

**George Mason University**  
**College of Education and Human Development**  
**Division of Special Education and disAbility Research**

# **Applied Behavior Analysis Practicum Handbook**



2017

**A comprehensive guide for Intensive and Standard  
Practicum: Students, BCBA supervisors, and Practicum  
Site Coordinators**

## Table of Contents

<b>Program Description</b> .....	<b>4</b>
<b>BCBA Requirements Related to Practicum</b> .....	<b>5</b>
<b>Types of Practicums</b> .....	<b>5</b>
On-the-job (OTJ) Practicums: Including cohorts and other on-the-job situations .....	5
Traditional Practicums: Practicums requiring placement by George Mason University .....	6
<b>General Practicum Information</b> .....	<b>Error! Bookmark not defined.</b>
Attendance .....	7
Personal Appearance and Professional Conduct .....	7
Holidays and Vacations .....	8
Teacher Students and Substitute Teachers .....	<b>Error! Bookmark not defined.</b>
Important Considerations .....	8
Duration of the Practicum .....	9
Grades .....	10
Problem Solving Process .....	10
Special Assistance for Teacher Students .....	<b>Error! Bookmark not defined.</b>
<b>Standard Practicum Students</b> .....	<b>11</b>
Responsibilities .....	12
<b>Intensive Practicum Students</b> .....	<b>Error! Bookmark not defined.</b>
Responsibilities .....	<b>Error! Bookmark not defined.</b>
<b>BCBA Supervisors</b> .....	<b>13</b>
Role of University Supervisor .....	14
Unsatisfactory Progress .....	15
Logistics .....	15
Responsibilities .....	16
<b>Practicum Site Coordinators</b> .....	<b>Error! Bookmark not defined.</b>
Trajectory for Traditional Teacher Students .....	<b>Error! Bookmark not defined.</b>
Logistics .....	<b>Error! Bookmark not defined.</b>
Instructions for Stipend Payment .....	16
Responsibilities .....	18
<b>Special Education Practicum Forms</b> .....	<b>19</b>
<b>Instructions for Log of Hours</b> .....	<b>Error! Bookmark not defined.</b>
<b>Summary of Placement, Supervisors, Hours, and Final Grade</b> .....	<b>Error! Bookmark not defined.</b>
<b>Practicum Planning Guide</b> .....	<b>Error! Bookmark not defined.</b>
<b>Planning Document for Clinical Evaluation Continuum Rubric</b> .....	<b>Error! Bookmark not defined.</b>
<b>Summary Observation Report</b> .....	<b>Error! Bookmark not defined.</b>
<b>Progress Report</b> .....	<b>Error! Bookmark not defined.</b>
<b>Special Education Practicum Assessments</b> .....	<b>Error! Bookmark not defined.</b>
<b>George Mason University Clinical Evaluation Continuum for Students in Initial Individualized General Curriculum Licensure Program</b> .....	<b>Error! Bookmark not defined.</b>
<b>Video Analysis Assessment Task (Directions and Rubric)</b> .....	<b>Error! Bookmark not defined.</b>
<b>Teacher Candidate Dispositions Rating</b> .....	<b>Error! Bookmark not defined.</b>
<b>InTASC Practicum Evaluation</b> .....	<b>Error! Bookmark not defined.</b>
<b>Practicum Evaluation by the Teacher Candidate</b> .....	<b>Error! Bookmark not defined.</b>
<b>Supplemental Materials</b> .....	<b>Error! Bookmark not defined.</b>
<b>University Supervisors Tech Tips</b> .....	<b>Error! Bookmark not defined.</b>

Setting Up Your Blackboard Course Site.....	<b>Error! Bookmark not defined.</b>
Activating Your Tk20 Links in the Assessments Page .....	<b>Error! Bookmark not defined.</b>
Uploading and grading rubrics for Tk20 assessments.....	<b>Error! Bookmark not defined.</b>
Submitting Final Grades.....	<b>Error! Bookmark not defined.</b>
Resources .....	<b>Error! Bookmark not defined.</b>
<b>The Active Teaching Model Lesson Plan Format.....</b>	<b>Error! Bookmark not defined.</b>

## **Applied Behavior Analysis Program and Practicum Description**

Applied Behavior Analysis (ABA) is a discipline devoted to understanding human behavior and improving quality of life. The field has applications in business and industry; autism and intellectual disabilities; education; treatment of psychiatric disorders and family relationships; geriatrics; and general or specialized medicine. Coursework is based upon national Behavior Analyst Certification Board (BACB) guidelines, preparing students as competent practitioners and contributors to the discipline. Practicum is an optional route for students to complete BACB experience standards. Successful coursework and practicum completion meets requirements to take the Behavior Analyst Certification Examination.

This manual addresses the roles and responsibilities of Practicum students, BCBA supervisors, and Practicum Coordinators. It also includes forms, assessments, and supplemental materials. Coursework and practicum may be modified in anticipation of and preparation for changes required by the BACB.

### **Purpose of Practicum**

The Practicum in the Applied Behavior Analysis provides the experience standards for students to apply what he/she has learned in coursework. Students are expected to demonstrate competencies in the following areas: Basic Behavior-Analytic Skills, Client-centered responsibilities, and foundational knowledge. The purpose of supervision is to improve and maintain behavior-analytic, professional, and ethical repertoires.

It is expected that students use BACB Task List items as a baseline and develop competencies that will help them evolve into an independent Board Certified Behavior Analysts (BCBA), who are qualified to provide services to clients with a variety of needs, including improvements in organizational functioning, skill deficits, and problem behavior, among others.

