

BEHV 4900

Undergraduate Research Practicum in Organization and Communication Sciences: Part I

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Meeting Time, Place: M 3:00PM – 5:00PM, Chilton Hall 363

Office Hours: By appointment

Course Introduction

When you run onto something interesting, drop everything else and study it.

B. F. Skinner 1956

This course offers undergraduates hands-on experience participating in ongoing research in the Organization and Communication Sciences Laboratory (O.C.S. Lab). Students will contribute to projects focused on organizational behavior, communication, and public speaking interventions through supervised research activities. Activities may include literature review, data collection and analysis, IRB and consent documentation preparation, recruitment, and assistance with audiovisual materials and training content. Work is conducted independently and collaboratively under faculty supervision and graduate student supervision, with the goal of contributing meaningfully to ongoing laboratory projects.

Prerequisite(s): BEHV 3300

Course Objectives

Process Objectives

During this course, students will:

- Develop applied research skills in behavioral science.
- Gain experience with data collection, data entry, and analysis.
- Practice professional communication and collaborative skills in a research setting.
- Demonstrate an understanding of ethical practices in research.
- Track and reflect on their time management and project involvement.
- Contribute meaningfully to at least one ongoing research product (e.g., manuscript, presentation, training tool).

Accomplishment Objectives

By the end of this course, students will:

- Summarize practicum contributions through a brief verbal presentation.
- Summarize practicum contributions through a brief written report.

Expectations and Attendance Policy

This research practicum is intended for advanced students in behavior analysis and serves as an experience to receive training and support practice of behavior analysis by contributing to ongoing research. Students represent the O.C.S. lab, department, and university and are expected to exhibit the highest levels of professionalism and abide by both supervision and research practicum schedule.

- Attend all scheduled lab meetings, supervision sessions, and practicum hours.
- Be punctual, prepared, and communicate clearly and professionally with the lab supervisor.
- Notify the faculty supervisor (professor) and the practicum supervisor (e.g., Ph.D. or MS graduate student) in advance of any absences. Only two excused absences are allowed; additional absences will reduce the final grade by 10% each.
- All missed hours must be made up within five business days.
- Students with four or more unexcused absences will receive a failing grade (i.e., F).
- If a schedule conflict is known in advance, the practicum student may adjust their practicum hour schedule but must submit a written request to both the practicum supervisor and the professor requesting a schedule change. An adjustment to the schedule must be requested in writing at least one week in advance to the practicum site supervisor. Unapproved schedule changes are considered absences.
- Arriving more than 10 minutes late or leaving early without approval will be marked as an absence.

Course Texts

Topic readings will be provided by the instructor and classmates. There are no required textbooks for the course. However, you may find the following materials helpful references for class activities and useful to have in your library:

American Psychological Association. (2020). *Publication manual of the American Psychological Association 2020: the official guide to APA style* (7th ed.). American Psychological Association.

Strunk, W., Jr., & White, E. B. (2000). *The elements of style* (4th ed.). Allyn & Bacon.

Grading Scale

Grade Letter	A	B	C	D	F
Points	570-513	512-456	455-399	398-342	341 points of fewer

Primary Assignments

Activity/Product	Description	Points
Syllabus Agreement	Students will earn 10 points toward their final grade by submitting the signed agreement on Canvas indicating they have read this syllabus and agree to abide by the policies articulated herein.	10
CITI Human Subjects Training	Students <u>must</u> complete the CITI Human Subjects Training within the first week of the research practicum.	5
Supervision Attendance	Attendance is required for individual and group supervision meetings. Students are expected to follow the attendance policy.	
Practicum Goals	The practicum student should develop 2 professional goals related to research practicum activities. These goals should be developed with the practicum supervisor and must be approved by the faculty supervisor. The goals should be written as behavioral objectives.	10
Practicum Time Logs	Attendance (7 hours) is required at the research practicum site per the attendance policy. Two hours are devoted to practicum supervision meetings. All activities should be documented. [135 hours x 2 points/hour = 270 points]. Complete in an ongoing fashion and submit weekly.	270
Quarterly Progress/Feedback	Students will receive formal quarterly feedback (though students will receive regular feedback in some form each meeting). In advance of the feedback meeting, the student will also complete a self-assessment regarding their performance. Feedback will be given on quality of work, professionalism, attendance, and progress toward goals. [240 points; 60 points each quarter]	240
Final Report / Final Presentation	Students will submit a professional, written summary of their research practicum activities for the semester. The report should describe the research questions, goals, tasks completed, outcomes, and contributions to ongoing lab projects. It must include permanent products (e.g., recruitment materials, IRB documents, cleaned datasets, visual aids) as evidence of the work completed. Students will deliver a 5–7 minute verbal presentation summarizing their practicum experience and contributions. This presentation should highlight their individual responsibilities, goals, major tasks completed, outcomes, and professional growth. (See Appendix for rubric)	40
Total Possible Points		570

