CSUN Master of Science in Applied Behavior Analysis (MS-ABA) Program

Practica Handbook
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* Adopted from CSUN Purchasing & Contract Administration Documents  
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Last Revised June 2017
Introduction to CSUN University-Based Practica

The Purpose of University-Based Practica

The Master of Science in Applied Behavior Analysis (MS-ABA) program at California State University, Northridge (CSUN) is approved, by Behavior Analyst Certification Board (BACB®), to offer a university-based practica. The purpose of the CSUN University-Based Practica is to offer MS-ABA students supervision from CSUN MS-ABA faculty and a variety of high quality in-vivo experiences, during which students acquire the skills acquired in their educational course-work.

Goals of University-Based Practica

To complete University-Based Practica, students are expected to meet the following minimum competencies (see the CSUN Structured Supervision Folder for a detailed task analysis for each competency) in their 2-year graduate program

I. Use the professional and ethical guidelines with colleagues and clients
II. Develop and use behavior measurement methods and record and analyze data
III. Conduct behavior measurement methods and record and analyze data
IV. Develop evidence-based intervention plans based on assessment results and baseline data
V. Design and implement skill acquisition procedures based on initial assessment (e.g., implement a language acquisition program based on VB-MAPP results)
VI. Design and implement behavior reduction procedures
VII. Program and probe for generalization and maintenance
VIII. Conduct ongoing assessment of interventions
IX. Train another individual to conduct a procedure
X. Develop and present a training module to individuals who are not familiar with behavior analysis

Evaluation of Interns

All Practica grades are competency-based. Although students are advised to adhere to BACB® requirements for accruing their supervised experience hours, they are not evaluated based on their internship hours. Instead, students’ grades are based on their participation, clinical professionalism (assessed on the supervision evaluation forms), and their achievements on the competencies
Students' Practica Options and Eligibility Criteria

As a graduate student, in the Master’s program you are eligible to apply for University-Based Practica (options shown below) to obtain supervision (see www.bacb.com under categories of supervised experience). The following practica options, a professional requirement of the program, are offered by the CSUN MS-ABA graduate program at this time. Students enroll in Practica for each semester of the two year program.

BACB® Requirements

As a BACB® university approved Practicum Site, all of the CSUN Practica Options must adhere to the following BACB® guidelines (see.bacb.com).

Distribution of Hours for Option I & II is as follows:
1. Students must complete 1,000 hours of University-Based Practica
2. The distribution of hours must be no fewer than 10 hrs per week but no more than 30 hrs per week.
3. All approved university experience must be completed for graduate academic credit with a passing grade (i.e., XBEH 903).
4. Students must be supervised at least weekly for 10% (7.5% minimum) of the total hours they spend in University Practicum. Total supervision must be at least 100 hours (75 minimum), and the supervisory period is one week.

Distribution of Hours for Option III is as follows:
1. Students must complete 1,500 hours of Supervised Independent Fieldwork for Option III Off-Site Practica
2. The distribution of hours must be no fewer than 10 hrs per week but no more than 30 hrs per week.
3. All approved university experience must be completed for graduate academic credit with a passing grade (i.e., XBEH 903).
4. Students must be supervised at least weekly for 5% of the total hours they spend in University Practicum. Total supervision must be at least 75 hours, and the supervisory period is bi-weekly.

Individuals pursuing certification at the Board Certified Behavior Analyst (BCBA) level must complete the supervision registration process with the BACB® by taking an online, competency-based training module on BACB® experience hours prior to onset of experience.

Supervisees may accrue experience in only one supervision experience category at a time. The BACB® defines “Combining Experience Categories” in the following way:

- Supervisees may elect to accrue hours in a single category or may combine any 2 or 3 of the categories listed, Supervised Independent Fieldwork, Practicum, Intensive Practicum, to meet the experience requirement, with Practicum having 1 ½ times the temporal value of Supervised Independent Fieldwork, and Intensive Practicum having 2 times the temporal value of Supervised Independent Fieldwork.
I. University-Based Practica with Tenure-Track Faculty

This practica option provides direct supervision by MS-ABA tenure-track faculty with research labs. These positions are competitive, and students must apply and be selected by the faculty members. Meeting times and supervised experience vary based on the research laboratory (specific information provided by each MS-ABA faculty in their syllabi and supervision contract). Each intern’s performance is evaluated by tenure-track faculty. Below, is a list of our three tenure-track faculty members conducting clinical work and behavior analytic research:

A. **Faculty member: Dr. Debra Berry-Malmberg**
   
   Website: [https://www.csun.edu/wellbeing/csun-autism-clinic](https://www.csun.edu/wellbeing/csun-autism-clinic)
   
   **Research & Clinical Interests:** The Autism Research Lab focuses on developing and evaluating behavioral interventions and parent education programs to promote socio-communicative skill development of children with autism.
   
   **Setting:** Autism Clinic at CSUN
   
   **Clients:** Young children with Autism Spectrum Disorders and their caregivers.

B. **Faculty member: Dr. Tara Fahmie**
   
   Website: [www.csun.edu/~tfahmie/](http://www.csun.edu/~tfahmie/)
   
   **Research & Clinical Interests:** Dr. Fahmie's research interests include the assessment, prevention, and treatment of behavior disorders in children and adults with disabilities (intellectual, developmental, physical). In addition, Dr. Fahmie conducts research to enhance the efficacy and efficiency of skill (social, academic, self-care, etc.) acquisition programs. Most of Dr. Fahmie's research is conducted in a clinical context and the results of her research are used to help inform teachers, parents, and caregivers, and ultimately, to improve the independent functioning of individuals with special needs.
   
   **Setting:** Pacoima Charter School and Autism Behavior Intervention, Inc.
   
   **Clients:** Individuals (ages 3-15) with and without disabilities as well as their caregivers (i.e., parents, guardians, teachers).

C. **Faculty member: Stephanie Hood**
   
   Website: Under Construction
   
   **Research & Clinical Interests:** Dr. Hood’s primary research interests have been related to determining the extent to which efficacious teaching procedures produce socially important behavior change and promote maintenance and generalization, and expand the reach of behavior-analytic services. One of Dr. Hood’s primary research lines is assessing procedures to teach complex social skills and assess the extent to which stimulus generalization occurs. Effective interventions to teach complex social skills is essential for adolescents and young adults with social skills deficits to become fully functioning members of the community (e.g., independent living, success in higher education, and employment). Some of Dr. Hood’s current projects are related to developing interventions for specific conversation deficits (e.g., articulation, discriminating and responding to sarcasm, identifying common interests and potential friends),
job-training programs, college-student time management and study skills. In addition, Dr. Hood is interested in evaluating refinements to current functional analysis methodology to identify determinants of problem behavior. This line of research focuses on developing and refining intervention practices to produce effects that maintain in the natural environment.

Setting: Dr. Hood’s Behavior Analysis Research Lab and BRIC Center at CSUN and Off-site with Community Research Partners

Clients: Individuals (ages 7 – 35) with and without disabilities as well as caregivers (parents, guardians, and teacher; when appropriate)

D. Faculty member: Dr. Ellie Kazemi

Website: www.csun.edu/~klab/

Research & Clinical Interests: Dr. Kazemi’s research interests involve training and supervision of caregivers (parents, teachers, and behavioral staff). Currently, she conducts research with a humanoid robot that simulates a client.

Setting: Training & Supervision Laboratory at CSUN and off-site with Community Research Partners.

Clients: In this lab, students provide trainings in a pyramidal model and sometimes conduct translational research. To accrue supervised experience hours, students are required to select the off-site practica option in addition to their work in lab. Therefore, this lab is only appropriate for MS-ABA students interested in pursuing doctoral training in ABA.

II. University-Based Off-site Practica

A. Students work directly at one of our CSUN-approved internship sites under the direct supervision of a CSUN-approved site supervisor.

   A. CSUN-approved internship sites are local ABA service providers who obtain formal CSUN Internship Site approval as well as Site- Supervisor approval status. The approval process is initiated by the local agency or a current MS-ABA student. Applications are reviewed and approved/denied by the MS-ABA review committee.

B. BACB® Guidelines for Field Supervisors

   A. Purpose of Field Supervision (the majority of which is in-person, onsite observation) is to improve and maintain the behavior analytic, professional, and ethical repertoires of the supervisee, and facilitate the delivery of high-quality services to his/her clients.

   B. According to BACB®, effective behavior-analytic supervision should include:

      A. Developing performance goals with supervisee
      B. Providing supervisee with opportunities to perform listed competences (Note* it is likely that some competences will not be met).
      C. Observing the supervisee in the field and use performance feedback to give corrective feedback
      D. Using Behavior Skills Training to teach and improve supervisee’s skills
      E. Modeling technical, professional, and ethical behavior
      F. Guiding and providing feedback on behavioral case conceptualization, problem-solving, program development, and decision-making repertoires
      G. Reviewing data and written materials (e.g., behavior programs, data sheets, reports)
H. Monitoring and evaluating the effects of behavioral service delivery
I. Conducting weekly evaluation of supervisee’s performance and effects of supervision

C. Practicum Instructor Responsibility
   A. The purpose of practicum is to improve behavior analytic, professional, and ethical repertoires of the supervisee, and monitor supervisee’s performance in the field.
   B. The Practicum Instructors’ will:
      A. Execute a written contract prior to onset of experience
      B. Develop performance goals with supervisees
      C. Use Behavior Skills Training to teach and improve supervisees’ skills in group setting
      D. Model technical, professional, and ethical behavior
      E. Guide and give feedback on behavioral case conceptualization, problem-solving, program development, and decision-making repertoires in group setting
      F. Review data and written materials (e.g. behavior programs, data sheets, reports) and provide specific feedback
      G. Meet with field supervisors to conduct monthly evaluation of supervisee’s experience, performance, and effects of supervision (this only applies to CSUN approved supervisors, Option II Practica)
      H. Observe supervisee in-field a minimum of once each semester
      I. Provide specific feedback to supervisee on performance in group supervision
      J. Protect the time and space for supervision by keeping to agreed appointments and the time allotted.
      K. Notify supervisee, at the earliest possible time, of any changes to schedule that may result in rescheduling a meeting.