### **Learner Outcomes**

Upon completion of this course, students will be able to:

1. Develop goals to develop new behavior analytic skills according to the BACB Task List
2. Practice within one's limits of professional competence in applied behavior analysis.
3. Conduct behavioral measurement using a variety of behavioral measurement procedures.
4. Implement behavior analytic assessment procedures as directed by one's supervisor.
5. Interpret behavior analytic assessment procedures in conjunction with one's supervisor.
6. Develop behavior analytic intervention procedures in conjunction with one's supervisor.
7. Implement behavior analytic instruction and intervention procedures in conjunction with and as directed by one's supervisor.
8. Make data based decisions in conjunction with one's supervisor.
9. Complete and submit all documentation as required by one's supervisor and by GMU personnel.
10. Conduct oneself in accordance with the Guidelines for Responsible Conduct and the Disciplinary Standards.

## **BCBA Requirements Related to Practicum**

The BACB has educational, experiential, and examination requirements that one must satisfy to earn the BCBA or BCBA-D credential. The examination requirement may only be satisfied by applying to sit for, taking, and passing the Behavior Analyst Certification Examination that is administered by the BCBA. In order to meet the board certification requirements, students must complete the required pre-experience training. Students must pass an online, competency-based training module on BACB experience standards prior to the onset of experience. The module is available via the BACB Gateway. Supervisors are responsible for ensuring their supervisees have completed the online module prior to providing supervision.

### **Types of Practicum Experience**

There are three experience categories available: Supervised Independent Fieldwork, Standard Practicum, and Intensive Practicum. To obtain hours through Independent Fieldwork, students are responsible for securing their own experience placement and obtaining the necessary supervision to meet the BACB requirements. GMU offers Standard and Intensive practicum for students who apply and register for this option. Total experience hours are met through a combination of 15 credit hours of standard (3cr) and intensive (6cr) practicum. Students can request a practicum site with a number of agencies who have partnered with GMU or can request an On the Job (OTJ) placement, using current work sites (if applicable). All practicum supervisors are BCBA or BCBA-Ds in good standing with the BACB, and are employed by GMU.

Students may combine supervised time accrued under *Standard Practicum* and *Intensive Practicum* formats to arrive at a total number of supervised hours. To convert *Intensive Practicum* to *Standard Practicum* hours, multiply the *Intensive Practicum* hours by 1.33. To convert *Standard Practicum* to *Intensive Practicum* hours, multiply the *Practicum* hours by 0.75.

### **Standard Practicum**

The standard practicum, EDSE 495/795, is a 3-credit course offered in the fall, spring, and summer semesters. During the 15 week semester in the fall and spring and 11 week semester in the summer, students work 20 hours (on average) per week at one's practicum site. Of the 20 worked hours, 10 hours are accrued through direct contact with clients and 10 hours are accrued through indirect hours. Students meet with their BCBA supervisor once a week with a minimum of 7.5% of hours supervised. Students can elect to register for 5 semesters of standard practicum (15 credit hours) or combine with Intensive practicum (6cr) to satisfy the total hours of experience.

### ***On the Job (OTJ)***

Students who are currently working may have their site approved as a Practicum site if they have support from the Practicum Site Coordinator and are doing behavior analytic services. Students must contact their Practicum Site Coordinator to arrange this. The BCBA supervisor

will be assigned by George Mason. Students teaching in the Mason LIFE program may also apply for an on-the-job Practicum with approval from the LIFE Program Director.

**Practicum request**

Practicum sites are arranged for students who request placements. Students will interview with Practicum Sites and matches are made contingent upon mutual agreements between the site and student.

<b>Standard Practicum Overall Requirement</b>	<b>BCBA</b>	<b>BCaBA</b>
Hours of Experience	1000	670
Length of supervisory period	1 week	1 week
Minimum # of visits/period	1 visit	1 visit
Minimum amount of supervision/period	7.5% of total hours	7.5% of total hours
Course Grade	Official documentation reflects a passing grade (C or better) in all experience courses	Official documentation reflects a passing grade (C or better) in all experience courses

**Intensive Practicums:**

The Intensive practicum, EDSE 499/799, is a 6-credit course offered in the fall and spring semesters. Students can elect to register for 5 semesters of standard practicum (15 credit hours) or combine with Intensive practicum (6cr) to satisfy the total hours of experience in a shorter period of time. During the 15 week semester in the fall and spring, students work 20 hours (on average) per week at one’s practicum site. Of the 20 worked hours, 10 hours are accrued through direct contact with clients and 10 hours are accrued through indirect hours. Students meet with their BCBA supervisor twice a week with a minimum of 10% of hours supervised.

**On the Job (OTJ)**

Students who are currently working may have their site approved as a Practicum site if they have support from the Practicum Site Coordinator and are doing behavior analytic services. Students must contact their Practicum Site Coordinator to arrange this. The BCBA supervisor will be assigned by George Mason. Students teaching in the Mason LIFE program may also apply for an on-the-job Practicum with approval from the LIFE Program Director.

**Practicum request**

Practicum sites are arranged for students who request placements. Students will interview with Practicum Sites and matches are made contingent upon mutual agreements between the site and student.

<b>Intensive Practicum Overall Requirement</b>	<b>BCBA</b>	<b>BCaBA</b>
Hours of Experience	750	500
Length of supervisory period	1 week	1 week
Minimum # of visits/period	2 visit	2 visit
Minimum amount of supervision/period	10% of total hours	10% of total hours
Course Grade	Official documentation reflects a passing grade (C or better) in all experience courses	Official documentation reflects a passing grade (C or better) in all experience courses

## Professional and Ethical Behaviors

Practicum students, BCBA supervisors, and Practicum Site coordinators must adhere to the Professional and Ethical Compliance Code for Behavior Analysts, effective January 1, 2016. The Code includes 10 sections relevant to professional and ethical behavior of behavior analysts. See description of professional behaviors related to practicum requirements.

