

# How to Enroll and Cover Course Contents

## How to Cover Course Contents

The Institute's courses are offered asynchronously. These courses are better called "asynchronous" instead of "online" because you do not really work "online." Rather, you work on your own at home at times that fit your personal schedule; you use a computer mainly to find, read, and print out the course syllabus. That is, these courses work more like sophisticated correspondence courses than like a series of engagements or exercises that require scheduled time online.

The syllabus for each of these courses contains all the information you need to work your way completely and successfully through the course. This includes: (a) what texts and other materials you need to obtain, and how to do so; (b) how grades are computed, and earned; (c) what the course assignments are, and how to complete and submit them; (d) what order you should complete the assignments in; and (e) what minimum schedule you should follow for submitting the assignments (although you certainly can work faster than the supplied schedule).

Most assignments concern reading sections of the text and writing out, and sending in, the answers to a set of study questions over each assigned section. Completing the series of assignments within the specified time frame completes the course. *Details* on how each course works are in its syllabus.

**NOTE:** You can study the contents of TIBI's courses three ways: (a) You can study the courses *for free* if you only want the knowledge, and do not want any kind of credit (i.e., TIBI credit toward TIBI's certificates, or regular academic credit). Simply study the materials in TIBI's syllabi as you wish. (b) If you want regular academic credit, take equivalent courses at a regular college or university; if these courses are known, they will be identified in TIBI's syllabi. (c) If you want TIBI credit toward TIBI's certificates, follow these instructions to enroll in TIBI's courses.

## How to Enroll, Etc.

To enroll in TIBI courses and work towards TIBI certificates, simply contact the Institute or any TIBI faculty member. Applicants will specify their goals and their prior contact, if any, with courses and degree programs having behaviorological content. (Transcripts, available course descriptions and/or syllabi, products completed

during the coursework, and/or a complete and up-to-date vita may need to be supplied.)

Based on that information, applicants will consult with TIBI faculty regarding which certificate they may wish to work toward first, and which course should be their first course. Then they can pay the tuition-like fees (hereafter, simply "fees") and begin their first course.

## Substitute Credit from Other Sources

Before, or while, working to fulfill requirements for one of the Institute's certificates, a student may cover behaviorological content in one or more of the courses of other institutions or in self-study. Upon receiving a written request, the Institute may consider whether or not that work would be an adequate substitute for Institute work. (Remediation to "A" level may be required.)

If deemed adequate, the Institute may list that work as fulfilling the requirements of one or another, or part of one or another, of its own courses. The consideration will be made by two to three TIBI faculty members of whom at least one is a member of the Board of Directors.

The information usually contained in course descriptions and syllabi, along with the products completed during the work, if available, will be among the materials that need to be submitted along with the request for substitute credit. Any further information needed for the consideration will be supplied by the student requesting the consideration.

In addition, a processing charge of 10% of the fee value of the coursework to be replaced by the outside work will accompany the request. (This amount will be determined by consulting a TIBI faculty member—who will serve as one of the faculty members considering the matter, and who will organize the other faculty to consider the matter—prior to preparing the written request.) Half of this charge will be refunded if the request is denied. (The Institute's *Policies and Procedures* contain an appeals process if one is needed.)

The Institute has already approved some college and university courses as acceptable substitutes for TIBI work. Students who provide documentation on having taken such courses will automatically receive fee-free credit toward TIBI certificates.

## Recognition of Previously Acquired Repertoires

Students, or professionals who are behaviorological scientists and practitioners with official degrees in other disciplines or fields, may request an evaluation from TIBI to see at what Institute certificate level their previous training and experience would place them. The request will be in writing and will be accompanied by a complete and up-to-date vita and a non-refundable fee of \$20 (free to TIBIA members). Should other information be needed (e.g., course descriptions or syllabi) it will be sup-

plied by the student or professional requesting the evaluation. Non-TIBIA members who request and pay for an evaluation, and later either (a) join TIBIA, or (b) enroll in an Institute course to further their behaviorological education, will have the \$20 credited toward either the cost of membership or the fee cost of their first course. Those for whom this evaluation has been done will receive the TIBI certificate for which their prior training and experience qualifies them, and/or a description of what is necessary to complete the next certificate level. (Details are in the Institute's *Policies and Procedures*.)

### Fees

The Institute's courses are generally conceived as three-credit courses, each to be completed in the standard time frame of four months *or less* (although some courses can be taken concurrently). When certificates are completed in a timely manner, the Institute's fee rates, which are applicable to everyone regardless of geographical home, become essentially equivalent to \$67 per credit hour for its undergraduate courses (i.e., \$200 per course) and \$100 per credit hour for its graduate courses (i.e., \$300 per course). (This [a] is about half of the typical 1998 "resident" [i.e., in-state] rate at a state university such as SUNY [using 1998 figures], and [b] is much less costly than the non-resident, out-of-state rate.) Here are details:

Where courses are offered *only at one level* (either undergraduate or graduate) the level of the course, not the level of the certificate for which the course is required, determines the fee level and therefore the amount. Where a course is offered *at both undergraduate and graduate levels*, the level of the certificate for which the course is required determines the level of the course, and *that* determines the fee level and therefore the amount.

*Undergraduate Level Courses.* The official fee for undergraduate courses is \$300 per course. However, successful course completion within the standard time frame generates a \$100 credit toward the \$300 fee for the next course (essentially making undergraduate fees become equivalent to \$67 per credit hour).

Upon completion of the requirements for a certificate, and if at least one full-fee Institute undergraduate course has been completed for this certificate, the earned certificate will be delivered accompanied by a completion award in the form of a check for \$100 (which may, if so desired, be applied to the fee for the first course of a further certificate).

*Graduate Level Courses.* The fee for graduate courses is \$450 per course. However, successful course completion within the standard time frame generates a \$150 credit toward the \$450 fee for the next course (essentially making graduate fees become equivalent to \$100 per credit hour).

Upon completion of the requirements for a certificate, and if at least one full-fee Institute graduate course has been completed for this certificate, the earned certificate will be delivered accompanied by a completion award in the form of a check for \$150 (which may, if so desired, be applied to the fee for another course).

### Refunds

If a student does not finish a course and requests a refund, a refund will be provided. If requested within the first week of the course, 100% of the fee paid will be refunded. If requested in the second or third week of the course, 50% of the fee paid will be refunded. If requested later than the third week of the course, 10% of the fee paid will be refunded.

### Student Files

TIBI faculty will regularly come into possession of materials that a student produces as part of her or his Institute training courses. Those materials are to be kept until one year after the course or certificate, for which those materials were produced, has been completed. Then those materials are to be returned to the student by shipment to the student's last known address for disposition at his or her discretion. (The address *will* be current if the student has maintained TIBIA membership.)