III. Off-site Practica (Independent Fieldwork Model)

A. Students must work at one of our CSUN-approved internship sites under the direct supervision of a site supervisor who is a BACB® approved supervisor.
   1. For this practica option, it is the intern's responsibility to seek and secure a qualified site-supervisor (see www.bacb.com).
   2. CSUN-approved internship sites are local ABA service providers who obtain formal CSUN Internship Site approval. The approval process is initiated by the local agency or a current MS-ABA student. Applications are reviewed and approved/denied by the MS-ABA review committee.

B. BACB® Guidelines for Field Supervisors
   1. Purpose of Field Supervision (the majority of which is in-person, onsite observation) is to improve and maintain the behavior analytic, professional, and ethical repertoires of the supervisee, and facilitate the delivery of high-quality services to his/her clients.
   2. According to BACB®, effective behavior-analytic supervision should include:
      A. Developing performance goals with supervisee
      B. Providing supervisee with opportunities to perform listed competences (Note* it is likely that some competences will not be met).
      C. Observing the supervisee in the field and use performance feedback to give corrective feedback
      D. Using Behavior Skills Training to teach and improve supervisee’s skills
      E. Modeling technical, professional, and ethical behavior
F. Guiding and providing feedback on behavioral case conceptualization, problem-solving, program development, and decision-making repertoires
G. Reviewing data and written materials (e.g., behavior programs, data sheets, reports)
H. Monitoring and evaluating the effects of behavioral service delivery
I. Conducting bi-weekly evaluation of supervisee’s performance and effects of supervision

C. Practicum Instructor Responsibility
   1. The purpose of practicum is to improve behavior analytic, professional, and ethical repertoires of the supervisee, and monitor supervisee’s performance in the field.
   2. The Practicum Instructors’ will:
      A. Execute a written contract prior to onset of experience
      B. Develop performance goals with supervisees
      C. Use Behavior Skills Training to teach and improve supervisees’ skills in group setting
      D. Model technical, professional, and ethical behavior
      E. Guide and give feedback on behavioral case conceptualization, problem-solving, program development, and decision-making repertoires in group setting
      F. Review data and written materials (e.g., behavior programs, data sheets, reports) and provide specific feedback
      G. Provide supervisee with individual supervision a minimum of once each semester
      H. Provide specific feedback to supervisee on performance in group supervision
      I. Protect the time and space for supervision, by keeping to agreed appointments and the time allotted.
      J. Notify supervisee, at the earliest possible time, of any changes to schedule that may result in rescheduling a meeting
### Differences among the three options:

<table>
<thead>
<tr>
<th></th>
<th>UNIVERSITY-BASED ON-SITE PRACTICA: OPTION 1</th>
<th>UNIVERSITY-BASED OFF-SITE PRACTICA: OPTION 2</th>
<th>OFF-SITE PRACTICA: OPTION 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Supervisor</td>
<td>Dr. Fahmie, Dr. Hood, Dr. Malmberg, Dr. Kazemi</td>
<td>CSUN Approved Off-Site Supervisor</td>
<td>BCBA in good standing</td>
</tr>
<tr>
<td>Practica Group Supervision</td>
<td>Dr. Fahmie, Dr. Hood, Dr. Malmberg, Dr. Kazemi</td>
<td>CSUN Practicum Supervisor</td>
<td>CSUN Practicum Supervisor</td>
</tr>
<tr>
<td>Students must enroll in 3-CE units of XBEH 903 practicum course each semester</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Students must attend supervision meeting</td>
<td>Weekly - Specific to each faculty</td>
<td>Bi-weekly Practica Meetings</td>
<td>Bi-weekly Practica Meetings</td>
</tr>
<tr>
<td>Students must adhere to the course syllabus &amp; &quot;MS-ABA Internship Student Agreement&quot;</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Total required supervised experience by BCBA for BACB® standards</td>
<td>1000 hours (About 15 hours per week for 2 years)</td>
<td>1000 hours (About 15 hours per week for 2 years)</td>
<td>1500 hours (About 20 hours per week for 2 years)</td>
</tr>
<tr>
<td>Commitment to Internship</td>
<td>2 years to Faculty</td>
<td>1 Academic year to Internship Site</td>
<td>1 Academic year to Internship Site</td>
</tr>
</tbody>
</table>

To be eligible for CSUN-approved University-Based Practica experience, the student must meet the following criteria.

1. Be in good academic standing (i.e., a 3.0 or above cumulative GPA).
2. Submit "MS-ABA Internship Application & Agreement" by specified deadlines.
3. Interview for on-site or off-site position(s).
4. Be matched or selected for the University-Based Practica experience.
5. Enroll in 3-CE units of the XBEH 903 Practicum Course each semester.
**Internship Learning Plan** - *Filled out by Student in Practica*

**Learning Objectives:** To meet the supervision competencies outlined by the CSUN MS-ABA Program in the Structured Supervision Folder (which are based on the BACB®'s latest edition of the Task List) and to accrue supervised experience hours to become eligible to sit for the Board Certification Exam.

1. I will devote __________ hours (based on the off-site internship options) per week, commit at least 1 academic year to the Internship Site (or follow the guidelines laid out by the Internship Site), and agree to complete all paperwork required by the MS-ABA Program, the CSUN Practicum Supervisor, the approved Site Supervisor (if applicable), and Internship Site as part of this internship.

2. I will use the CSUN Structured Supervision Folder to meet the competencies listed.

3. I understand and acknowledge that there are potential risks (for which CSUN is absolved of responsibility) associated with my selected internship, some of which may arise from (a) my assigned tasks and responsibilities, (b) the location of the Internship Site, (c) the physical characteristics of the Internship Site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the Internship Site, (e) any travel associated with the internship, (f) the time of day when I will be present at the Internship Site, and (g) the criminal, mental, behavioral, and social backgrounds of the individuals I will be working with or serving. I further understand and acknowledge that my safety and well-being are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury, or property damage.

4. I agree to act in a responsible manner while representing the MS-ABA Program at CSUN at the Internship Site and abide by all the rules and regulations that govern the site in which I am interning.

5. I understand the connection between the course (i.e., XBEH practicum course) and the learning objectives to be fulfilled at the Internship Site.

Print Intern’s Name ___________________________________________________________________

Intern’s Signature ____________________________ Date ___________

Print Site Supervisor’s Name ____________________________________________

Site Supervisor’s Signature ____________________________ Date ___________

Internship Site’s Clinical/Executive Director Signature ____________________________

Date_____________
CSUN Master of Science in Applied Behavior Analysis (MS-ABA) Program

Student Internship Application

*Please complete the following information in preparation of an interview:*

1. **Name**
   a. Last name_________________ First name_________________ Middle initial____

2. **Gender:**
   Female______ Male _____

3. **Street address** ________________________________________________________________

4. **City, state, zip** ______________________________________________________________

5. **Cell phone number** __________________________________________________________

6. **CSUN E-mail address** _________________________________________________________

7. **Emergency contact** __________________________________________________________

8. **Emergency contact phone number** _____________________________________________

9. **Bachelor's in** ________________ From __________________________ Year ________

10. **Other degrees** ________________ From __________________________ Year ________

11. **Cumulative GPA, bachelors**__________ Cumulative GPA, other ______________

12. **Citizen of the United States?** Yes ☐ No ☐

13. **Which practica option** ([See Practica Handbook page 4-7](#)) do you wish to select (please rank your choices, you will be contacted based on the information you provide)?

   Rank 1-3 - Option I – ________ Option II ________ Option III ________

   * For Option I – please list faculty in order of preference
   1. ___________________
   2. ___________________
   3. ___________________

14. **Agency preferences/Internship Site** (*Review the list of CSUN-MS-ABA Approved Internship Sites on your Practica Moodle Board and read the Internship Site Self-Assessment and Acknowledgement of Risk. By selecting a particular Internship Site, you are indicating you read, understand, and acknowledge the potential risks involved with working at your preferred site)*

   _____________________________________________________________

15. **For Option III Internship Sites:** Please indicate if your agency name is on our approved list.

   Yes ☐ No ☐ – Please provide the name of your agency __________________________

16. **What language other than English do you speak frequently?** __________________

   a. Could you provide assessment or deliver services in that language?

   Yes ☐ No ☐
17. **What populations have you worked with in a clinical setting for at least 3 months - 1 year?**

(check all that apply)

- □ Infants
- □ Toddlers
- □ Pre-school age
- □ Elementary school age
- □ Middle school age
- □ High school age
- □ Adults
- □ Seniors
- □ Developmental disabilities
- □ Emotional disturbance/mental illness
- □ Typically developing
- □ None
- □ Other______________ (specify)

18. **In what clinical settings have you worked for at least 3 months (check all that apply)?**

- □ Homes
- □ Clinics
- □ Schools
- □ Group homes
- □ Camp settings
- □ After-school programs
- □ Other______________ (specify)
- □ None

19. **What is your schedule of availability for internship (Please list all availability. See bullet H, page 15 for further information)?**

   a. Days available (e.g., M-F, Saturday)

   _____________________________________________

   b. Times available (e.g., mornings until 2pm)

   _____________________________________________

   *Internships typically occur Monday-Friday, in the mornings, afternoons, or evenings

20. **What is your schedule of availability for Practica group meetings?** These typically occur in the mornings or evenings M-Sat. Please provide all availability.
21. How many hours a week would you be able to commit to this internship? (please check one)

- □ 15 hours a week  
- □ Up to 20 hours a week  
- □ Above 20 hours a week

22. In what geographical locations do you hope to intern?

23. Do you have a reliable form of transportation?  Yes □  No □

24. Briefly describe your academic background and coursework that is relevant to the internship(s) you selected:

25. Briefly describe your clinical experiences and any positions held that relate to the internship(s) experience you selected:

26. Briefly describe why you are interested in the internship(s) experience(s) you selected:
27. In a few sentences, indicate your long range professional plans and how the internship(s) you selected will help you attain these goals:

28. What are some skills that you feel you would bring to the Internship Site(s) you selected:

29. In addition to your graduate curriculum, what additional commitments do you have or anticipate to have this next year:

30. Tell us other information that would facilitate assessment of your qualifications for this Internship:
Practicum Option I - Lab Applications – Student to Fill-Out

If you are interested in being considered for a faculty member’s research lab (Practicum Option I), fill out the form below. For each faculty member’s lab that you would like to apply for, rank the faculty member’s lab and provide one paragraph describing a) why you are interested in the lab and b) what makes you a good fit for the lab.