### Attendance

Practicum students completing Standard or Intensive Practicums are required to match worked hours with supervised hours, therefore, it is imperative that students follow the preset schedule for supervised time. You are expected to attend each supervision meeting scheduled with your BCBA supervisor (or supervisor designee for those participating in group supervision). You may miss no more than two of these meetings in the 15 week semester, with prior notice of at least 24 hours given for each. Should circumstances necessitate tardiness, you are expected to phone/email your supervisor and notify her or him. You will be responsible for making up any time lost due to absence or tardiness.

At the end of each supervised session, students will be evaluated on punctuality and attendance by their BCBA supervisor. Please note that students must meet with satisfactory 80% of the performance standards for a passing grade.

When an absence is unavoidable, the student must notify the BCA supervisor in advance, typically a 24 hour notice. Students who miss 3 consecutive supervised visits are at risk of failing practicum. Students in this situation must meet with the ABA Practicum Coordinator, Dr. Kristy Park to develop a practicum plan for the remainder of the semester.

### Personal Appearance and Professional Conduct

Students must dress professionally and exhibit professional behavior in their assigned site at all times. At the end of each supervised session, students will be evaluated on professional attire and demeanor by their BCBA supervisor. Please note that students must meet with satisfactory 80% of the performance standards for a passing grade.

In addition to those expectations that are specific to the internship, interns are expected to adhere to all expectations set forth by George Mason University and the College of Education and Human Development, to include the following:

- Students must adhere to the guidelines of the Mason Honor Code (see <http://oai.gmu.edu/the-mason-honor-code/>).
- Students must follow the university policy for Responsible Use of Computing (see <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.
- Students with disabilities who seek accommodations in a course must be registered with

George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <http://ods.gmu.edu/>).

### **Holidays and Vacations**

Students must follow the calendar of their assigned practicum site as there may be differences in the George Mason's academic calendar and practicum site calendar. Please schedule vacations and personal time with families with your BCBA supervisor and Practicum Site Coordinator beforehand. This will ensure that required hours are met by the end of the semester.

### **Important Considerations**

If students do not comply with practicum site expectations, the Practicum Site Coordinator may request the student be removed from the assigned site. There is no guarantee that a practicum student be approved for an alternate assignment. Students who do not uphold the professional behaviors and dispositions promoted by the practicum site and CEHD may be removed from Practicum and/or referred to the Office of Student and Academic Affairs as needed.

Students must purchase professional liability insurance. Liability policies for students of applied behavior analysis are available through providers recommended by the Association for Behavior Analysis, International ([www.abainternational.org](http://www.abainternational.org)) and the Association of Professional Behavior Analysts ([www.apbahome.net](http://www.apbahome.net)) at their websites.

### **Campus Resources**

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance (see <http://caps.gmu.edu/>).
- The George Mason University Office of Student Support staff helps students negotiate life situations by connecting them with appropriate campus and off-campus resources. Students in need of these services may contact the office by phone (703-993-5376). Concerned students, faculty and staff may also make a referral to express concern for the safety or well-being of a Mason student or the community by going to <http://studentsupport.gmu.edu/>, and the OSS staff will follow up with the student.

For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/>.



## **Practicum Hours and Activities**

### **Duration of the Practicum**

Standard, 3-credit, and Intensive, 6-credit, practicums run 15 weeks in the fall and spring and 11 weeks in the summer. Practicum periods are on a weekly basis and required number of visits and duration of supervised time must be met during this week. Practicums may be extended in order to:

1. address make-ups due to inclement weather, illness,
2. accumulate total behavior analytic hours,
3. to address performance-based concerns.

There must be documented evidence to warrant approval for performance-related issues. Extensions must be approved by the ABA Practicum Coordinator.

### **Acceptable activities performed by interns include:**

- ❖ Conducting assessment activities related to the need for behavioral interventions,
- ❖ Designing, implementing, and monitoring behavior analysis programs,
- ❖ Overseeing implementation of behavior analysis programs by others
- ❖ Activities normally performed by a behavior analyst that are directly related to behavior analysis such as:
  - Attending planning meetings regarding behavior analysis programs,
  - Researching the literature related to the program,
  - Talking to individuals about the program,
  - Plus, any additional activities related to oversight of behavioral programming such as behavior analyst supervision or evaluation of one's performance.

### **Activities that *are not acceptable*, and so time spent engaging in these activities may not count toward one's supervised time, include:**

- ❖ Attending meetings with little or no behavior analytic content,
- ❖ Providing interventions that are not based in behavior analysis,
- ❖ Doing non-behavior analytic administrative activities,
- ❖ Doing other activities that are not directly related to behavior analysis.

This information is provided by the BACB. As a method of determining whether or not what one is doing is acceptable, one should consult the most recent BACB's *Task List* and *Professional and Ethical Code for Behavior Analysts*.

## Practicum Grades

Grades for the Practicum are:

- S Satisfactory: Student successfully meets Practicum requirements, received satisfactory ratings by the BCBA supervisor, and has uploaded all necessary documents onto TK20.
- IP In Progress: The Student's performance has not yet been evaluated due to incomplete hours or failure to upload forms onto TK20. IP grade can be changed to S upon completion of requirements.
- F Fail: The Student has not met performance evaluation standards for successful completion of the Practicum program.

It is the responsibility of the student to provide evidence to the BCBA Supervisor and if necessary the ABA Practicum Coordinator, practicum hours and specific Task List competencies that will be evaluated during the Practicum. Showing written documentation and/or an observable demonstration of competencies is the responsibility of the student.

The final grade for the Practicum will be determined by the ABA Practicum Coordinator and BCBA supervisor. Students will be evaluated on the course objectives and requirements as listed in this handbook AND in the course syllabus. Grades will be determined by the following:

1. Ratings on the following documents by the BCBA supervisor:
  - a. BACB Experience Supervision Form,
2. Sufficient worked and supervised hours to satisfy Standard/Intensive requirements
3. Satisfactory submission of all requirements to Tk20.

