



**College of Education and Human Development
Division of Special Education and disAbility Research**

Summer 2016

EDSE 495 001: Standard Applied Behavior Analysis Practicum

CRN: 42313, 3 - Credits

Instructor: Dr. Kristy Park	Meeting Dates: 05/16/16 - 08/06/16
Phone: 703 993 5251	Meeting Day(s): Schedule with supervisor 1 supervision session a week for 7.5% of hours (ex: 20 hours worked = 90 minutes of supervision)
E-Mail: kparkc@gmu.edu	Meeting Time(s): Schedule with supervisor 20 hours / week for 11 weeks = 220 worked hours And 16.5 hours of supervised time
Office Hours: Email to schedule a time to meet	Meeting Location: Schedule with supervisor

Note: This syllabus may change according to class needs. Students will be advised of any changes immediately through George Mason e-mail and/or through Blackboard.

Course Description

Meets intensive undergraduate supervision requirements by the BACB to develop, design, implement, and evaluate behavior analytic techniques that produce meaningful change.

Prerequisite(s): EDSE 460 (may be taken concurrently); admission to or prior completion of the Applied Behavior Analysis minor or permission of instructor; submission of practicum application to the Special Education program.

Notes: This Applied Behavior Analysis Practicum follows the experience guidelines of the Behavior Analysis Certification Board (www.BACB.com).

Schedule Type: INT

Hours of Lecture or Seminar per week: 3

Hours of Lab or Studio per week: 0

Grading: Satisfactory/No Credit

Prerequisite(s): None

Co-requisite(s): EDSE 460 or permission by the instructor

Advising Contact Information

Please make sure that you are being advised on a regular basis as to your status and progress through your program. Mason M.Ed. and Certificate students should contact the Special Education Advising Office at (703) 993-3670 for assistance. All other students should refer to their faculty advisor.

Nature of Course Delivery

Learning activities include the following:

1. Application activities
2. Small group activities and assignments
3. Video and other media supports
4. Research and presentation activities
5. Electronic supplements and activities via Blackboard

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.

Required Textbooks

Not applicable

Required Resources

1. Go to the BACB website and complete the Supervision Module on the BACB website.

"Supervisees may not start accumulating Supervised Independent Fieldwork, Practicum or Intensive Practicum hours until they have completed and passed the online training module over these standards. The module can be completed in under 90 minutes and is available free of charge via the Training tab in the BACB Gateway at www.BACB.com."

2. Go to the BACB website and download the latest BCaBA Task List. The link is provided here: <http://bacb.com/fourth-edition-task-list/>

Course Relationships to Program Goals and Professional Organizations

This course is part of the George Mason University, Graduate School of Education (GSE), Special Education Program for Applied Behavior Analysis Graduate Certificate. This program complies with the standards for teacher licensure established by the Council for Exceptional Children (CEC), the major special education professional organization. The CEC Standards are listed on the following website:

<http://www.cec.sped.org/Content/NavigationMenu/ProfessionalDevelopment/ProfessionalStandards> The content of the courses in this program is derived from the Task List published by the national Behavior Analyst Certification Board (BACB) as well as the Board's Guidelines for Responsible Conduct. The BACB Standards are listed on the following website: For more information on the Board and the examination, please visit the Board's website at www.bacb.com. The content of the courses in this program is derived from the Task List published by the national Behavior Analyst Certification Board (BACB) as well as the Board's Guidelines for Responsible Conduct. The BACB Standards are listed on the following website: For more information on the Board and the examination, please visit the Board's website at www.bacb.com.

GMU Policies and Resources for Students:

- a. Students must adhere to the guidelines of the George Mason University Honor Code [See <http://oai.gmu.edu/the-mason-honor-code/>].
- b. Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>].
- c. Students are responsible for the content of university communications sent to their George Mason University 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.

d. 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/>].

e. Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services and inform their instructor, in writing, as soon as possible. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor. [See <http://ods.gmu.edu/>].

f. Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.

g. The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].

Professional Dispositions

Students are expected to exhibit professional behaviors and dispositions at all times.

Core Values Commitment

The College of Education & Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles. [See <http://cehd.gmu.edu/values/>]

For additional information on the College of Education and Human Development, Graduate School of Education, please visit our website [See <http://gse.gmu.edu/>]

Course Policies & Expectations

Attendance.

- 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 11 week summer semester, with prior notice of at least 6 hours given for each. Should circumstances necessitate tardiness, you are expected to contact supervisor and notify her or him. Unless other arrangements are made between you and your BCBA supervisor, you may not accrue the hours needed to fulfill satisfactory progress in the supervision program.

Late Work.

- You must have completed the online Supervision Module on the BACB website. Hours cannot be accrued until you have completed this module. Students who do not complete this module will receive the grade of "Fail."

- At the beginning of the semester sign and submit the
 - Practicum Supervision contract
 - Confidentiality policy, and
 - Declaration of Professional Practicum
 no later than the end of the second week of the academic semester. Consent forms must be obtained prior to disclosing information or audio/video recording sessions. Failure to obtain proper consent forms may result in removal from the practicum placement.
- At the end of each semester, you must submit the Summary of Experience Verification form along with each Session Experience Supervision Forms to the course ASSESSMENT tab located in the course Blackboard site. Failure to submit forms will result in an incomplete for the practicum.

Tk20 Performance-Based Assessment Submission Requirement

Every student registered for any Special Education course with a required performance-based assessment is required to submit the (*NO ASSESSMENT REQUIRED FOR THIS COURSE*) to Tk20 through Blackboard (regardless of whether the student is taking the course as an elective, a onetime course or as part of an undergraduate minor). Evaluation of the performance-based assessment by the course instructor will also be completed in Tk20 through Blackboard. Failure to submit the assessment to Tk20 (through Blackboard) will result in the course instructor reporting the course grade as Incomplete (IN). Unless the IN grade is changed upon completion of the required Tk20 submission, the IN will convert to an F nine weeks into the following semester.