Dr. Malmberg (Autism Clinic/Autism Research Lab)
Rank: ______
Paragraph:

Dr. Fahmie (Taking Steps Together, Community Partnerships)
Rank: ______
Paragraph:

Dr. Hood (Laboratory & BRIC Center)
Rank: ______
Paragraph:

Dr. Kazemi (Training & Supervision Laboratory)
Rank: ______
Paragraph:
MS-ABA Internship Student Agreement

Please read the following statements carefully and sign at the bottom of the page:

A. I hereby certify that the statements contained in this completed MS-ABA Student Internship Application Form & Learning Plan are true and correct. I agree that and understand that any misrepresentation or omission of any material facts on my part may be cause for delay in internship evaluation, separation from the internship, and/or can initiate immediate review by the MS-ABA Academic Director or the CSUN Practicum Instructor.

B. I am responsible for meeting all the requirements agreed upon with my Internship Site Supervisor and CSUN Practicum Instructor.

C. I hereby give permission to the CSUN MS-ABA Program, the MS-ABA Academic Director, the CSUN Practicum Instructor, and any of the approved Site Supervisors and Internship Sites to verify any and all information contained within this application. This can include contacting former employers, clinical internship/practicum sites, and/or reviewing graduate school records, etc.
   • Please be advised that if any information should come to our attention that can affect your professional student status and/or internship role, and thus the internship experience, the program shall be authorized to assess and discuss the significant information with the appropriate parties.

D. I understand that any information contained in this Student Internship Application & Learning Plan and/or any pertinent information relating to my professional student role can be discussed between the MS-ABA Academic Director, the CSUN Practicum Instructor, and the approved Site Supervisors and Internship Sites.

E. I understand that most Internship Sites request security background investigations, fingerprint checks, random drug screens, physical examinations, TB tests, immunization verification, and a valid Driver’s License, etc. as requirements for their placement interview process and for Internship Site confirmation. Internship Sites may also require random drug screening(s) at any time during the year. If you are an International student, please consult with the CSUN Office of International Students and the MS-ABA Internship Coordinator for further assistance.

1. I am willing to participate in these additional screenings/evaluations and give permission for any results that affect my internship status to be provided to the MS-ABA Academic Director and CSUN Practicum Instructor. I also understand that if I fail these screenings, I will not be confirmed at the specified Internship Site, can become ineligible for school-based internships, and therefore not interviewed for an internship for an entire academic year. I also understand that if I fail a screening during the year, I will be removed from the internship site and not able to interview for another internship for the remainder of the academic year. The MS-ABA Academic Director or CSUN Practicum Instructor will review my case to determine whether I am eligible to continue the program, and if so, the timeline for returning to the internship site. In addition, I understand that engaging in activities that result in severing my relationship with the intern site can result in a failing grade in my practicum course. I understand that my grade in the practicum course is contingent on my successful completion of the internship competencies in the internship practicum.
F. I understand that I may be financially responsible to pay for clearances, health screenings, and trainings (e.g., CPR) if the Internship Site does not cover the cost.

G. At all times, I shall maintain professional conduct in accordance with the school’s academic standards, the BACB® Code of Ethics, professional work values, and laws regulating behavioral health providers.

H. CSUN is not responsible for my internship placement. To enroll and pass practica, I understand it is my responsibility to seek, interview, and secure an Internship Site and a BCBA Supervisor (Option III). I understand that depending on the type of internship I seek, it is my responsibility to be flexible with my internship service hours and geographical location. If the current CSUN approved sites do not meet your internship needs, please contact your internship coordinator ASAP for consult.

1. I understand my site supervisor evaluates me on a weekly or bi-weekly basis dependent on my practicum option. My evaluations include direct observations of my professional conduct (e.g., on time and consistent attendance to meetings or appointments), in-vivo performance assessments, and rating scales (see Evaluation of Student Intern form and Sample Performance Assessment form). I understand my grade in my practicum course is highly influenced by these evaluations (see XBEH 903 course syllabus).

I. I am aware that as an intern at a CSUN-approved Internship Site, I am required to enroll in 3-CE units of XBEH 903 each semester and adhere to the practicum course syllabus.

J. I understand that I am opting to obtain my experience hours through a University-Based Practicum (see www.bacb.com) or independent fieldwork. To become eligible to sit for the BACB® examination, a minimum of 1,000 hours of experience is required for Options I and II and 1, 500 hours is required for Option III; therefore, I acknowledge that my internship hours, depending on my hours of commitment and duration of services, may not be sufficient for me to fulfill all 1,000 hours. I recognize that it is my responsibility to keep track of my hours and ensure those hours are sufficient to sit for the BACB® examination.

K. If the situation arises and I need to terminate the internship before fulfilling my internship commitment, I shall terminate in an appropriate and professional manner as designated by the school and assigned Internship Site and provide written and verbal notice as required by the MS-ABA Academic Director, the CSUN Practicum Instructor, and the Internship Site (e.g., provide at least 30 days’ notice). Steps to follow prior to terminating:

1. Communicate with CSUN Practicum Instructor, verbally and in written format, about the specific concerns/situations
   i. Be prepared to talk with the internship site and your internship site supervisor regarding your concerns as recommended by the BACB® code of ethics.

2. Meet with MS-ABA Academic Director and your Practicum Instructor if Step 1 did not result in a resolution.

I understand that any such termination will be done only with the written approval of the MS-ABA Academic Director, the CSUN Practicum Instructor, and the Internship Site. If I terminate prematurely, I am aware that I may not be accepted in the same internship setting; I may need to reapply for internship and disclose my premature discontinuation or termination.
during the interview process of the new internship in order to participate in the university-based practicum to accrue my experience hours.

L. I shall fulfill the responsibilities of the student intern role and be in compliance with all policies and procedures as outlined in the Internship Learning Plan (pg.8), Student Internship Application (p.9-16), Student Internship Guidelines (pg.17-18), and Supervision Contract (from internship site).

M. In the event that I suspect a potential conflict of interest (e.g., my practica grade is affected by a practica instructor’ consultation contract), CSUN has a reporting process in place. I would first inform the internship coordinator, academic director, department chair, and dean of college (in this order).

I have reviewed and understand the MS-ABA Student Internship Agreement which specifies my role as an intern and I agree to comply with all of the above. If I am not in compliance with the school’s policies and procedures, I understand that I can be considered ineligible to participate in the university-based practicum to accrue my experience hours.

Student Name (Print) ____________________________________________________________

Student Signature ____________________________ Date: __________
**Student Internship Guidelines**

The student agrees to abide by the following Guidelines and Limitations:

**GUIDELINES:**
- Ask for help when in doubt: Your internship site supervisor understands the issues at your internship site and you are encouraged to approach him/her with problems or questions as they arise. He/she can assist you in determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your CSUN Practicum Instructor with questions concerning your placement.

- Be punctual and responsible: Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy, and contributing member of the team. Both the administrators and the person whom you serve rely on your punctuality and commitment to completing your service hours/project throughout your partnership.

- Call if you anticipate lateness or absence: Call the internship site supervisor if you are unable to come in or if you anticipate being late. Be mindful of your commitment; people are counting on you.

- Respect the privacy of all clients: If you are privy to confidential information with regard to the persons with whom you are working (i.e., organizational files, diagnostics, personal stories, etc.), it is vital that you treat it as privileged information. **Whenever you are referring to your clients or information that could identify the client, supervisor, or colleagues, in class or outside class, you should use pseudonyms.**

- Show respect for the partnership organization you work for: Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community, the community is serving you by investing valuable resources in your learning.

- Be appropriate: You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly, and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other students to follow as part of CSU’s ongoing internship programs.

- Be flexible: The level or intensity of activity at a service site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing a positive outcome for everyone involved.

**MAXIMIZE THE EXPERIENCE:**

**DO** participate in orientation for your internship experience.

**DO** make sure you know who to contact at the internship site and at the university in case of an emergency.

**DO** make sure you know how to exit your internship site in case of an emergency.

**DO** ask for help from your internship site supervisor or another staff member at your internship site when in doubt.
DO call your internship site supervisor if you know you will be late or not able to come in at all.

DO show respect for your internship site, its staff, and its clients.

DO be aware that you are representing your university.

DO know that if you are having trouble at your internship site, you can talk with your faculty member/Practicum Instructor about it.

DO sign-in at your internship site every time you are there, and record your service hours on your student service log. This will ensure you receive credit for the hours you have served.

DO know that you can request an alternative internship site if you are not comfortable with your current internship site. Please follow procedures outline in Student Internship Agreement.

**LIMITATIONS:**

DON'T report to your internship site under the influence of drugs or alcohol.

DON'T give or loan a client money or other personal belongings.

DON'T make promises or commitments you cannot keep to a client.

DON'T give a client or agency representative a ride in a personal vehicle.

DON'T tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of his/her age, race, gender, sexual orientation, ability, or ethnicity.

DON'T tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.

DON'T engage in any type of business with clients during the term of your service.

DON'T enter into personal relationships with a client or community partner representative during the term of your service.

**TRANSPORTATION:**

Student understands and agrees that transportation to and from the internship site shall be the sole responsibility of each participating student. Neither the University nor the Internship site shall assume responsibility or liability for student transportation.

If you feel that your rights have been or may be violated, or that any of the above-stated limitations have been violated, please contact the CSUN Practicum Instructor and/or the MS-ABA Academic Director.