General supervision expectations that apply to all Practicum students and BCBA supervisors:

- ❖ All work conducted by students and BCBA supervisors will comply with the Behavior Analyst Certification Board's *Task List (4<sup>th</sup> Ed.)* and *Professional and Ethical Code for Behavior Analysts*.

## **Practicum Students: Standard and Intensive**

## Student Responsibilities

Practicum students must show evidence of successful completion of tasks related to the most recent BACB Task List. The student is responsible for completing and submitting required tasks.

<b>Tasks to complete</b>
1. Read through the Practicum Handbook and the course syllabus you receive.
2. Login to Blackboard course.
3. Review syllabus and required initial documents (Supervision contract, Declaration of Professional Practice, and Confidentiality Policy). Complete consent forms if needed.
4. Organize Practicum Binder: Task List sections, Ethical and Professional Behavior Code, Supervision forms, Log of Hours
5. Meet with BCBA to complete required initial documents, identify and create plan for practicum goals
6. Submit initial docs onto the Assignment and the Assessment tab (TK20)
7. Complete BACB Module
8. Follow practicum schedule
9. Document all direct and indirect worked hours during the Practicum. Provide access for the BCBA supervisor to review and sign, if necessary
10. Document evidence of activities on Task List items
11. Take data, determine your progress toward goals- continue, modify, or reassess.
12. Contact ABA Practicum Coordinator when concerns or questions occur
13. Review worked hours and supervised hours to check on progress toward total hours for the semester (ex: 300 hours) and the match with supervised time (7.5% or 10%).
14. SUBMIT WORK ONTO THE ASSIGNMENT TAB AND THE ASSESSMENT TAB (TK20).

## **BCBA Supervisors**

## **Role of BCBA Supervisor**

As a BCBA Supervisor you play an important role in the preparation of students for careers in behavior analysis. You serve not only as a role model for the student, but also as an ambassador for George Mason University. As board certified behavior analysts, there are supervision requirements set forth by the BACB in the Professional and Ethical Compliance Code for Behavior Analysts. Please stay updated with supervision training and ethical CEUs.

- Complete an 8-hour Supervision Training Workshop from a BACB approved Type 2 ACE provider
- Pass the competency-based Supervision and Experience Training Module on the BACB website
- Complete 3 CEUs for Supervision during each subsequent recertification cycle

### ***Start of Practicum***

At the beginning of the semester, meet with practicum site personnel and practicum student to discuss responsibilities, sign ABA supervision contract, determine practicum schedule, and discuss ABA practicum goals that will help the student acquire new behavior analytic skills related to the BACB Task list. The goal is to work together to facilitate in-depth discussion/understanding of issues affecting practice – both personally and professionally – and developing a high level of behavior-analytic expertise.

### ***During Practicum***

The students must be supervised based on the number of hours worked. A Standard practicum student receives 7.5% of supervised time per week. An Intensive practicum student receives 10% of supervised time per week. It is recommended that students work 20 hours (direct and indirect) per week, which totals to 300 hours for the semester. Check Student Log of Hours to verify that activities are behavior analytic and that hours worked match the hours of supervision.

- Remember that **No more than 50%** of hours are in direct implementation of behavioral programs including: Conducting assessments related to the need for behavioral intervention; designing, implementing, and systematically monitoring skill acquisition and behavior-reduction programs; overseeing the implementation of behavior-analytic programs by others; training, designing behavioral systems, and performance management; other activities normally performed by a behavior analyst that are directly related to behavior analysis such as attending planning meetings regarding the behavior analytic program, researching the literature related to the program, and talking
- Examples of activities that **will not count** as experience include: attending meetings with little or no behavior-analytic content; providing interventions that are not based in behavior analysis; performing nonbehavioral administrative activities; and completing nonbehavioral assessments (e.g., diagnostic assessments, intellectual assessments), paperwork, documentation, billing, or any other activities that are not directly related to behavior analysis.

Provide specific verbal and written feedback to the practicum student about their performance during and after every supervision encounter, using the Session experience verification form.

- a. Satisfactory (S) ratings are provided when the student demonstrates at least 80% of the professional skills
- b. Needs Improvement (NI) ratings are provided when the student demonstrates at least 30% of insufficient demonstrations of professional skills

c. Unsatisfactory (U) ratings are provided when the student demonstrates 50% of insufficient demonstrations of professional skills

Supervisee and supervisor both agree to maintain a copy of each signed supervision document including all feedback forms, below, and this signed contract for supervision. Maintain confidentiality with regard to the intern and to the internship site, disclosing only information necessary for training purposes, and only to the intern, site personnel, or appropriate university personnel, unless otherwise required by law. Both parties will agree to protect the time and space for supervision, by keeping to agreed appointments and the time allotted. Privacy will be respected and interruptions avoided.

### **End of Practicum**

BCBA Supervisors serve as liaisons between the practicum site and George Mason University. They provide support and guidance to the practicum student via supervision feedback and evaluations. They facilitate communication among all parties, primarily with the ABA Practicum Coordinator when there are possible concerns with practicum arrangements and arrangements.

### **Faculty Supervisor's Evaluation of Student's Performance**

Supervision evaluations are made on the basis of measures of professional conduct (Supervision Form rating), assessment and procedural implementation of practicum goals, and ethics and professional conduct in applied settings. The supervisor will review the evaluation in discussion with the student, and will provide the student a written copy of the supervision evaluation after each session observed. Progress of 80% or higher across supervision sessions, submission of practicum documents must be met for a final grade for the semester (e.g., Satisfactory or Unsatisfactory).

