Director).
- **Schedule the Defense**
  - After a defense date and time are identified, the Graduate Program Director will notify the Graduate Studies Office, which will schedule the room and advertise the event.
- **Orally Defend the Dissertation**
  - Students must present the final dissertation report to their committee and obtain approval of their project based on the written report and oral defense. Dissertation defenses should be done in-person (virtual livestreaming can be arranged for audience members who cannot attend in-person). Each defense should include a presentation that involves a slide deck and other visual aids that should last 30-40 minutes (unless otherwise directed by the dissertation Chair), followed by questions and answers from the committee and audience.
  - Graduation eligibility for spring and fall graduations specifies that dissertations must be defended by April 15<sup>th</sup> or November 20<sup>th</sup>, respectively.



- **Submit the Approved Dissertation Document to ProQuest**
  - Students must submit their approved dissertation document to ProQuest through the library as the final step of their dissertation process. The final grade of the dissertation will not be submitted until this step is completed.
  - Graduation eligibility for spring and fall graduations specifies that dissertations must be submitted to ProQuest by May 1<sup>st</sup> or December 1st, respectively.

### **Requirements for Dissertation Proposals and Defense Documents**

All documents completed throughout the dissertation process must follow APA's 7<sup>th</sup> edition requirements.

#### **Dissertation Proposal Requirements**

The purpose of a dissertation proposal is to describe the research plan to the committee members. This proposal should follow the same requirements described in the Preliminary Examination section.

#### **Dissertation Report Requirements**

The purpose of a dissertation report is to summarize the project in manuscript form. The report should be written as if it were being submitted to a journal to be reviewed for publication. Resources like What Works Clearinghouse or other research evaluation tools should be used as guideposts when planning and reporting the research.

Report documents must include all required components of a research manuscript with an emphasis on the following components:

- Title Page
  - Each committee member should be included.
- Abstract
- Introduction
  - Detailed Review of Relevant Research
  - Clearly Articulated Purpose
- Methods
  - Independent and Dependent Variables
  - Experimental Design
  - Procedures
  - Plan for Believability Data
- Results
  - Description of Anticipated Outcomes
  - Mock Graph of Results
- Discussion/Conclusion
  - Explanation of the Implications of the Study
  - Limitations/Future Directions
- References
- Appendix

- IRB Approval Documentation (if applicable)

### **Requirements Oral Defense Requirements**

Students must present and orally defend their dissertation proposals and final report. When doing so, the students must present all of the major sections and information from their written documents in a professional and effective manner.

### **Dissertation Approval Requirement**

The student's research committee will evaluate the written documents for the dissertation along the following scholarly and scientific domains:

- Editorial quality of the written document (e.g., free of typos, references complete, APA formatting).
- Technical and persuasive writing.
- Effective research design.
- Expertise in the subject area.

The student's research committee will evaluate the following oral components of the dissertation: the student's ability to present their prepared material fluently and respond effectively to questions.

Dissertation credits are pass/fail. Upon review of the written dissertation report and oral defense, the committee will confer using applicable rubrics and issue a decision. A *Research Decision Form* (see **Appendix C**) will be completed at that time. Each written document and presentation will be rated in the following categories:

- Satisfactory
  - Acceptable as a publication-quality manuscript.
- Satisfactory Contingent on Minor Revisions
  - Requires minor/insignificant revisions before it is acceptable as a publication-quality manuscript.
- Unsatisfactory with an Opportunity to Make Major Revisions
  - Shows promise as a potential publication-quality manuscript but will require significant changes before it is ready.
- Unsatisfactory
  - The manuscript/study is not acceptable as a publication-quality manuscript proposal and would not be made so even with major revisions.

Projects rated as satisfactory will meet the requirements for the dissertation. Projects rated satisfactory contingent on minor revisions will meet requirements for the dissertation after the minor revisions are completed. Projects rated as unsatisfactory with an opportunity to make major revisions may meet requirements for the dissertation after the major revisions are completed and the presentation component of the proposal is redone. Projects rated as unsatisfactory will not meet the requirements for the dissertation and will receive a failing grade. Unsatisfactory dissertations must be restarted.

If revisions or restarting is required, failure to improve the project by at least one rating level will produce an unsatisfactory rating. As previously stated, unsatisfactory rating require the project to be restarted. Students will not be permitted to try again after two unsatisfactory ratings.