*I have reviewed and understand the Student Internship Guidelines and I agree to comply with all of the above. If I am not in compliance with the school’s policies and procedures, I understand that I can be considered ineligible to participate in the university-based practicum to accrue my experience hours.*

Student Name (Print) ________________________  Student Signature_______________________

Date: __________
Waiver of Liability and Hold Harmless Agreement**- Student fill out

I, the undersigned participant, am requesting participation in the CSU, Northridge,

**Name of department and College:** Applied Behavior Analysis Graduate Program with the College of Social and Behavioral Sciences, Department of Psychology

**Activity:** Practica Experience

that begins on: ____________________________ and ends on: ______________________

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California; the Trustees of The California State University; California State University, Northridge and their employees, officers, directors, volunteers and agents (collectively “University”) from any and all claims, **including claims of the University’s negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other’s actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney’s fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I **understand the legal consequences of signing this document, including** (a) **releasing the University from all liability**, (b) **promising not to sue the University**, (c) **and assuming all risks of participating in this Activity, including travel to, from, and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

____________________________________________________      _______________
Participant’s Signature

_____________________________________________________   _______________
Print Participants Name

____________________________________________________      _______________
Date

_____________________________________________________
Phone Number
CSUN Master of Science in Applied Behavior Analysis (MS-ABA) Program
Internship Site & Supervisor Application Information

Thank you for your interest in becoming a CSUN Approved Internship Site and/or Site Supervisor offering MS-ABA students internship opportunities. As an approved BACB® program, we are obligated to document that students accruing experience at a CSUN University-Based Practica receive supervision in accordance with BACB® Code of Conduct (see www.bacb.com). You will receive a letter regarding the approval/denial of your application. Below we have provided some detailed information regarding internship site/site supervisor applications and the review process.

1. All submissions for consideration for the Fall cohort must be received by the deadline posted on msaba.csun.edu (Go to Practicum tab – then General Timeline for Incoming Students) through electronic submission to csunbcba.info@csun.edu. Once submissions are received by our MS-ABA review committee, they will review and provide feedback and final decisions in about 60 days. You will receive a letter regarding the approval/denial of your application from the MS-ABA review committee.
   a. We will only review internship sites/site supervisors for each incoming Fall cohort during the Summer prior to their start. If there are special circumstances requiring reviews at other times, those will be approved by the MS-ABA review committee on a case by case basis.

2. MS-ABA Committee Review Process – Below is information regarding the general review process:
   a. Applications are received and reviewed for completeness
   b. Applications are sent to MS-ABA review committee
   c. Reviewed applications are sent to the MS-ABA Academic Director for final approval
   d. Letters are sent to applicants with decision
   e. A specific review process for internship site and/or site supervisor application is below. This is not an exhaustive list but provides a general guideline:
      i. Internship Site Application Review Process:
         1. Look at internship site website and review for:
            a. Evidence-Based Treatments advertised
            b. Testimonials from clients; Are they ONLY from clients for whom you no longer provide services?
            c. Does your website & job description use correct behavior analytic terminology? For example “Applied Behavioral Analysis” is incorrect; the name of the discipline is “Applied Behavior Analysis”.
            d. Personnel that are approved by BACB® to offer supervision
               i. If personnel are not listed on company website, please provide a list of individuals, with contact information that matches BACB® gateway, with your application submission.
            e. Organization Chart
               i. If one is not listed on your website, please provide with your application submission
2. Look at the application to see if fully complete
   a. Specifically ‘Self-Assessment and Acknowledgement of Risk’ and that items indicated as “no” offer further explanations.
3. Look at mission statement and website to show evidence that your agency or organization uses only scientifically proven interventions.

ii. Site Supervisor Application Review Process:
1. Completed application which includes the following:
   a. Supervisor Application & Contract
   b. Cover Letter stating interest in supervising CSUN interns and offering structured supervision
   c. Curriculum Vitae detailing clinical experience and experience with supervision
   d. De-identified sample of a written Functional Behavior Assessment and Intervention Plan
   e. De-identified Permanent Product that reflects feedback given to supervisees
2. Minimum of one year of clinical experience
3. Meet BACB® Requirements for Supervision
   a. Completion of BACB® Modules on Experience Standards
   b. Completion of Competency-Based Post-Certification Supervision Workshop
   c. Obtain Continuing Education related to Supervision during each certification cycle
4. FBA and BIP adhere to the dimensions of ABA
   a. Please see sample rubric used to review FBA/BIP (page 88)

3. Internship Site Applicants - We will provide details of the review and decision only to the Clinical/Executive Director of the internship site and we will keep information regarding the denial of your application confidential. However, if you are approved, we will post your application on our CSUN MS-ABA Practica Course Website to provide MS-ABA students with information regarding approved internship sites each year. Therefore, we advise community partners to not prematurely tell prospective or incoming MS-ABA students about their application submission to protect the review process and confidentiality of the outcome of the review.
   i. To be approved as Option II, you may request that your site supervisors, who are eligible to supervise experience hours of MS-ABA students, submit site supervisor applications for MS-ABA Committee review. We advise that this process be optional for your supervisors as it is an exhaustive review and not intended for any purpose other than selection of CSUN approved site supervisors. If you are seeking to become an Option II practica provider, please see the information below regarding site supervisor reviews.

4. Site Supervisor Applicants - We will provide details of the review and decision only to you, the site supervisor, using the contact information you provided in your site supervisor application. If
you are approved as a site supervisor, we will notify you of the MS-ABA review committee’s decision and it will be your responsibility to notify the Clinical/Executive Director of the site for which you work. The MS-ABA site supervisor review process should not be used beyond the scope of the MS-ABA Internship Program.

i. We will also ask you to disclose the information indicated on the Consent to List Names & Credentials (see page 53) for our CSUN MS_ABA Practica Course Website

ii. We will also ask you to sign a Conflict of Interest Document (see page 54) that will be reviewed by the MS-ABA Academic Director

5. MS-ABA Review Committee is released of any liability for the feedback and review conducted of your internship site and/or site supervisor application. Reviews are conducted for the purpose of the MS-ABA Internship Program alone.

6. There is no appeal process for internship site and/or site supervisor applications. Review of site supervisors is a blind review process. If you are denied, you may reapply the following year.

7. **Renewal process for Approved Internship Site and Site Supervisor** – We review internship sites and site supervisors on a yearly basis. We look at Intern and Practicum Supervisors’ evaluations of site supervisors, review site applications and determine if they have adhered to their applications, if internship sites are being selected by students, and if site supervisors are available to provide supervision. A letter from the MS-ABA review committee will be sent to each approved internship site and site supervisor with information about their renewal status. Please note, if you have not had a placement within the last two years, you will be listed on our CSUN MS-ABA Practica Course Website with an “*” indicating you have been approved but are currently expired.
CSUN Master of Science in Applied Behavior Analysis (MS-ABA) Program
Site Supervisor Application & Contract

To be considered for CSUN approval, please complete the following form:

1. Name
   a. Last name_________________ First name_________________ Middle initial____

2. Gender: Female____ Male _____

3. Street address ___________________________________________________________

4. City, state, zip _________________________________________________________

5. Work phone number____________________________________________________

6. Cell phone number _____________________________________________________

7. E-mail address (work) __________________________________________________

8. E-mail address (alternative) _____________________________________________

9. Master’s in __________________ From ______________________ Year ________

10. Bachelor’s in __________________ From ______________________ Year ________

11. Other degrees ______________ From ______________________ Year ________

12. Citizen of the United States? Yes □ No □

13. BACB® certification number __________ Issue date__________________________
    Expiration Date________________________________________________________

14. Other professional licenses, certifications, and numbers

________________________________________________________________________

15. Internship Site at which you will provide supervision. (please be reminded that Internship
    Site applications must be completed and approved) __________________________

16. Current position title ___________________________________________________

17. Years of experience as a behavior analyst ________________________________

18. What language other than English do you speak frequently? _________________
   a. Could you provide assessment or deliver services in that language?
      Yes □ No □
19. What population(s) have you worked with in a clinical setting for at least 6 months? *(check all that apply)*

- □ Infants
- □ Toddlers
- □ Pre-school age
- □ Elementary school age
- □ Middle school age
- □ High school age
- □ Adults
- □ Seniors
- □ Developmental disabilities
- □ Emotional disturbance/mental illness
- □ Typically developing
- □ None
- □ Other_______________ (specify)

20. In what clinical settings have you worked for at least 6 months - 1 year? *(check all the apply)*

- □ Homes
- □ Clinics
- □ Schools
- □ Group homes
- □ Other________ (specify)
- □ None

21. What types of clinical settings do you currently provide supervision in?

22. What is your schedule of availability for providing internship supervision?

   a. Days available (e.g., M-F) ________________________________

   b. Times available (e.g., mornings until 2pm) _______________________

23. What geographical area do you supervise in?
24. Describe the reasons you are interested in becoming a Site Supervisor who provides structured supervision to CSUN University-Based Practicum students:

25. Briefly describe your clinical experiences:

26. Briefly describe your experience with supervision:

27. Please provide your areas of expertise within ABA:

28. Tell us other information that would facilitate assessment of your qualifications for this supervision position.
29. **Please attach the following items:**
   a. A Cover Letter - stating interest in supervising CSUN interns and offering structured supervision
   b. A Curriculum Vitae - detailing clinical experience and experience with supervision
   c. A **De-Identified** sample of a written Functional Behavior Assessment and Intervention Plan
   d. A **De-Identified** permanent product that reflects feedback given to supervisees

Your application and supplemental materials will be reviewed by the MS-ABA Review Committee.

* **De-identified is defined as removal of anything that would identify association to an individual, company name, applicant name, client name, etc.**
MS-ABA Site Supervisor Agreement

Please read the following statements carefully and sign at the bottom of the page:

A. I hereby certify that the statements contained in this completed MS-ABA Site Supervisor Application Form & Contract are true and correct. I agree and understand that any misrepresentation or omission of any material facts on my part may be cause for removal of my application and/or can initiate immediate review by the MS-ABA Academic Director or the CSUN Practicum Instructor. This can include contacting former employers, clinical internship/practicum sites, and/or reviewing graduate school records, etc.

B. I hereby give permission to the CSUN MS-ABA Program, the MS-ABA Academic Director, and the CSUN Practicum Instructor to verify any and all information contained within this application.

C. I agree to supervise according to high ethical, legal, and professional standards as outlined by the BACB® and to work with my intern(s) toward professional growth and competence.

D. I agree to seek consultation/support on best practices in supervision and on topics/issues outside of my scope of expertise.

E. I agree to allow the CSUN Practicum Instructor to shadow me when supervising CSUN interns or to probe some supervision meetings. Such sessions and probes would be discussed with the Site Supervisor and be determined on a case-by-case basis.