### **Unsatisfactory Progress**

It is the responsibility of the BCBA Supervisor, to determine satisfactory progress of the student in the Practicum. If the BCBA Supervisor documents that the student is NOT making satisfactory progress, the BCBA Supervisor and ABA Practicum Coordinator will develop a plan of action with the student.

### **Payment Logistics**

BCBA Supervisors are paid at the end of the semester. Payment is according to the number of credit hours of each Practicum supervised.

For trips of 25 miles or more (not including those to the GMU campus), the US may request mileage reimbursement at the end of the semester for accumulated travel. Reimbursement rates may vary.

<b>Credits</b>	<b>Supervision Hours (teaching log)</b>	<b>Length of Practicum</b>	<b>Minimum # of observations</b>
3	About 23 hours	11-15 weeks	11-15
6	About 30 hours	15 weeks	30

--	--	--	--

**Instructions for Stipend Payment**

Please note that payment will take a minimum of 4-6 weeks and that forms **must** be turned in no later than 30 days after the last day of the Practicum. Contact Comfort Uanserume [cuanseru@gmu.edu](mailto:cuanseru@gmu.edu), 703-993-9777. She will send you (via email) the following forms:

- The ABA Practicum Supervisor Pay form
- W-9 (<http://www.irs.gov/pub/irs-pdf/fw9.pdf> )

Please return

Via email at [cuanseru@gmu.edu](mailto:cuanseru@gmu.edu)

Or

Via mail at

Comfort Uanserume, CPS, CEHD

George Mason University

4400 University Drive MSN: 6C13

Fairfax, VA 22030

**BCBA Responsibilities**

<b>Tasks</b>
1. Read ABA Practicum Handbook. Review course syllabus, add activities and readings onto the course schedule.
2. Contact student with introduction and send updated syllabus. Review practicum requirements with student
3. Review contract, Confidentiality Policy, and Declaration of Professional Practice with student. Set up meeting with student and practicum site coordinator (as needed) to complete initial required documents and consent forms (as needed)
4. Identify and create practicum plan based on baseline assessment.
5. Develop practicum schedule and review expectations for tardiness, absences, and ways to contact you.
6. Complete Supervision Experience Form with the student, mark ratings for professional conduct. Keep copies of supervision forms.
7. Review weekly log of hours
8. Monitor practicum goal, adjust as needed.
9. Contact ABA Practicum Coordinator, Dr. Kristy Park about any potential concerns about student performance.
10. Provide evidence or documentation of Task List items addressed.
11. Review end of semester hours and sign the Summary Verification Form (student keeps original)
12. Complete necessary paperwork for payment by the Field Placement Office



## **Practicum Site Coordinator**

## Role of Practicum Site Coordinator

As a Practicum Site for George Mason University's ABA Practicum program, your role is to provide students with a safe working environment. Please remember that Practicum Students are gaining experience in the field and must be provided with tasks that are within their level of competence. Specific tasks include:

- Meet with BCBA supervisor and practicum student to discuss responsibilities, sign ABA supervision contract, determine practicum schedule, and discuss ABA practicum goals that will help the student acquire new behavior analytic skills related to the BACB Task list.
- To provide safe working conditions for the practicum student when he/she is on-site.
- To require of the practicum student only work that is consistent with developing their skills and repertoire in behavior analytic skills and related to the Task List items
- Provide 5-15 direct hours per week of activities that will help the practicum student to expand behavior analytic experiences with clients.
- To provide working materials unique to the client served by the practicum student
- To provide regular spoken and/or written feedback to the student with regard to her or his performance on-site.
- To fulfill all financial and other commitments made to this intern as part of this internship.
- To maintain confidentiality with regard to this intern, disclosing only information necessary for training purposes to appropriate university personnel, or as required by law.

## Responsibilities

Requirement	Related Document
1. Review ABA Practicum Handbook	
2. Meet with Student and BCBA Supervisor to sign Supervision Contract and related forms	<i>Form 3-Practicum Planning Guide</i> <i>Form 4—Planning document for CEC rubric</i>
3. Provide contact information to the student and BCBA Supervisor and situations to notify.	
4. Check in with the student to monitor safe placement within student's level of competence.	<i>Form 5- Observation Summary Form</i>
5. Contact ABA Practicum Coordinator when questions or concerns arise	<i>Form 1—Log of Hours</i>

## **ABA Practicum Forms**



Appendix A

**Practicum Supervision Contract** (updated summer 2015)  
 GEORGE MASON UNIVERISTY  
 APPLIED BEHAVIOR ANALYSIS PRACTICUM