## Teaching Requirements

As indicated in the course requirements of the Ph.D. program, students are required to engage in teaching activities during at least one semester. The minimum teaching requirement is that every student complete a semester as a teaching apprentice. After students complete a semester as a teaching apprentice, they may be eligible to apply to teach available sections of PSY100. If students receive positive teaching evaluations for PSY100, they may be eligible to apply to teach other undergraduate courses at Salve that might be available.

The basic teaching apprentice requirements are as follows:

- Complete a Teaching Workshop
  - Every teaching workshop must minimally include information about building syllabi, working in Canvas, designing presentation material, and preparing lectures.
  - Workshops can be completed by individual student-faculty dyads or in larger groups.
- Observe at Least Six Lectures
  - Structured observation notes must be taken during the observation.
  - If students want to be eligible to teach PSY100, they must complete at least two observations of a PSY100 class.
- Lead at least Two Lectures or Activities
  - The lectures could be guest lectures in a class or contrived as long as they are approved by the faculty sponsor.
- Create a Syllabus
  - Students must design, redesign, or adapt an existing syllabus to demonstrate their understanding of course structure.
  - If students want to be eligible to teach PSY100, their syllabus must be for PSY100.

## Graduate Application Instructions

Prior to applying to graduate, please review the program requirements listed in this handbook to ensure you've completed all requirements.

Students who plan to graduate must complete a "file for degree form" six months prior to their graduation date. Salve Regina holds one Commencement ceremony in May and two additional completion dates: August 31 and December 31. Students who complete their requirements in August and December are invited to the May ceremony.

To apply to graduate, follow the steps listed below.

1. Log into My Salve
2. Scroll down and click *graduation overview*
3. Select the graduation application & complete the form

### **Regalia Considerations**

Ph.D. regalia can be rented or purchased through Salve's bookstore. If a student decides to obtain their robes through another means, they must make sure that they have a doctoral gown that is black or Salve-branded, an eight-sided tam (i.e., doctoral regalia hat) that matches their robes, and a doctoral hood with dark blue velvet and Salve's colors on the lining.

## Student Resources

In addition to the general university resources found in the general student handbook (<https://salve.edu/dean-of-students>) or through Salve's website, Behavior Analysis graduate students should be aware of the following resources.

### Downloading the Microsoft Package

Faculty, staff, and students will have the ability to download the full version of Microsoft Office for up to 5 personal machines. Simply follow the directions below:

[https://salve.edu/sites/default/files/filesfield/documents/how\\_to\\_download\\_microsoft\\_office\\_to\\_your\\_personal\\_computer.pdf](https://salve.edu/sites/default/files/filesfield/documents/how_to_download_microsoft_office_to_your_personal_computer.pdf).

### Library Resources

Journals, databases, and other useful resources can be found at the McKillop Library website (<https://library.salve.edu>) and physical location.

### Troubleshooting Grievances

Below is the recommended sequence for addressing a problem.

1. If the grievance is related to an issue in a class or with an instructor, contact the instructor to explain the situation professionally and suggest a remedy. If the grievance is not related to a course or instructor, or you attempted step 1 unsuccessfully, follow step 2.
2. Contact the Program Director, Cody Morris ([cody.morris@salve.edu](mailto:cody.morris@salve.edu)), to explain the situation. If the results of the conversation with the director are not agreeable, follow step 3.
3. Contact the Chair of the Psychology Department to explain the situation. If the results of the conversation with the chair are not agreeable, follow step 4.
4. Contact the Graduate Studies Office to explain the situation.

**Note:** *For complaints about discrimination or sexual harassment, go directly to Title IX coordinators (<https://salve.edu/title-ix>).*

### Professional and Ethical Concerns

If you experience a professional or ethical concern related to the Behavior Analysis Graduate Program, you should seek appropriate resolution of the issue. When appropriate, a faculty member, Program Director, or Department Chair should be consulted when seeking resolution. Formal reporting resources and parameters can be found on the BACB's website (<https://www.bacb.com/ethics-information/reporting-to-ethics-department/>).

## Tips for Graduate School Success

The Behavior Analysis Graduate Program at Salve Regina University is designed to provide students with the knowledge necessary to be a successful clinician and meet the course requirements needed to sit for the BCBA exam. If students elect to complete practica through Salve in addition to core courses, students will be guided through all necessary criteria to sit for the BCBA exam. While meeting the required standards to sit and pass the BCBA exam is the highest priority, students are encouraged to seek additional enriching activities that will help make them a better behavior analysts and member of the community.

The following activities are highly recommended.