F. I agree that as a Site Supervisor, I, and not the CSUN Practicum Instructor, am solely responsible for the assessment, recommendations, and treatment provided to the site’s consumers. The CSUN Practicum Instructor does not serve as a clinical consultant and is not liable for any suggestions, feedback, or recommendations provided to interns and site supervisor. It is ultimately my responsibility to approve and monitor any services provided to the approved site’s consumers.

G. I understand that the Internship Site agrees that the CSUN Practicum Instructor’s main role is to monitor the quality of supervision offered to CSUN interns. Should the CSUN Practicum Instructor determine that the intern is not meeting the desired competencies (reasons related to the site, the site supervisor, or the intern); the CSUN Practicum Instructor will meet with the site supervisor and the agency contact person to resolve the determined barriers. If the barriers cannot be resolved, the CSUN MS-ABA Program holds the right to terminate the students’ internship or place the intern at a different approved site.

H. I recognize that the CSUN Practicum Instructor will meet a group of interns (i.e., 8-9 interns) once every 2 weeks for 2 hours to discuss ethics and professionalism, data collection, data interpretation, case formulations, evidence-based interventions, and other case consultations. Interns may present cases under my supervision for consultation and review during these meetings.

I. I agree to take the supervision time seriously, be on time, and be prepared to address questions/concerns that arise during the supervision process. I agree to be available to address crises related consumers served by the interns under my supervision during non-supervisory times.
J. I agree to supervise 10% of the experience hours of the intern per BACB® requirements (e.g., intern working 15 hours a week would be provided with supervision for 1.5 hours a week.)

K. I agree that at least 50% of the interns hours will be indirect and 50% direct as per the BACB® requirement.

L. I recognize that my supervision will consist of weekly direct in-field supervision, which includes in-field observations, modeling, and offering feedback.

M. I agree to conduct any/all Internship Site-related training, modeling of assessment and procedures, and observation of my intern’s first attempts at any behavioral work. I agree to guide my intern’s work with direct verbal and written feedback and to submit a brief monthly and final evaluation of his/her performance. I agree to discuss any concerns about the intern’s performance with the intern directly, and with the MS-ABA Academic Director and CSUN Practicum Instructor when necessary.

N. I acknowledge that my intern(s) will be asked to rate their satisfaction with supervision by completing an evaluation form and results from such evaluations will be shared with other interns that I will supervise.

O. I agree to adhere to CSUN’s competency-based structured supervision model by using the supervision folder which includes conducting in-vivo performance assessment and providing feedback based on performance assessment results.

P. I agree to comply with all documentation and correspondence/external communication requirements (specified by BACB®), including documenting supervision and signing off on clinical records and external correspondences.

Q. I shall fulfill the responsibilities of the supervision role and be in compliance with all policies and procedures as outlined in the Site Supervisor Application.

R. If our students report that they are not receiving supervision experience according to their Supervision Contract, BACB® standards, and/or the CSUN MS-ABA Practica Handbook, CSUN reserves the right to contact you for more information, seek a resolution, and recommend placement at a different site if a resolution cannot be reached.

S. If the situation arises and I need to terminate the internship before fulfilling my supervision commitment, I shall terminate in an appropriate, professional manner as designated by the school and assigned Internship Site, and provide written and verbal notice to CSUN and the Internship Site (e.g., provide at least 30 days’ notice).

T. I understand that approval of the Internship Site does not result in automatic approval of the Site Supervisor, and both the Internship Site AND the Site Supervisor working at the Internship Site need to be approved BEFORE a CSUN student can schedule an interview. If the Site Supervisor leaves the Internship Site, the Internship Site can continue to be approved; however, the Site Supervisor will need to submit another application before supervising CSUN students at their new site as well as inquire if the site is approved by CSUN.

U. I agree to provide, to my site, if I am approved as a supervisor after hearing from the MS-ABA Review Committee.
V. Site Supervisor acknowledges that this Agreement shall be effective as of the date first written below and shall remain in effect for 1 academic year. This Agreement may be renewed by mutual agreement. This Agreement may be terminated at any time by written agreement or upon 30 days advance written notice by one party to the other, PROVIDED, HOWEVER, that in no event shall termination take effect with respect to currently enrolled students, who shall be permitted to complete their training for any semester in which termination would otherwise occur.

W. I understand that the MS-ABA Review Committee is released of any liability for the feedback and review conducted of my supervisor application. Their reviews are conducted for the purpose of the MS-ABA Internship Program alone and should not be used beyond the scope of the MS-ABA Internship Program.

X. I consent to my name, credentials, area(s) of expertise, and geographical location (or specific site) to appear on the CSUN MS-ABA Practica Course Website, as an “Option II CSUN Approved Supervisor” if I am approved.

Y. I read and agree with the “Internship Learning Plan” (page 8 of this document).

I have reviewed and I agree with all of the above statements.

Site Supervisor Name (Print) _________________________

Site Supervisor Signature ___________________________ Date: ________
## Internship Site Application & Contract

You are seeking to become an approved site for *(Check One)*
- ☐ Practica Option I
- ☐ Practica Option II
- ☐ Both

<table>
<thead>
<tr>
<th>Name and Position of the Person Applying for Site Approval:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
</tr>
</tbody>
</table>

**Agency Name:**

**Address:**

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Hours of operation:</td>
<td></td>
</tr>
</tbody>
</table>

**Website:**

If you will not serve as the main contact, please provide the name & title of the main contact person for Internships:

<table>
<thead>
<tr>
<th>Main Contact phone:</th>
<th>Main Contact Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auxiliary agency <em>(check all that apply):</em></td>
<td>Public Organization</td>
</tr>
<tr>
<td>Non-Profit Organization</td>
<td>For-Profit Organization</td>
</tr>
</tbody>
</table>

1. Please provide instructions for how interested students may apply for internships with you *(e.g., send a cover letter and CV to contact person for interview).*  
*Note: Option II Students will coordinate with internship coordinator for internship placement.*

2. List the locations where interns will be able to receive on-site supervision and/or locations where intern(s) work will be located *(e.g., Northridge, Torrance):*
3. To which populations will students be providing services? (check all that apply):  
□ Infants          □ Developmental disabilities  
□ Toddlers        □ Emotional disturbance/mental illness  
□ Pre-school age  □ Typically developing  
□ Elementary school age □ Other ______________ (specify)  
□ Middle school age  
□ High school age  
□ Adults  
□ Seniors  

4. Settings in which student(s) will be providing services (check all that apply):  
□ Homes          □ Clinics  
□ Schools        □ Group homes  
□ Other __________ (specify)  

5. Logistics:  
a) Able to provide supervised experiences for (check one):  
□ Direct Implementation of Behavioral Procedures  
□ Indirect Services (Assessment, Report Writing, Treatment Planning, etc.)  
□ Both  
b) Internship Site provides (check all that apply):  
□ Paid internships  □ Unpaid internships  □ Mileage reimbursement  □ Other (e.g. stipends, academic scholarships)  
Please specify Other:  
_____________________________________________________________________________  
c) Morning hours are (check all that apply):  
□ Optional  □ Possible  □ Required  □ Available  □ Not Available  
d) Afternoon hours are (check all that apply):  
□ Optional  □ Possible  □ Required  □ Available  □ Not Available
e) Evening hours are (check all that apply):

- [ ] Optional
- [ ] Possible
- [ ] Required
- [ ] Available
- [ ] Not Available

f) Weekend hours are (check all that apply):

- [ ] Optional
- [ ] Possible
- [ ] Required
- [ ] Available
- [ ] Not Available

g) Home visits are (check one):

- [ ] Required
- [ ] Not Required

h) Internship Site requires the following before internship placement:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Paid for by Internship Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientations</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>Citizenship</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>CPR training</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>Fingerprinting</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>TB tests</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>Other: ____________________</td>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

6. What are the opportunities our interns will have at your site (check all that apply)?

- [ ] Implementation of behavior change procedures (appropriate for first year MS students)
- [ ] Monitoring intervention plans and making data-based decisions
- [ ] Data Collection and Behavior Measurement
- [ ] Training staff using evidence-based procedures
- [ ] Graphing and Visual Inspection of Data
- [ ] Training and consultations with others (e.g., parent, aide, teacher, etc.)
- [ ] Indirect Assessment (e.g., use and interpret findings from checklists, questionnaires, & interviews)
- [ ] Monitoring, management, and supervision of direct staff
- [ ] Skills Assessment (e.g., VB-MAPP, ABLLS)
- [ ] Staff training
- [ ] Functional Analysis
- [ ] Use group contingencies (e.g., class wide or school wide plans)
7. Describe the general demographics of the Internship Site’s consumers:

*If you have a job description, please provide a copy with the application*

8. List the skills necessary for this internship:

9. List the primary responsibilities of the student intern at the Internship Site:

10. Describe the training opportunities available to students including staff development:

11. Describe your new employee orientation process (please note, interns must complete your new employee orientation):**

12. Please list the process your agency requires for students to become interns and begin accruing hours (e.g., tests to complete, timelines with company, etc.):
13. Mission Statement: Please provide a brief description about how you want your Internship Site described to our graduate students*.

14. Often, students are current employees at the site they wish to obtain BCBA supervision. Please describe your terms and conditions for individuals who are employees of your agency and wish to accrue experience hours as CSUN interns. Please be specific about each step (e.g., pay changes, hour requirements, reimbursement clauses, etc.)