**Practicum Student:**

Address:	Phone: e-mail:
----------	-------------------

**BCBA Supervisor:**

BCBA#

Address:	Phone: e-mail:
----------	-------------------

**Practicum Site and Contact:**

Address:	Phone: e-mail:
----------	-------------------

**BCBA Supervisor Responsibilities.** By signing below, I agree to abide by the following:

- Complete an 8-hour Supervision Training Workshop from a BACB approved Type 2 ACE provider
- Pass the competency-based Supervision and Experience Training Module on the BACB website
- Complete 3 CEUs for Supervision during each subsequent recertification cycle
- At the beginning of the semester, meet with practicum site personnel and practicum student to discuss responsibilities, sign ABA supervision contract, determine practicum schedule, and discuss ABA practicum goals that will help the student acquire new behavior analytic skills related to the BACB Task list. The goal is to work together to facilitate in-depth discussion/understanding of issues affecting practice – both personally and professionally – and developing a high level of behavior-analytic expertise.
  - a. Failure to meet with student within the time frame may result in an alternative placement setting for the student.
  - b. Failure to meet BACB guidelines for supervision may result in a required meeting with GMU’s ABA Practicum Coordinator and ABA Program Coordinator.
- Ensure BCBA supervisory time equivalent to 7.5% of the intern’s hours worked if the intern is participating in Standard Practicum, or equivalent to 10% of the intern’s hours worked if the intern is participating in Intensive practicum.
  - a. This time will be regularly scheduled and conducted throughout the semester (i.e., 15 weeks), which is at least once a week for Standard Practicum and twice a week if participating in Intensive practicum.
  - b. For 3 credits, GMU recommends 300 total hours worked, 23 hours of BCBA supervision, and no more than 6 hours in group supervision for each semester.
  - c. For 6 credits, GMU recommends 300 total hours worked, 30 hours of BCBA supervision, and no more than 12 hours in group supervision for each semester.
- Provide specific verbal and written feedback to the practicum student about their performance during and after every supervision encounter, using the Session experience verification form.
  - a. Satisfactory (S) ratings are provided when the student demonstrates at least 80% of the professional skills

b. Needs Improvement (NI) ratings are provided when the student demonstrates at least 30% of insufficient demonstrations of professional skills

c. Unsatisfactory (U) ratings are provided when the student demonstrates 50% of insufficient demonstrations of professional skills

- Supervisee and supervisor both agree to maintain a copy of each signed supervision document including all feedback forms identified in Clause 11, below, and this signed contract for supervision.
- Maintain confidentiality with regard to the intern and to the internship site, disclosing only information necessary for training purposes, and only to the intern, site personnel, or appropriate university personnel, unless otherwise required by law.
- Both parties will agree to protect the time and space for supervision, by keeping to agreed appointments and the time allotted. Privacy will be respected and interruptions avoided.
- Any party requiring a variance in the schedule will notify the other party at the earliest possible time of variance to determine an appropriate time to reschedule.
- During the supervision period, there will be progress reviews conducted after every 100 hours of supervision have been acquired. At these reviews, the supervisor will provide feedback to the supervisee and document whether adequate progress is being made. After two progress reviews during which inadequate progress has been made, the supervisor must determine whether supervision should continue, and provide in writing the required steps to allow for continued supervision. If the determination is made that supervision should stop, the supervisor must provide in writing to the supervisee what areas were lacking adequate progress and determine if any of the hours during that period should be counted toward supervision. As such, there is no guarantee that the supervisor will sign off on hours accrued during the 100-hour period during which supervisee performance was inadequate.
- Check Student Log of Hours to verify that activities are behavior analytic and that hours worked match the hours of supervision.
  - a. **No more than 50%** of hours are in direct implementation of behavioral programs including: Conducting assessments related to the need for behavioral intervention; designing, implementing, and systematically monitoring skill acquisition and behavior-reduction programs; overseeing the implementation of behavior-analytic programs by others; training, designing behavioral systems, and performance management; other activities normally performed by a behavior analyst that are directly related to behavior analysis such as attending planning meetings regarding the behavior analytic program, researching the literature related to the program, and talking
  - b. Examples of activities that **will not count** as experience include: attending meetings with little or no behavior-analytic content; providing interventions that are not based in behavior analysis; performing nonbehavioral administrative activities; and completing nonbehavioral assessments (e.g., diagnostic assessments, intellectual assessments), paperwork, documentation, billing, or any other activities that are not directly related to behavior analysis.

### **Driving Policy**

No student who is enrolled in the ABA Practicum at George Mason University may

operate a motorized vehicle of any kind in which a student, client, or other service recipient at the Practicum Student's internship site, under any circumstances.

***Practicum Site Responsibilities.*** By signing below, on behalf of \_\_\_\_\_

I agree to abide by the following: \_\_\_\_\_ (site name)

- Meet with BCBA supervisor and practicum student to discuss responsibilities, sign ABA supervision contract, determine practicum schedule, and discuss ABA practicum goals that will help the student acquire new behavior analytic skills related to the BACB Task list.
- To provide safe working conditions for the practicum student when he/she is on-site.
- To require of the practicum student only work that is consistent with developing their skills and repertoire in behavior analytic skills and related to the Task List items
- Provide 5-15 direct hours per week of activities that will help the practicum student to expand behavior analytic experiences with clients.
- To provide working materials unique to the client served by the practicum student
- To provide regular spoken and/or written feedback to the student with regard to her or his performance on-site.
- To fulfill all financial and other commitments made to this intern as part of this internship.
- To maintain confidentiality with regard to this intern, disclosing only information necessary for training purposes to appropriate university personnel, or as required by law.

***Practicum Student Responsibilities.*** By signing below, I agree to abide by the following:

#### Professionalism

- Pass the competency-based Supervision and Experience Training Module on the BACB website
- To arrive at my practicum site and at all supervision meetings with necessary materials and prepared to work.
- To abide by all attendance, confidentiality, and conduct policies put forth as part of this practicum, by George Mason University, and by the practicum site.
- To refrain from participating in any dual relationship, other than a pre-existing employment relationship with the practicum site contact or supervisor during the semester for which I am registered as a student.
- Maintain confidentiality with regard to the intern and to the internship site, disclosing only information necessary for training purposes, and only to the intern, site personnel, or appropriate university personnel, unless otherwise required by law.
- After 100 worked hours, supervisor will provide a progress review to determine if adequate progress is being made to improve behavior analytic skills. If skills are identified to improve, I will accept the feedback professionally and if needed provide an action plan to document how skills will be obtained.

#### Attendance

- To arrange a working schedule with the practicum site personnel and my supervisor within 5 days of beginning my practicum, and updating that schedule when changes are made.
- To adhere to the practicum schedule, and provide prior notice of all instances of tardiness and absence to both my BCBA supervisor and to my practicum site personnel, by phone or other preferred method of communication.
- I will follow-up by providing in writing with my BCBA supervisor and practicum site personnel, the dates and length of time hours will be rescheduled.
- Failure to attend scheduled meetings may result in consequences determined by the BCBA supervisor which may include activities such as written examples that describe professional responsibilities. Repeated failure to attend scheduled meetings may result in unsatisfactory

ratings on supervision forms, removal from practicum site, and unsatisfactory grade for the course.

