



BAT 474: Introduction to Staff Supervision Course Syllabus

Instructor

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Office Hours:
Mondays, 11:00-1:00
Tuesdays: 12:00-2:00
Or by Appointment

Location & Meeting Time

Faner Hall 1222
Tuesdays, 8:00 am – 10:50 am

Required Texts

Daniels, A. C., & Bailey, J. S. (2014). *Performance Management: Changing Behavior that Drives Organizational Effectiveness* (5th ed.). Atlanta, GA: Performance Management Publications.
ISBN-13: 978-0937100257

Additional readings will be provided via D2L. These readings are also required and should be considered to be just as important as the primary text.

Course Description and Objectives

This course is an introduction to the sub-discipline of Organizational Behavior Management, with a focus on topics that relate to the skills necessary to effectively train and supervise staff in organizational settings. Supervision is an important skill set for any behavior analyst as you will almost certainly be responsible for overseeing the implementation of behavior programs by parents, therapists, RBTs, and even other behavior analysts. The concepts taught in this course will apply to managing subordinates, working well with co-workers and management, and managing one's self.

Objectives

Upon completing this course, students will have gained an understanding of several concepts in OBM, including:

- Performance management strategies
- Functional assessment in organizational settings
- Pinpointing and measurement

- Goal setting
- Staff motivation
- Reinforcing desirable behaviors
- Giving feedback
- Dealing with unwanted behavior
- Evaluating performance changes

Course Format

Class meetings will be a combination of lecture, discussion, and activities. Students are expected to have completed the assigned readings before coming to class. The lecture will not cover all material presented in the readings, and will also go beyond the reading materials. Thus, attendance in class is important as all reading assignments and lecture content may be included in quizzes. Students are encouraged to participate in class by asking questions, contributing to the discussion of course topics, and sharing experiences either managing others, or being managed.

Assignments

Participation and Attendance

Attendance and participation in class are required. Students who are consistently absent or silent during class will not earn full credit. Students may miss two (2) classes without losing points. No documentation or excuses required.

Quizzes

A quiz will be given at the end of every class period that covers the content in the assigned readings as well as content from that day's lecture. Questions will be a mix of multiple choice, fill-in-the-blank, and short answer. Learning objectives will be provided to help guide studying from the readings, but students will also need to be attentive during lectures to pick up additional content. The quizzes will be administered during the last 30 minutes of the class period. Quizzes will be administered on D2L, so students should bring a laptop or tablet to class. If you do not have access to an appropriate device, you make take the quiz on paper.

If students are unhappy with their score on a quiz, they may take the quiz again at home after class on D2L. This second attempt is optional. If a second attempt is submitted, the final score on the quiz will be the average of the two scores. Thus, it is important to study and prepare adequately for the in-class quiz because it will strongly influence the maximum grade possible on the quiz. Second attempts will be available on D2L until the next class meeting and will be timed. If you miss the quiz during class, you will still be permitted to take the

quiz online, but your score will be an average of a zero (0) for missing the quiz in class and the score you earn online.

No make-up quizzes will be offered. However, a total of two (2) quiz scores will be dropped at the end of the semester (the two lowest scores).

Activities

Three activity assignments will be given during the semester, including a research article critique, a naturalistic observation/assessment, and a final project. More information and instructions will be provided for each assignment both in class and on D2L.

All assignments must be submitted via D2L. No assignments will be accepted by email or in class. Assignments are due on the date and time specified by the instructor. Any assignments submitted late will not be eligible for full credit. For the first 24 hours following the deadline (including even one minute late), 10% will be automatically deducted from the assignment. Each additional 24-hour period that passes will result in additional increments of 10% being deducted. No assignments will be accepted after finals week.

Grading

Grades will be weighted as follows. The total number of points may change during the semester. See the instructor regarding any questions about grading.

Participation/ Attendance	10%
Quizzes	50%
Activities	40%

Grades will not be curved and cutoffs are as follows:

- A: $\geq 90\%$
- B: 80%-89.99%
- C: 70%-79.99%
- D: 60%-69.99%
- F: $< 60\%$

A note about being successful in this course

Being successful in this course will be largely dependent on student effort. The best way to do well is to put forth a consistent and frequent effort. Attending class, being an active participant, asking questions, reading and reviewing the material often are all encouraged and expected.

Additional Course Policies

Classroom Etiquette

Students should maintain a respectful environment in the classroom at all times. The faculty are committed to maintaining an environment conducive to learning, including being respectful of students and their opinions. In return, you should also maintain respect for the faculty and your fellow students.

To facilitate learning, students are expected to avoid creating distractions in the classroom by speaking out of turn, using cell phones or other non-academically necessary devices or internet services. If you do create distractions during class, you will be asked to leave.

Email Policy

Communication is key in academia, much like in the world beyond school. When important announcements are made, especially those involving time-critical events, they will be made via email and sent through SIU Online to your registered SIU email address. Students are expected to maintain their email accounts and check email at maximum intervals of 24 hours. Failing to check emails regularly will not be accepted as an excuse for missing important announcements. Relatedly, the instructor is committed to replying to emails within 24 hours of receipt.

The instructor is available to students via email as a resource. Students are strongly encouraged to email the instructor to ask for clarification, or to communicate about course-related issues. However, out of respect for my time, I will ask that students consult the syllabus, email announcements, and the course page on SIU Online prior to emailing questions. If the question was answered on the syllabus, in an announcement, or in the modules on D2L, the instructor will not return the email. This policy is in no way aimed at discouraging students from communicating with the instructor. Rather, self-help and professionalism are important skills for students to master. One way you can demonstrate these professional skills is to refrain from asking questions that have already been answered.

Copyright

The instructor reserves all rights to the intellectual property generated for this course. Slides and other course materials may not be distributed to the public outside the context of this course.

The additional readings made available to you on D2L are covered by the Fair Use clause of the Copyright Act. You are welcome to use these materials for personal and educational purposes, but they should not be re-distributed to the public.

Academic Misconduct/Dishonesty

Students are responsible for understanding the University policy on plagiarism and academic misconduct/ dishonesty. Any instance of plagiarism will result – at minimum – in failing the assignment in which the instance of plagiarism was discovered. Depending on the severity of the violation, the instructor may also assign a failing grade in the course, and/or make a report about the incident to the Office of Student Rights and Responsibilities (SRR). Violation of the Code of Conduct, which includes but is not limited to academic dishonesty, may result in sanction, probation, or dismissal from the University.

Incidences of plagiarism include:

- Any presentation of works authored by someone else as your own, original work
- Failure to cite resources consulted or referenced
- Improper citation of works referenced

Failure to read or understand the policies on academic misconduct is not a valid excuse. It is the students' responsibility to read, understand, and adhere to the Code of Conduct. **If you are uncertain whether your assignment contains plagiarism, consult the instructor well before the deadline for the assignment.**

Additional University Policies

Consult the syllabus addendum for information on additional policies including Incomplete grades, disability accommodations, etc.

Course Agenda

The following agenda is a guide to the course schedule. The instructor reserves the right to make changes to the agenda with due notice to students to accommodate unforeseen circumstances that may arise.

Course Agenda is under development. A finalized agenda will be provided soon.

Date	Topic & Assignments Due	Readings Due by Class
8/23	Course Introduction and Syllabus Review	None
8/30	Introduction to OBM and Performance Management	Daniels & Bailey (D&B), Ch. 1 Reid & Parsons, Ch. 1*