15. As you complete your Site Application, please conduct the following self-assessment:
   a. Are treatments advertised on your website or other forms of advertising evidence-based?
      □ Yes □ No
   b. If your website or other advertising includes testimonials from clients, are they only from clients for whom you no longer provide services?
      □ Yes □ No
   c. Do your website & job descriptions use correct behavior analytic terminology? For example, “Applied Behavioral Analysis” is incorrect, the name of the discipline is “Applied Behavior Analysis”.
      □ Yes □ No
   d. Look at the application to see if fully complete
      i. Specifically the ‘Self-Assessment and Acknowledgement of Risk’ Form (pg.35) and do items indicated as “no” offer further explanations?
         □ Yes □ No
   e. Look at mission statement and website. Does it show evidence that your agency or organization uses only scientifically proven interventions?
      □ Yes □ No
**Internship Site Self-Assessment and Acknowledgement of Risks**

(We will provide interns with this information and ask them to sign an agreement stating they acknowledge the risks reported below)

1. Inherent Risks: Please list all known risks inherent to the internship environment associated with your organization (facility hazards, location concerns, personal issues, etc.)*

2. Please self-assess the following:

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<tr>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<td>☐</td>
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<td>Is the site considered an “office exposure” only site?</td>
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<td>Are emergency plans current?</td>
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<td>Are hazardous materials or hazardous chemicals controlled?</td>
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<td>Are all manufacturing tools and equipment guarded?</td>
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<td>☐</td>
<td>Are interns provided with safety training prior to starting work?</td>
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<td>☐</td>
<td>Will interns wear personal protective equipment, if necessary?</td>
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<td>Are working conditions and general environment safe?</td>
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<td>Is there adequate employee parking on site?</td>
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<td>Are parking areas well lit as necessary?</td>
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<td>Is site accessible by public transportation?</td>
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<td>☐</td>
<td>Will interns be restricted from interacting with potentially violent clients?</td>
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<td>☐</td>
<td>Is management and supervisory oversight adequate?</td>
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<td>☐</td>
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<td>☐</td>
<td>Driving is not required as a part of intern’s responsibilities.</td>
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<td>☐</td>
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<td>☐</td>
<td>Interns’ duties do not include heavy manual labor.</td>
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<td>☐</td>
<td>Is the site location you indicated on this application the only place the intern will work?</td>
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</table>

3. Please provide further detailed information for any items above for which you indicated “No”. (e.g. If you provide training, such as crisis management, or how you mitigate harm to personnel & interns)
MS-ABA Internship Site Agreement

Please read the following statements carefully and sign at the bottom of the page:

A. Internship Site certifies that the statements contained in this completed MS-ABA Internship Site Application & Contract are true and correct. I agree and understand that any misrepresentation or omission of any material facts on my part can initiate immediate review and possible rejection of my application by the MS-ABA Program.

1. I hereby give permission to the CSUN MS-ABA Program, the MS-ABA Academic Director, and the CSUN Practicum Instructor to verify any and all information contained within this application.

B. The Internship Site agrees to provide the intern with an explicit written agreement outlining the following before onset of the internship. The purpose of the written contract is to protect all involved parties and align experience activities with the purpose of supervision.

1) Clearly stipulate what the supervisor and supervisee relationship will entail

2) Include a description of the activities and instructional objectives (we expect all of our interns to use the CSUN Structured Supervision Folder and meet the practica competencies)

3) Include a description of the nature of supervision (e.g., direct observations of performance in-field, review of written material, case meetings to discuss case conceptualization)

4) Specify expectations of the supervisee

5) Specify how the direct/indirect supervised experience hours (see www.bacb.com) will be provided

6) Include objective and measurable circumstances under which the supervisor will sign the supervisee’s Experience Verification form when the experience has ended

7) Delineate the consequences should either party not adhere to their responsibilities (including appropriate methods to terminate the relationship)

C. Internship Site agrees that as interns, students shall be considered members of Internship Site’s “workforce,” as that term is defined by the HIPAA regulations at 45 C.F.R. § 160.103, and shall be subject to Internship Site’s policies respecting confidentiality of medical information. In order to ensure that students comply with such policies, Internship Site shall provide students with the same training that is provided to regular employees.

a. Site Supervisors at your approved Internship Site agree to conduct any/all Internship Site-related training, modeling of assessment and procedures, and observation of intern’s first attempts at any behavioral work. They agree to guide intern’s work with direct verbal and written feedback and to submit a brief monthly and final evaluation of his/her performance. They agree to discuss any concerns about the intern’s performance with the intern directly, and with the MS-ABA Academic Director and CSUN Practicum Instructor when necessary.
D. Internship Site agrees, for Practica Option II, to allow the CSUN Practicum Instructor to shadow the Site Supervisor at the Internship Site when supervising CSUN interns or probe some supervision meetings. Such sessions and probes would be discussed with the Site Supervisor and be determined on a case-by-case basis.

E. Internship Site agrees that, for Practica Option II, if the CSUN Practicum Instructor determines that the intern is not meeting the desired competencies (reasons related to the site, the site supervisor, or the intern); the CSUN Practicum Supervisor will meet with the site supervisor and the agency contact person to resolve the determined barriers. If the barriers cannot be resolved, CSU MS-ABA program holds the right to terminate the students’ internship or place the intern at a different approved site.

F. Internship Site agrees that for Practica Option III, the CSUN Practicum Instructor’s main role is to provide supplemental supervision to CSUN interns. During Practica meetings the interns may be asked to discuss current caseloads, intervention plans, and other related activities for practical discussions. During these discussions interns will respect internship site, supervisor, and client privacy by de-identifying the case information.

G. Internship Site agrees that Site Supervisor, and not the CSUN Practicum Instructor, is solely responsible for the assessment, recommendations, and treatment provided to the site’s consumers. For Practica Options II & III, the CSUN Practicum Instructor does not serve as a clinical consultant and is not liable for any suggestions, feedback, or recommendations provided to interns and site supervisor. It is ultimately the site supervisor’s responsibility to approve and monitor any services provided to the approved site’s consumers.

H. Internship Site must inform students of the need for a background check, fingerprinting and/or a tuberculosis test; obtain the student’s background check, fingerprints, and/or tuberculosis test; and maintain the confidentiality of any results as required by federal and state law.

I. Internship Site must provide student with a written description of the student’s tasks and responsibilities.

J. Internship Site understands that, for Practica Option II, approval of the Internship Site does not result in automatic approval of the Site Supervisor, and both the Internship Site AND the Site Supervisor working at the Internship Site must be approved BEFORE a CSUN student can schedule an internship interview. If the Site Supervisor leaves the Internship Site, the Internship Site can continue to be a CSUN approved site and have another qualified supervisor submit an “MS-ABA Site Supervisor Application & Agreement” form to be reviewed by the MS-ABA review committee.

K. Internship Site acknowledges that it cannot advertise itself as a CSUN-approved Internship Site without the active approval of the Site Supervisor for Option II and/or CSUN approval for Option III. There is specific terminology to be used. CSUN will provide this terminology on approval letters to the internship site.

L. Internship Site understands that they have the right to interview and accept CSUN students enrolled in a University-Based Practicum deemed appropriate for their site.
M. Internship Site agrees that a contact person must be available to CSUN students and will answer all inquiries within 24-hours. Please provide this information to MS-ABA program coordinator if different than designee on application.

N. Internship Site understands that CSUN students will be asked to evaluate their supervision experience at the Internship Site and that this information will be available to all CSUN interns.

O. Internship Site acknowledges that they must notify the MS-ABA Academic Director and CSUN Practicum Instructor (within 30 days) of any changes to the Internship Site or Student Internship Status which may affect the CSUN student internship. For example, change in contact, change in policy for accruing hours, change from Option II to Option III, etc.

P. Internship Site acknowledges that this Agreement shall be effective as of the date first written below and shall remain in effect for 1 academic year. This Agreement may be renewed by mutual agreement. This Agreement may be terminated at any time by written agreement or upon 30 days advance written notice by one party to the other, PROVIDED, HOWEVER, that in no event shall termination take effect with respect to currently enrolled students, who shall be permitted to complete their training for any semester in which termination would otherwise occur.

Q. The Internship Site agrees that if the student intern reports, during practicum supervision meetings, that their contract is not being fulfilled, the MS-ABA internship coordinator will contact the Internship Site contact person and work with them and the supervisee to address the problem. However, if no resolution can be reached, the MS-ABA program reserves the right to refer the student to another internship site to accrue their supervised experience hours.

R. This written agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state, and local laws and regulations, including but not limited to laws prohibiting discrimination and harassment.

S. The parties expressly understand and agree that MS-ABA student interns provide clinical services for educational purposes, and such students are not considered employees of the university or of the Internship Site for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers’ compensation insurance. Students are considered members of Internship Site’s “internship program” for purposes of HIPAA compliance.

T. Internship Site read and agrees with the “Internship Learning Plan” (page 8).

U. Internship Site agrees to adhere to the BACB® Experience and Supervision Standards. For the most recent changes please go to http://bacb.com/upcoming-changes/

V. Although we do not formally review or approve the site supervisors for Option III, it is expected that the internship site has BCBAs, in good standing, which meet the BACB® requirements and have agreed to supervise CSUN interns. As of December 31, 2014, all potential supervisors will need to,

1) Have passed an 8-hr-post certification, competency-based, BACB® approved supervision workshop

2) Have completed the training module on BACB® experience standards

3) Obtain 3 hours of continuing education related to supervision during each certification cycle
W. I understand that the MS-ABA Review Committee is released of any liability for the feedback and review conducted of the site application. Their reviews are conducted for the purpose of the MS-ABA Internship Program alone and should not be used beyond the scope of the MS-ABA Internship Program.

X. I consent to my company name being disclosed to CSUN students as a CSUN approved Practica site.

I have reviewed and I agree with all of the above statements.