- When special situations arise and accommodations need to be made, please include a written statement from the practicum site and BCBA supervisor.

#### Documentation

- Meet with practicum site personnel and BCBA supervisor to discuss responsibilities, sign ABA supervision contract, determine practicum schedule, and discuss ABA practicum goals that will help the student acquire new behavior analytic skills related to the BACB Task list.
- Upload supervision contract onto TK20 within 10 days of the start of the semester.
- To maintain my own log of hours and other records that demonstrate my progress
- Supervisee and supervisor both agree to maintain a copy of each signed supervision document including all feedback forms identified in Clause 11, below, and this signed contract for supervision.
- Complete a Session experience verification form with the BCBA supervision after each session
- Complete the Summary experience verification form at the end of the semester
- Submit the Summary and Session experience verification forms onto TK20.

#### Driving Policy

- I understand that I may not operate a motorized vehicle of any kind in which a student, client, or other service recipient at my practicum site is a passenger.

#### Insurance

- To present documentation of liability insurance to my supervisor and to the site contact prior to beginning my work at that site. (*see student insurance options at <http://gse.gmu.edu/special-education/academics/applied-behavior-analysis-graduate-certificate/>*)

Practicum Student's Signature and Date: \_\_\_\_\_

BCBA Supervisor's Signature and Date: \_\_\_\_\_

Practicum Site Contact's Signature and Date: \_\_\_\_\_

Appendix B:

## **Confidentiality Policy**

I, \_\_\_\_\_ (*practicum student name*) understand that, with regard to confidentiality, the Behavior Analyst Certification Board's ***Professional and Ethical Code for Behavior Analysts*** states the following:

### **2.05 Rights and Prerogatives of Clients.**

(c) Permission for electronic recording of interviews is secured from clients and all other settings. Consent for different uses must be obtained specifically and separately.

### **2.06 Maintaining Confidentiality.**

(a) Behavior analysts have a primary obligation and take reasonable precautions to respect the confidentiality of those with whom they work or consult, recognizing that confidentiality may be established by law, institutional rules, or professional or scientific relationships.

(b) Clients have a right to confidentiality. Unless it is not feasible or is contraindicated, the discussion of confidentiality occurs at the outset of the relationship and thereafter as new circumstances may warrant.

(c) In order to minimize intrusions on privacy, behavior analysts include only information germane to the purpose for which the communication is made in written and oral reports, consultations, and the like.

(d) Behavior analysts discuss confidential information obtained in clinical or consulting relationships, or evaluative data concerning patients, individual or organizational clients, students, research participants, supervisees, and employees, only for appropriate scientific or professional purposes and only with persons clearly concerned with such matters.

(e) Behavior analysts must not share or create situations likely to result in the sharing of any identifying information (written, photographic, or video) about current clients and supervisees within social media contexts.

### **2.07 Maintaining Records.**

Behavior analysts maintain appropriate confidentiality in creating, storing, accessing, transferring, and disposing of records under their control, whether these are written, automated, or in any other medium. Behavior analysts maintain and dispose of records in accordance with applicable federal or state law or regulation, and corporate policy, and in a manner that permits compliance with the requirements of the Code.

### **2.08 Disclosures.**

(a) Behavior analysts disclose confidential information without the consent of the individual only as mandated by law, or where permitted by law for a valid purpose, such as: 1) to provide needed professional services to the individual or organizational client, 2) to obtain appropriate professional consultations, 3) to protect the client or others from harm, or 4) to obtain payment for services, in which instance disclosure is limited to the minimum that is necessary to achieve.

(b) Behavior analysts also may disclose confidential information with the appropriate consent of the individual or organizational client (or of another legally authorized person on behalf of the client), unless prohibited by law.



**By signing below, I indicate that I understand and accept the following:**

- I may only disclose information pertaining to the students I am serving and the families in whose home I'm working to my supervisor and to my supervision group when prior written authorization to disclose information from a parent or guardian in the family is given. In the context of individual or group supervision, only information pertinent to the service being provided or to the practicum student's training will be discussed.
- Information may be disclosed to others provided that:
  - It is done consistent with the practicum student's or BCBA supervisor's duty as a mandated reporter;
  - A family member with legal authority to do so has provided written authorization to disclose the information. This written authorization will specify: 1) the particular information that is to be disclosed, 2) the party to whom the information may be disclosed (and must include the name of the party to whom the information is disclosed), 3) the purpose for which the disclosed information may be used, and the date (no later than the end of the current semester) on which the authorization expires.
  - This written authorization must be signed by a family member with legal authority to give the authorization, and reviewed and signed by the ABA Practicum coordinator before the disclosure
  - The student will log all disclosures on the log of hours, and in the record book of the child served.
- I also understand these stipulations apply to all information seen, heard, or otherwise received in the context of group supervision, pertaining both to children, families, or organizations served, and to other students in the practicum or group supervision.
- I will refrain from disclosing information pertaining to my classmates, and the families, children, and organizations served by myself or others in the context of the practicum for which I am registered, without first obtaining written authorization, as specified above, that is reviewed and approved in writing by my BCBA supervisor, except in the event of a mandated reporting event.
- I understand that failure to abide by this policy would represent a violation of the Professional and Ethical Code for Behavior Analysts, and may result in disciplinary action as determined appropriate by George Mason University, to include options up to expulsion from the graduate training program and/or George Mason University.