Quarterly Feedback Schedule

Q1	Week of 2/2/2026
Q2	Week of 3/2/2026
Q3	Week of 4/6/2026
Q4	Week of 5/3/2026

Syllabus Change Policy

As the instructor of this course, I reserve the right to modify this syllabus at any time. Updates to this syllabus may include changes to the reading list, modified assignments, updates to due dates, etc. Changes will be communicated on the course Canvas page and via email. You are responsible for staying up to date with any syllabus changes.

Basic Needs Policy

Your basic safety and well-being are more important than anything in this class. If you are experiencing any food or housing insecurity or personal adversity, please contact the Dean of Students <https://deanofstudents.unt.edu>. If you want to talk or need help with making contacts, please feel free to reach out. I will help as best as I can.

ADA Policy

Please discuss your accommodations (whether “verified” or not) with me as soon as possible so that we can make a plan to ensure your success. UNT makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodation at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (<https://disability.unt.edu/>).

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the UNT Learning Management System (LMS) for contingency plans for covering course materials.

Research and Practicum Outcome Report Grading Rubric

Graded Component	Points Earned
ORGANIZATION AND CLARITY: Clear structure, grammar, and flow; logically organized sections.	(10)
OVERVIEW OF PRACTICUM ACTIVITIES: Describes tasks, timelines, and key responsibilities.	(8)
PRODUCTS: Includes and describes permanent products (e.g., IRB forms, materials, data summaries).	(10)
PROFESSIONAL TONE AND FORMATTING: Follows academic writing norms, formatting guidelines.	(8)
REFLECTION AND INSIGHT: Demonstrates thoughtful reflection on learning, skill growth, and challenges.	(7)
Total Score	40

Research and Practicum Outcome Presentation Grading Rubric

Graded Component	Points Earned
ORAL PRESENTATION: Oral expression is clear and concise. Does not read directly from slides. Scan and make eye contact with audience. Does not vocally express nervousness.	(8)
VISUAL PRESENTATION: Slide background did not distract from text. <40 words/slide. “Clean” slides that aided viewer understanding.	(6)
ACTIVITIES SUMMARY: Provide a rationale for research project(s). Description is more than a cursory overview. Review relevant research activities, as appropriate. Share permanent products.	(8)
INSIGHT AND GROWTH: Articulates professional development and skills gained.	(5)
Q&A HANDLING: Responded to questions appropriately and thoughtfully.	(4)
PROFESSIONALISM AND PREPARATION: On time, well-rehearsed, professional demeanor.	(4)
Total Score	35

Quarterly Feedback Form

Student Name:				
Quality of Work	Q1	Q2	Q3	Q4
Timeliness (arrives on time, meets deadlines)				
Preparedness (comes prepared for practicum shifts & meetings)				
Uses Laboratory software (Trello, Teams, etc.)				
Contributes meaningfully to projects and practicum meeting				
Accuracy of work (follows instructions, refrains from “sloppy work”)				
Professionalism	Q1	Q2	Q3	Q4
Appropriate interactions with research and consultant partners (professional tone, clear, respectful, listens)				
Appropriate interactions with all members of O.C.S. Laboratory				
Communicates with supervisor(s) at appropriate times and via approved modes				
Receives feedback professionally				
Changes behavior in response to feedback				
Professional appearance				
Maintains confidentiality of research and consultant partners				
Other				
Progress towards goals				
Follows the attendance policy				
Submits time-log on time				

Note. 1 (Needs Improvement) to 4 (Excellent)