- Buy and keep your textbooks. You will be referencing them your entire career.
- All students should seek opportunities to attend local (and maybe national) conferences in behavior analysis and related fields. See a list of conferences under Professional Resources.
- All students should consider joining local (and maybe national) professional associations. See a list of associations under Professional Resources.
- All students should talk and collaborate with fellow Behavior Analysis students. One of the founders of behavior analysis, Fred Keller, once said, “the most important thing I learned in graduate school was from another student” (Keller, 1982, p 7). Collaboration will help students expand their knowledge and challenge them to think from other’s perspectives. Suggested activities include study groups, book clubs, and research.
- If opportunities are available, collaborate on research projects. Helping with research, not only benefits students interested in continuing in academia, but it also helps students interested in clinical roles by providing further opportunities to practice analytic skills.

In addition to the activities recommended above, students should consider the following rules for success proposed by Steve Hayes (1998). Hayes, a very prominent behavior analyst, provided thirteen rules he believed would help every student of behavior analysis find success. For more information about these rules, see the article included in the packet.

- Care about the Process, Not Just the Outcome
- Talk and Write – A Lot
- Say “Yes” Easily and Mean It
- Work with Others and Share Easily
- Keep Your Commitments
- Even Dogs Never Urinate in Their Own Beds
- Acknowledge Your Own Power and Behave Accordingly
- Acknowledge Your Own Finitude and Behave Accordingly
- Network with Your Betters
- Guard Your Integrity
- Follow Your Bliss
- Say “No” Easily and Mean It
- Open Your Mail, Return Your Phone Calls, and Keep Your Desk Clean

## Professional Resources

## Behavior Analyst Certification Board (BACB)

The BACB is the professional credentialing organization for behavior analysts. Students of behavior analysis need to familiarize themselves with the information found in various tabs on the BACB's website. A list of high-priority items is included below with an explanation, but students are encouraged to explore the website and resources further.

- Main Page (<https://www.bacb.com>)
  - All information can be found using the main website page.
- Log In (<https://gateway.bacb.com/Account/Login.aspx>)
  - Every student should create a BACB account at the beginning of their involvement with the Behavior Analysis Graduate Program. This account will permit further access to information related to obtaining the BCBA credential.
- Ethics Code (<https://www.bacb.com/ethics/ethics-code/>)
  - Any student beginning supervision hours must familiarize themselves with the BACB Professional and Ethical Compliance Code. **Anyone with a BCBA (or related credential) or working to obtain the credential is required to adhere to this ethics code.** For convenience, the BACB's ethics code is included in this packet.
- Experience Standards (<https://www.bacb.com/experience-standards-monthly-system/>)
  - Any student receiving or soon to be receiving supervision hours should familiarize themselves with the experience standards outlined by the BACB. These standards provide the guideline for adequate supervision and experience.
- Verify Certification (<https://www.bacb.com/verify-certification/>)
  - Students obtaining supervision beyond the affiliated practica sites should take care to verify the credentials of their supervisor. By following this link, students can search the name of anyone with a BCBA credential. Note that when viewing a BCBA's credential, there is a section that specifies whether they have met the supervision requirements necessary to supervise students or not.
- Newsletter (<https://www.bacb.com/newsletter/>)
  - When the BACB issues a decree that one of their standards is soon to be changing, they announce it in a newsletter. Anyone with or working toward a credential should follow these changes.

## Professional Associations

Participation in professional associations gives students opportunities for continued education, collaborations, and networking. Students of behavior analysis are strongly encouraged to join and participate in their local professional organizations and to consider joining the national/international organizations. A list of local associations is provided here as well as the major national/international groups. Students interested in more specific groups should reach out to a faculty member at Salve.

- Local/Regional
  - Rhode Island Association for Applied Behavior Analysis (<https://www.rhodeislandaba.com>)
    - RI ABA is the local professional association for Rhode Islanders.
  - Berkshire Association for Behavior Analysis and Therapy (<https://babat.org>)



- BABAT is the premier association for New England behavior analysts and is based out of Massachusetts.
  - Massachusetts Association for Applied Behavior Analysis (<https://www.massaba.net>)
    - MassABA is another association centered in Massachusetts.
  - Connecticut Association for Behavior Analysis
    - CT ABA is an association based out of Connecticut.
- International/National
  - Association for Behavior Analysis International (<https://www.abainternational.org/welcome.aspx>)
    - ABAI is the primary association for behavior analysts and hosts the leading conference for the field.
  - Association of Professional Behavior Analysts (<https://www.apbahome.net/default.aspx>)
    - APBA is an association aimed at working behavior analysts.