Internship Site Name ________________________________________________________________

Applicant Name _________________________________________________________________

Applicant Signature _____________________________________________________________

Clinical/Executive Director Name (Print) ____________________________________________

Clinical/Executive Director Signature _____________________________________________ Date: __________

*Please note these documents will be sent to CSUN Purchasing and Contracts. They will send you a Clinical Practicum Agreement to read and sign. This will be a formal CSUN agreement in addition to the formal agreement with the MS-ABA program.
Evaluation of Intern (MS-ABA; CSUN)

This is a monthly summary of performance, completed by Option II site supervisor, which will be taken into account in student’s practica grade. Interns turn in to their Practicum Supervisor = 1st Practica Meeting of the Month

Supervisee: ___________________________  Site of Practicum: ___________________________

Site Supervisor: _________________________  Date: ________________________________

Hours of Direct Supervision: ______________  Hours of Indirect Supervision: ___________

On which Competency (from the CSUN Supervision Folder) are you currently working?
________________________________________________________________________

Please rate the following in regards to the supervisee’s performance:

S – satisfactory   NI - needs improvement- but acceptable   U – unsatisfactory   N/A – not applicable

Please provide Feedback regarding students’ progress in each area

<table>
<thead>
<tr>
<th></th>
<th>S</th>
<th>NI</th>
<th>U</th>
<th>N/A</th>
<th>Feedback</th>
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<tbody>
<tr>
<td>1.</td>
<td>Adheres to BACB® Ethical Guidelines (e.g., confidentiality or conflict of interest)</td>
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<td>2.</td>
<td>Seeks supervision when appropriate (e.g., when supervisee faces novel situation, they will contact you with ideas and obtain your approval prior to implementation)</td>
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<td>3.</td>
<td>Is receptive to corrective feedback</td>
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<td>4.</td>
<td>Modifies behavior based on performance feedback</td>
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<td>5.</td>
<td>Remains within his/her scope of practice</td>
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<td>6.</td>
<td>Comes prepared for supervision (e.g., brings forms, HW)</td>
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<td>7.</td>
<td>Complies with company policies &amp; procedures</td>
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<td>8.</td>
<td>Looks for opportunities to advance behavior analytic experience</td>
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<td>9.</td>
<td>Takes initiative in improving existing programs</td>
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<td>10.</td>
<td>Arrives on time for sessions</td>
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<td>11.</td>
<td>Maintains professional communication with co-workers</td>
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<td></td>
<td>S</td>
<td>NI</td>
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<td>N/A</td>
<td>Feedback</td>
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<td>12.</td>
<td>Maintains professional communication with clients/consumers</td>
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<td>13.</td>
<td>Maintains professional communication with supervisor</td>
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<td>14.</td>
<td>Maintains professional communication with other service providers</td>
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<td>15.</td>
<td>Communicates effectively both in written and oral methods</td>
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<td>16.</td>
<td>Arrives on time for supervision and training</td>
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<td>17.</td>
<td>Submits work on time (e.g., reports, time sheets)</td>
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<td>18.</td>
<td>Takes initiative in advancing supervised experience</td>
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Candidate continues to meet criteria as stated in the CSUN Supervision Competency Folder
(circle one):  S  NI  U

Other notes or comments:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

*By signing below, I am agreeing that my Internship Site Supervisor(s) can discuss what is on this form with my CSUN Practicum Supervisor, CSUN Internship Coordinator, and CSUN Academic Director.*

Signature of Supervisee: ______________________________

Signature of Site Supervisor: ______________________________

Official Position/Title of Site Supervisor: ______________________________

Contact Information of Site Supervisor: ______________________________

******Please attach completed performance monitoring forms for this evaluation period******
The following is the form provided by BACB®. The BACB® Experience Supervision Form is to be completed alongside the MS-ABA Evaluation of Intern Form. The form can be found at www.bacb.com. BACB® Experience Supervision Form should be completed for each supervisory period (i.e., once every 2 weeks).

<table>
<thead>
<tr>
<th>BACB Experience Supervision Form</th>
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<tr>
<td>This form (or equivalent) must be completed at least once during each supervisory period.</td>
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<thead>
<tr>
<th>Supervisee: ____________________</th>
<th>Supervisor(s): ____________________</th>
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<tbody>
<tr>
<td>Supervisory Meeting Date(s) &amp; Duration(s): ____________________</td>
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<tr>
<td>Supervisory Meeting Format (check all that apply): __ individual __ group</td>
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<tr>
<td>This document covers the supervisory period from <strong>/</strong>/__ to <strong>/</strong>/__</td>
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<tr>
<td>Type of Experience (check one):__ Supervised Independent Fieldwork __ Practicum __ Intensive Practicum</td>
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<tr>
<td>Experience Hours Accumulated During This Supervisory Period (complete all lines):</td>
<td></td>
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<tr>
<td>A) Number of independent experience hours accumulated (excluding time spent with supervisor): ______</td>
<td></td>
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<tr>
<td>B) Number of individual supervision hours accumulated: ______</td>
<td></td>
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<tr>
<td>C) Number of small-group supervision hours accumulated: ______</td>
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<tr>
<td>D) Total experience hours accumulated (add lines A through C): ______</td>
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<tr>
<td>Of the hours listed above, state the number spent in direct implementation of behavior-analytic programs: ______</td>
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| Characteristics of Supervision Conducted During This Supervisory Period (check all that apply) |
| BACB Task List skills covered (list Task numbers): ____________________ |
| Specific client(s) discussed: ____________________ |
| Client privacy protected: ____________________ |
| Observation of supervisee (video): ____________________ |
| Observation of supervisee (in-person): ____________________ |
| Supervisory discussion & feedback (in-person): ____________________ |
| Supervisory discussion & feedback (remote): ____________________ |
| Readings: ____________________ |

| Evaluation of Supervisee Performance: |
| S - satisfactory NI - needs improvement U - unsatisfactory N/A - not applicable |
| Arrives on time for supervision S NI U N/A |
| Maintains professional and courteous interactions with: |
| Clients/consumers S NI U N/A |
| Other service providers S NI U N/A |
| Coworkers S NI U N/A |
| Maintains appropriate attire & demeanor S NI U N/A |
| Initiates professional self-improvement S NI U N/A |
| Accepts supervisory feedback appropriately S NI U N/A |
| Seeks supervision appropriately S NI U N/A |
| Timely submission of written reports S NI U N/A |
| Communicates effectively S NI U N/A |
| Written S NI U N/A |
| Oral S NI U N/A |
| Demonstrates appropriate sensitivity to nonbehavioral providers S NI U N/A |
| Supervisee self-detects personal limitations S NI U N/A |
| Supervisee self-detects professional limitations S NI U N/A |
| Acquisition of target behavior-analytic skills S NI U N/A |

Overall evaluation of supervisee performance during this period (circle one): S NI U

Supervisee signature: ____________________ Date: ____________________

Supervisor signature: ____________________ Date: ____________________

**TO BE COMPLETED DURING EACH SUPERVISORY PERIOD - BACKDATED FORMS ARE NOT ACCEPTABLE**

**DO NOT SUBMIT THIS FORM TO THE BACB WITH THE EXAM APPLICATION**

**SUPERVISEE AND SUPERVISEE MUST EACH RETAIN A COPY OF THIS FORM FOR AT LEAST 7 YEARS FROM THE DATE OF THE LAST SUPERVISION MEETING**
Evaluation of Site Supervisor (MS-ABA; CSUN)

To be completed each semester by intern via Moodle

Supervisee: ____________________________  Site of Practicum: ____________________________

Site Supervisor: ________________________  Date: ____________________________

Duration of Supervision: ____________________________

Please rate the following in regards to the Site Supervisor’s Performance:

S – satisfactory  NI - needs improvement- but acceptable  U – unsatisfactory  N/A – not applicable

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<th>S</th>
<th>NI</th>
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<th>N/A</th>
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<tbody>
<tr>
<td>1. Adheres to BACB® Ethical Guidelines (e.g., keeps confidentiality, minimizes conflicts of interest, remains within his/her scope of practice)</td>
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<td>2. Is a knowledgeable and competent behavior analyst</td>
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<td>3. Prepares me for supervision by explaining our roles, his/her expectations, and methods of evaluations</td>
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<tr>
<td>4. Looks for opportunities to advance my behavior analytic experience</td>
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<td>5. Defines tasks clearly</td>
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<td>6. Plans and organizes work (e.g., establishes appropriate priorities)</td>
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<td>7. Determines appropriate action and follows through in a timely and decisive manner</td>
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<td>8. Recognizes when I do not understand information being presented and accommodates to my level of experience and style of learning</td>
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<td>9. Can be reached in case of emergencies</td>
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<td>10. Provides timely information on my performance and frequent verbal and written feedback</td>
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<td>11. Uses a variety of ways of providing feedback to me about my performance (e.g., videotape of the session, modeling, etc.)</td>
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<td>12. Allows me to work independently, yet provides adequate support and supervision when necessary</td>
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<td>13. Keeps appointments with me and arrives on time (or re-schedules missed appointments within 24 hours)</td>
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<td>14. Supervises at least 10% (7.5% minimum) of my weekly experience hours</td>
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</table>
**Adopted from CSUN Purchasing & Contract Administration Documents**

**Adopted from CSUN Office of Insurance & Risk Management Documents**

**Adopted from CSUN CIELO Documents**

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### MS in Applied Behavior Analysis (MS-ABA)

**Department of Psychology**  
**College of Social and Behavioral Sciences & The Tseng College**

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<th>S</th>
<th>NI</th>
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<th>N/A</th>
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<tbody>
<tr>
<td>15. Is professional and approachable</td>
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<tr>
<td>16. Is genuinely interested in my learning and performance</td>
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<td>17. Considers my needs, interests, goals</td>
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<tr>
<td>18. Recognizes my efforts</td>
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<td>19. Includes me in his/her decision making</td>
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</table>

**What did you like MOST about your Site Supervisor?**

**What did you like LEAST about your Site Supervisor?**

**Would you recommend this Site Supervisor to another intern?**

- □ Yes  
- □ No

**On which competency from the CSUN Supervision Folder are you currently working?**

____________________________________________________________________________

**Other notes or comments:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Signature of Supervisee:** ____________________________

- This evaluation will only be used for MS-ABA CSUN purposes. This information will remain confidential.
Evaluation of Internship Site (MS-ABA; CSUN)

To be completed once a year by intern via Moodle

Supervisee: ____________________  Site of Practicum: ____________________

Option II Site Supervisor or BCBA Supervisor Option III: ____________________

Date: ________________  Hours interned per week: ________________

Please rate the following in regards to the Internship Site, you will have the opportunity to respond about your site supervisor elsewhere:

S – satisfactory  NI - needs improvement- but acceptable  U – unsatisfactory  N/A – not applicable

<table>
<thead>
<tr>
<th></th>
<th>S</th>
<th>NI</th>
<th>U</th>
<th>N/A</th>
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<td>13.</td>
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<td>14.</td>
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</tbody>
</table>

* Adopted from CSUN Purchasing & Contract Administration Documents
**Adopted from CSUN Office of Insurance & Risk Management Documents
***Adopted from CSUN CIELO Documents
What did you like MOST about your Internship Site?

What did you like LEAST about your Internship Site?

What training/experience opportunities could the Internship Site improve upon?

Would you recommend this Internship Site to another intern?

☐ Yes  ☐ No

Do you plan on working at this Internship Site after completing the MS-ABA Program?

