

## SELF MANAGEMENT PLAN PROPOSAL CHECKLIST

Name: \_\_\_\_\_

Section	Completed? Yes/No	Standard
Title Page  _____/3 points		Is there a running head? (1) Is there a well-composed title? (1) Does the student state his name, ID number, and semester and year of the class? (1) Is APA format correct? (-1 point)
I. Target Behavior  _____/5 points		Was the target behavior stated? (1) Was there a clear indication of excess or deficit? (1) Did you indicate which dimension(s) are being modified? (1) Are pros and cons listed for maintaining and changing the behavior? Are they clear? (1) Was there an indication of how successful he/she feels about achieving the goal? (1)
II. Behavioral Definition and Goals  _____/4 points		Was there a clear behavioral definition? (1) Were the goals and behavior counts stated? (2) Was a criterion stated? (1)
III. Recording Method  _____/3 points		Was a recording method listed? (1) Were cues and people to help remember given? (1) Was the ABC chart described? (1)
IV. The Functional Assessment  _____/3 points		Did the student include the analysis from Planning Sheet 4? (3)
V. Self-Management Strategies Utilized  _____/15 points		Review the strategies stated by the student. Were they used correctly? Are required strategies such as the token economy and goal setting present? (15) Was correct APA format used? (-2 if no)
VI. Temptations and Mistakes  _____/8 points		Were potential mistakes listed and addressed? (2) Were potential temptations listed and addressed? (2) Were situations and places listed and addressed? (2) Did the student address revised strategies? (2)

<p>VII. Plan Rules</p> <p>____/4 points</p>		<p>Were rules used in this plan described in general? (3)</p> <p>Was the behavioral contract described? (1)</p>
<p>Appendices</p> <p>____/5 points</p>		<p>Was the behavioral contract included? Was it accurate? (1)</p> <p>Were the three token economy tables included? Do they make sense? (1)</p> <p>Were 4 sample ABC charts included from the baseline phase? (1)</p> <p>Was the baseline summary table included? (1)</p> <p>Were the rules included? (1)</p>
<p>General Requirements</p> <p><b>Deduct up to 5 points if not followed</b></p>		<p>Were there grammatical or spelling errors?</p> <p>Was APA format followed in the body of the proposal?</p> <p>Typed, 12 point font?</p> <p>Double spaced?</p> <p>Other issues? Deduct up to 2 points and describe below</p>

**FINAL GRADE - \_\_\_\_\_/50**

**How many days late? \_\_\_\_\_**

**-10% per day, up to 3 days for lateness**