## Conferences

Attending conferences is one of the most beneficial practices an aspiring behavior analyst can begin. Students with the opportunity to attend a conference should see the list below of local and international/national conferences. In addition to the list provided, there are numerous conferences on a range of topics hosted every year. Students attending other conferences should speak to Salve faculty.

- Local/Regional
  - RI-ABA (<https://www.rhodeislandaba.com>)
    - RI-ABA hosts a local conference on Salve's campus.
  - BABAT (<https://babat.org>)
    - BABAT hosts one of the most highly regarded conferences for behavior analysts every year in Worcester, MA.
  - MassABA (<https://www.massaba.net>)
    - MassABA has recently started a conference that is hosted in Marlborough, MA.
- International/National
  - ABAI (<https://www.abainternational.org/welcome.aspx>)
    - Every year ABAI hosts a conference at a new location. The ABAI annual conference is the largest and most respected conference for behavior analysts.
  - APBA (<https://www.apbahome.net/default.aspx>)
    - Similar to ABAI, APBA hosts a conference annually in different locations.

## Journals

Students new to behavior analysis should use these journals as a starting point to familiarize themselves with behavior analytic research.

- Journal of Applied Behavior Analysis (<https://onlinelibrary.wiley.com/journal/19383703>)
  - JABA is the flagship journal for applied behavior analysts.

- Behavior Analysis in Practice (<https://link.springer.com/journal/40617>)
  - BAP is one of the most respected journals aimed at practitioners.
- Behavior Analysis: Research and Practice (<https://www.apa.org/pubs/journals/bar/>)
  - BARP is similar to BAP in scope and popularity.
- ABAI's Journal Collection (<https://www.abainternational.org/journals.aspx>)
  - ABAI publishes a collection of journals with various aims.
- Education and Treatment of Children (<http://www.educationandtreatmentofchildren.net>)
  - ETC is a prominent journal aimed at behavior analytic practices in school settings.
- Journal of Behavioral Education (<https://link.springer.com/journal/10864>)
  - JOBE is a journal aimed at behavior analytic practices in schools and educational settings.

## Appendices

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**Appendix A****Research Committee Appointment Form****Student Name:****Student Salve ID:****Topic of Research:****Type of Research Project (thesis/dissertation):**

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**Expected Semester of Completion:****Research Committee Chair:****Research Committee Member:****Research Committee Member:****Specify which, if any, of the members are not Salve employees:**

\*Non-Salve employees must submit a CV to include with this form.

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**Signature of Student:** \_\_\_\_\_**Date:****Name of Research Committee Chair:****Signature of Research Committee Chair:** \_\_\_\_\_**Date:** \_\_\_\_\_

**Appendix B****Research Topic Approval Form****Student Name:****Student Salve ID:****Topic of Research:****Type of Research Project (thesis/dissertation):**

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By signing this form, each committee member is confirming the following:

- The topic of interest is behavior analytic in nature and appropriate in scope
- The research question is well-formed
- The student has an appropriate plan to address the research question
- The proposed research will contribute to the scientific endeavors of the field

**Research Committee Chair:****Research Chair Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**Research Committee Member:****Research Committee Member Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**Research Committee Member:****Research Committee Member Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**Graduate Program Director:****Graduate Program Director Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

## Appendix C

### Research Decision Form

**Student Name:**

**Student Salve ID:**

**Research Title:**

**Topic of Research:**

**Type of Research Project (thesis/dissertation):**

### Committee Decision

Approve	Reject
<input type="checkbox"/> <b>Satisfactory</b>	<input type="checkbox"/> <b>Unsatisfactory with an Opportunity to Make Major Revisions</b>
<input type="checkbox"/> <b>Satisfactory with Minor Revisions</b>	<input type="checkbox"/> <b>Unsatisfactory</b>
<b>Required Minor Revisions:</b>          	<b>Required Major Revisions:</b>          

Projects that receive approval (i.e., rated as satisfactory or satisfactory with minor revisions) can be signed by the research committee at the time of defense. If minor revisions are required, they must be made in accordance with the committee's feedback. The revised document must be approved by the Research Committee Chair and then shared with the Graduate Program Director, who will also share it with the Vice-Provost. A project that receives a final rejection should also be signed and shared with the Graduate Program Director, who will also share it with the Vice-Provost.

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**COMMITTEE APPROVAL****Research Committee Chair Name:****Research Committee Chair Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**Research Committee Member Name:****Research Committee Member Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**Research Committee Member Name:****Research Member Committee Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**FINAL APPROVAL****Graduate Program Director Name:****Graduate Program Director Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**Vice-Provost of Graduate Studies Name:****Vice-Provost of Graduate Studies Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_