**Practicum Student's Signature and Date:**

---

**Declaration of Professional Practice\***

\_\_\_\_\_  
(Your Name, Highest Degree)  
*Practicum Student, Applied Behavior Analysis, George Mason University*

\_\_\_\_\_  
(your e-mail address and telephone number)

**For those I serve in the capacity of Applied Behavior Analysis Intern**

I am in training to become a Behavior Analyst. I am enrolled in the Graduate Certificate Program in Applied Behavior Analysis at George Mason University, and my supervisor for this internship is \_\_\_\_\_.

She / he can be reached at \_\_\_\_\_.

The highest degree I hold is in \_\_\_\_\_.

\_\_\_\_\_, from \_\_\_\_\_.

***Professional Relationships, Limitations, and Risks***

Behavior analysis is a science that considers much of the behavior we exhibit to be learned, whether we knew we were learning it or not. Behavior is influenced by what happens before it, around it, and after it. When important events that happen before, around, or after behavior change, the behavior changes. My job as a behavior analysis intern will be to help you discover what those important events are, how to change them, and to accomplish those changes. I will ask you to change things and will need your participation. I will collect data, and will ask you to collect data. We will use those data to determine whether or to what extent the changes we're making are influencing the behavior in the direction we need it to go. I will consult with you and with my supervisor at each stage of the behavior change process (e.g., assessment, intervention, evaluation, and revision of intervention). I will ask about and incorporate your goals. I will explain my assessments, assessment results, and procedures in plain English. I will not participate in any assessment or intervention without your consent. If, at any point, you wish to terminate our relationship, I will cooperate fully. I cannot guarantee any particular result, or that progress will be made by any particular date. I will make no guarantees. Instead, I will put forth my best effort, and I trust that you will put your best effort forth.

If I believe that my work has become non-productive, I will discuss the situation with you and with my supervisor as soon as possible, with an eye toward resolving the situation in a way that is most helpful to all. Possible actions taken may include my receiving additional training or supervision, requesting that my work be altered in some way, or discussion of terminating or providing referral information, as is appropriate. I can only work with clients and practicum site personnel who fully inform me of any and all of their concerns, as early as the concerns arise as is possible. I will need your full cooperation as I try to understand the various behaviors that are problematic for you. I will ask questions and make suggestions and will need your total honesty with me at all times. I will show you data as part of my work, and expect that you will pay attention to the data, ask questions if you do not understand the data, and give me your true evaluation of how things are going.

I will make my decisions primarily, and to a great extent, on the data that are collected as part of our work together. (I will also consider ethical and other technical factors, and will consider the needs of the recipients of my services, when making evaluations and decisions.) I will need to collect data (with your help) before an intervention begins, and continue throughout the intervention. This will permit us to evaluate how or whether the intervention is helping.

We'll need to continue data collection after the intervention has ended to determine whether the behavior changes are durable. We will stop taking data when it is ethically and technically okay to do so.

Under my code of ethical conduct, I'm not allowed to have a relationship or work with you in any way other than as an intern under supervision of my faculty supervisor. Since I am a student, I cannot be left alone in a building responsible for a child or other vulnerable person without a responsible person (e.g., parent, guardian, or parent's or guardian's designee) present. I cannot drive you, your child, or others connected to the internship anywhere, and cannot babysit, or provide non-internship services. I cannot meet with you or interact with you except as part of this practicum for the duration of my internship. Our relationship is purely professional, and I will not be able to have a personal relationship with you. I may not accept gifts regardless of value, and may not accept meals. I cannot attend family or site events such as birthday parties, weddings, funerals, religious services, etc., unless doing so explicitly for the purpose of providing assessment, treatment, or instructional services during those events, and has been approved by my supervisor in advance.

When applicable, please provide a list of medications (prescription and over the counter) and diagnosed medical conditions for your child or for the student or client with whom I am working. I will keep this information (and all other information I get during the internship) confidential. I am trusting you to tell me when medications or dosages change. If the person(s) I serve at your site participate in other therapies or forms of instruction, please let me know. If other therapies or forms of instruction change, or you are thinking about adding new ones, please let me know. I will share with you information I have regarding how to measure effects of those treatments or instructional procedures on the student's or client's behavior, and will ask you to measure with me.

If you need to cancel or reschedule an appointment, please contact me as soon as far enough in advance as you can before the appointment. I will call you, as well, if I must cancel or be tardy to an appointment, and will do so as far enough as I can before the appointment. I am a student intern, in training to become a behavior analyst. My supervisor is a Board Certified Behavior Analyst who is employed by George Mason University to provide my supervision. Both my supervisor and I will behave in accordance with the professional and ethical standards set forth in the Behavior Analyst Certification Board's ***Professional and Ethical Code for Behavior Analysts***. If you would like a copy of these guidelines, please let me know, and I will provide you with one.

If, at any time and for any reason you are dissatisfied with our professional relationship, please do not hesitate to discuss the situation with me, with my supervisor, or with the ABA Practicum Coordinator, Dr. Kristy Park (703.993.5251). If, after this discussion, the situation has not been resolved to your satisfaction, you may contact the ABA Director, Dr. Pam Baker at 703.993.1787. Should Dr. Baker be unable to resolve the situation to your satisfaction, you may contact the Behavior Analyst Certification Board at

*Behavior Analyst Certification Board, Inc*  
*Disciplinary Matters*  
*8051 Shaffer Parkway*  
*Littleton, Colorado 80127*

or through their website at [www.bacb.com](http://www.bacb.com). By signing below, you indicate that you have received this document, have read it, understand its contents, and have had any questions answered or concerns addressed to your satisfaction.

\_\_\_\_\_, Practicum Student Signature & Date

\_\_\_\_\_, BCBA Supervisor Signature & Date

\_\_\_\_\_, Practicum Site Personnel Signature & Date