Students will submit initial and final documents to Blackboard. Initial documents include a practicum supervision contract, Confidentiality policy and Declaration of Professional Practice. A home setting practicum may include additional consent forms such as authorization to share information and/or record session, and/or adult-in-home policy. A school-based setting may require additional consent forms such as authorization to disclose and/or audio/video consent. End of semester documents includes a summary Experience Verification form as well as each supervision form for the week.

Grading Scale

Practicum is graded on a Pass / Fail system. To obtain a passing grade, the following tasks and performances must be met:

1. Complete and pass the online training module found on the BACB website (www.bacb.com)

2. Receive a Satisfactory rating on more than 80% of the Session Experience Verification forms during individual supervision sessions.
3. Initial documents (i.e., Practicum Supervision Contract, Confidentiality policy, Declaration of Professional Practice, and necessary consent forms) must be uploaded onto the course ASSESSMENT tab.
4. End of the semester documents (ie., Summary experience verification form and Session experience verification forms) must be uploaded onto the course ASSESSMENT tab.

Assignments

Performance-based Assessment (Tk20 submission required).

There is no TK20 assignment required.

Performance-based Common Assignments (No Tk20 submission required).

The following 3 documents must be uploaded at the start of the semester:

1. Practicum supervision contract
 2. Confidentiality Policy
 3. Declaration of Professional Practice
- * consent forms as needed

The following documents must be uploaded at the end of the semester:

1. Session feedback form (i.e., 11 supervised sessions = 11 supervision forms)
2. Summary Verification Form (copy) – Student keeps the original document

Other Assignments.

1. Practicum Log of Hours

Students are responsible for maintaining a log of hours, which may be requested by the BCBA supervisor to match supervised hours with hours worked and to determine if progress is made toward the total hours for the semester.

2. Practicum Binder

Students are responsible for creating and maintaining a Practicum Binder to show evidence of learning activities based on the BACB Tasklist sections.

3. Practicum Project

Students are encouraged to develop a practicum project focused on behavior change. The focus of the project is for the practicum student to acquire new behavior-analytic skills. Activities must be consistent with the dimensions of applied behavior analysis identified by Bear, Wolf, and Risley (1968). Examples of the project can include:

- Conducting assessments related to the need for behavioral interventions
- Demonstration of a behavior change process
- Design, implementation, and evaluation of a skill-acquisition program
- Design, implementation, and evaluation of a training program

CONTESTED EXPERIENCE:

If a supervisee is unable to obtain the signature of a supervisor on the Experience Verification Form or disagrees with the total number of hours recorded on the form, the supervisee may supplement his or her application with proof of the following:

- A Copy of the supervisory contract
 - B. Copies of the signed Experience Supervision Forms completed during the experience
 - C. Letters or other documentation from third parties who observed the supervisory relationship
- Supervisees also must provide the supervisor with copies of the documentation they are submitting to the BACB and must include proof of provision of this information to the supervisor (e.g., certified mail receipt along with a letter from the supervisee to the supervisor).

Schedule

Week	Objective	Assignment	Readings
1	Meet with BCBA supervisor, practicum site personnel, clients Review Initial Documentation Packet	* Complete Initial Documentation Packet with BCBA supervisor & Practicum Site * Obtain Home/School Consent forms as needed * Develop practicum schedule	Bear, Wolf, & Risely (1968)
2	Meet with BCBA supervisor and clients Set up system to complete, organize, and store on-going documentation (supervision forms) Set up system to maintain log of hours	* Upload initial Documentation Packet to GMU online assessment system * Set practicum goal(s)	As assigned by the BCBA supervisor

3	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	<p>* Define goal and measurement system</p> <p>* Develop task analysis to complete goal</p>	As assigned by the BCBA supervisor
4	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	* Monitor progress on goal	As assigned by the BCBA supervisor
5	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	<p>* Monitor progress on goal</p> <p>* Progress review of supervision. Provide student with written and/or verbal feedback about whether adequate progress is being made.</p>	As assigned by the BCBA supervisor
6	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	* Monitor progress on goal	As assigned by the BCBA supervisor
7	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	* Monitor progress on goal	As assigned by the BCBA supervisor
8	<p>Meet with BCBA supervisor and clients</p>	* Monitor progress on goal	As assigned by the BCBA supervisor

	<p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>		
9	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	* Monitor progress on goal	As assigned by the BCBA supervisor
10	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p> <p>Maintain log of hours</p>	* Monitor progress on goal	As assigned by the BCBA supervisor
11	<p>Meet with BCBA supervisor and clients</p> <p>Complete on-going documentation (supervision forms)</p>	<p>* Develop summary of skills/experiences gained and skills/experiences you plan to work on</p> <p>* Submit Verification form and supervised forms onto GMU online assessment system</p>	

Appendix

Appendix A

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

Practicum Student:

Address:	Phone: e-mail:
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BCBA Supervisor:

BCBA#

Address:	Phone: e-mail:
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Practicum Site and Contact:

Address:	Phone: e-mail:
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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 225 total hours worked, 17 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
 - b. 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 Taskstream 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 Taskstream.

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: _____

Confidentiality Policy

I, _____ (*practicum student name*) understand that, with regard to confidentiality, the Behavior Analyst Certification Board's ***Guidelines for Responsible Conduct*** 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.

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 these Guidelines.

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 Guidelines for Responsible Conduct, 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:

(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 *Guidelines for Responsible Conduct*. 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. 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