☐ Yes  ☐ No

Given your experience at this site, what additional information do you think would be beneficial to future students considering a practicum at this site?

Other notes or comments:

__________________________________________________________

__________________________________________________________

__________________________________________________________

Signature of Supervisee: ________________________________

- This evaluation will only be used for MS-ABA CSUN purposes. This information will remain confidential.
## Evaluation of CSUN Practica Supervisor & Internship Coordinator

*To be completed yearly by the practicum site and site supervisor*

### Practicum Site: ________________________________________________

### Site Supervisor Name (if applicable): ____________________________

### Date: ________________

Please rate the following in regards to the CSUN’s partnership with you:

- **S** – satisfactory  
- **NI** - needs improvement- but acceptable  
- **U** – unsatisfactory  
- **N/A** – not applicable

<table>
<thead>
<tr>
<th></th>
<th>S</th>
<th>NI</th>
<th>U</th>
<th>N/A</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CSUN nurtures and adheres to BACB® Professional and Ethical Compliance Code for Behavior Analysts (e.g., confidentiality or conflict of interest)</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CSUN explains roles and expectations of CSUN partnership effectively</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CSUN can be reached in case of emergencies and/or concerns with interns</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CSUN is professional and approachable</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CSUN Internship Coordinator is helpful</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CSUN practica instructor is helpful and professional during site visits.</td>
</tr>
</tbody>
</table>

*Question 1-4 reference Internship Coordinator & Practica Instructor*

Do you have additional ideas or methods to support CSUN’s efforts?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Signature of Practicum Site Representative: ________________________________

OR

Signature of Site Supervisor: ________________________________

---

* Adopted from CSUN Purchasing & Contract Administration Documents
**Adopted from CSUN Office of Insurance & Risk Management Documents
***Adopted from CSUN CIELO Documents

Last Revised June 2017
### SAMPLE FORM

**STRUCTURED SUPERVISION FOLDER**

**CSUN MS-ABA Program**

**FOLDER INDEX**

<table>
<thead>
<tr>
<th>Materials/Documents</th>
<th>Tabs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contracts &amp; Important Forms</td>
<td>Important Documents</td>
</tr>
<tr>
<td>• BACB® Documents &amp; Guidelines</td>
<td>BACB® Guidelines</td>
</tr>
</tbody>
</table>

**I. Use the professional and ethical guidelines with colleagues and clients**

| Demonstrate knowledge of ethical, responsible, professional and disciplinary guidelines | Tab 1* |
| Demonstrate knowledge of HIPPA and confidentiality rules | Tab 2* |

**II. Develop and use behavior measurement methods, record and analyze data**

| Select & define target behavior for change | Tab 3* |
| Measure target behaviors using various direct observation measurement methods to collect baseline data | Tab 4* |
| Assess quality of behavioral measurement (e.g., Accuracy & Reliability) | Tab 5* |
| Graph & analyze gathered information | Tab 6* |

**III. Conduct behavior assessments (e.g., Functional Behavior Assessment, Preference Assessment, Reinforcer Assessment)**

| Conduct comprehensive functional behavior assessments | Tab 7* |
| Conduct preference assessments (I-07) | Tab 8* |
| Conduct reinforcer assessments | Tab 9* |
| Design & conduct parametric analyses (B-12) | Tab 10 |

**IV. Develop evidence-based intervention plans based on assessment results and baseline data**

| Obtain, summarize, and evaluate research articles as part of recommendations & development of intervention plans | Tab 11* |
| Recommend intervention strategies based on the assessment results and the best available scientific evidence | Tab 12* |
V. Design and implement skill acquisition procedures based on initial assessment

<table>
<thead>
<tr>
<th>Skill Acquisition</th>
<th>Tab 13*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct formal assessment using VB-MAPP or ABLLS-R</td>
<td></td>
</tr>
</tbody>
</table>

| Tab 14* |
|-------------------|--------|
| Implement skills acquisition programs to teach verbal behavior, imitation and discrimination using direct instruction (e.g. DTT), precision teaching, and/or natural environment/incidental teaching | 14A* |
| Develop skills acquisition programs to teach verbal behavior, imitation and discrimination using direct instruction (e.g. DTT), precision teaching, and/or natural environment/incidental teaching | 14B* |

| Tab 15* |
|-------------------|--------|
| Daily Living Skills | |
| Implement daily living skills programs based on formal assessment results | 15A* |
| Develop daily living skills programs based on formal assessment results | 15B* |

| Tab 16* |
|-------------------|--------|
| Social and Play Skills | |
| Implement social and play skills programs based on formal assessment results | 16A* |
| Develop social and play skill programs | 16B* |

VI. Design and implement behavior reduction procedures

| Tab 17* |
|-------------------|--------|
| Antecedent-Based Interventions | |
| Implement antecedent-based interventions | 17A* |
| Develop antecedent-based interventions | 17B* |

| Tab 18* |
|-------------------|--------|
| Consequent-Based Interventions | |
| Implement consequence-based interventions | 18A* |
| Develop consequence-based interventions | 18B* |

| Tab 19 |
|-------------------|--------|
| Group Contingencies | |
| Implement group contingences | 19A |
| Develop group contingences | 19B |

<p>| Tab 20 |
|-------------------|--------|
| Self-Management | |
| Implement self-management strategies and contingency contracts | 20A |
| Develop self-management strategies and contingency contracts | 20B |</p>
<table>
<thead>
<tr>
<th>VII. Program and probe for generalization and maintenance</th>
<th>Generalization &amp; Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program and probe for stimulus and response generalization</td>
<td>Tab 21*</td>
</tr>
<tr>
<td>Program and probe for maintenance</td>
<td>Tab 22*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VIII. Conduct ongoing assessment of interventions</th>
<th>Ongoing Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate the effectiveness of the behavioral programs (K-07)</td>
<td>Tab 23*</td>
</tr>
<tr>
<td>Conduct treatment fidelity checks</td>
<td>Tab 24*</td>
</tr>
<tr>
<td>Evaluate effectiveness of components of an intervention package</td>
<td>Tab 25</td>
</tr>
<tr>
<td>Compare effectiveness of different treatments</td>
<td>Tab 26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IX. Train another individual to conduct a procedure</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design and use competency based training for persons who are responsible for carrying out behavior change procedures</td>
<td>Tab 27*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>X. Develop and present a training module to individuals unfamiliar with behavior analysis</th>
<th>Dissemination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and present a training module to individuals unfamiliar with behavior analysis</td>
<td>Tab 28*</td>
</tr>
<tr>
<td>Explain behavioral concepts using non-technical language</td>
<td>Tab 29*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplemental Materials</th>
<th>Supplemental Materials</th>
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</thead>
<tbody>
<tr>
<td>• Supplemental Documents (e.g. Performance Monitoring Tools, Contracts etc.)</td>
<td>Supplemental Documents</td>
</tr>
</tbody>
</table>

*competencies must be met to pass CSUN practica coursework
SAMPLE FORM FROM STRUCTURED SUPERVISION FOLDER

Sample Tab: Task Analysis for Each Competency

II. Develop and use behavior measurement methods, record and analyze data

Tab 3: Select & define target behavior for change

(Click to see sample of a Performance Monitoring Tool)

<table>
<thead>
<tr>
<th></th>
<th>1st Year Students</th>
<th>2nd Year Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Review BACB® ethical guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Review and discuss with supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ethical practices in selecting and assessing potential target behaviors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Develop and use worksheets to prioritize target behaviors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Evaluating the social significance of potential target behaviors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Prioritizing potential target behaviors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. Define target behaviors in observable and measurable terms (I-01)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Define behavior topographically (define at least 10 different behaviors) in measurable and observable terms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Discuss definitions with supervisor and make necessary changes</td>
<td></td>
<td></td>
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<tr>
<td>2. Include the final written operational definitions in this tab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Define behavior functionally (define at least 10 different behaviors) in measurable and observable terms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Discuss definitions with supervisor and make necessary changes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Include the final written operational definitions in this tab</td>
<td></td>
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<tr>
<td>C. Describe and explain behavior, including private events, in behavior-analytic (non-mentalistic) terms (G-05)</td>
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</tbody>
</table>

➢ Suggested Readings

### SAMPLE FORM FROM STRUCTURED SUPERVISION FOLDER

**Sample Performance Monitoring Sheet**

<table>
<thead>
<tr>
<th>Competency</th>
<th>Criterion</th>
<th>Rating</th>
<th>Performance Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Review BACB® ethical guidelines 2.0 and 3.0 and discuss with supervisor</td>
<td>Presented a written summary of ethical practices in selection of target behaviors that included: Definition of client, Responsibility to client and others, Consultation and third party requests for services, Client rights</td>
<td>Met the criterion as it is written</td>
<td>Given on 1/1/18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Did not meet the criterion as it is written</td>
<td></td>
</tr>
</tbody>
</table>

II. Show competence developing and using worksheets to prioritize target behaviors

A. Evaluating the social significance of potential target behaviors

- Developed a worksheet for evaluation of social significance of potential target behaviors. The worksheet included:
  - All the questions provided in the sample worksheet
  - Identifying information
  - Rating scale
  - Comments section

- Correctly used the worksheet to evaluate social significance of potential target behaviors at least on two different occasions

- Met the criterion as it is written | Given on 1/1/18 |
| Did not meet the criterion as it is written | |

B. Prioritizing potential target behaviors

- Developed a worksheet for prioritizing potential target behaviors. The worksheet included:
  - Prioritization criteria provided in the sample worksheet
  - Identifying information
  - Rating scale and Comments section

- Correctly used the worksheet to evaluate social significance of potential target behaviors at least on two different occasions

- Met the criterion as it is written | Given on 1/1/18 |
| Did not meet the criterion as it is written | |

* Adopted from CSUN Purchasing & Contract Administration Documents
**Adopted from CSUN Office of Insurance & Risk Management Documents
***Adopted from CSUN CIELO Documents
Last Revised June 2017
Consent to List Name & Credentials

The internship site, at which you will provide supervision, will be listed on the CSUN MS-ABA Practica Course website as a CSUN-Approved Internship Site. If you consent for us to release your name and location to MS-ABA students, your name, approval status, and credentials will appear with a list of other approved supervisors.

☐ I consent to my name, credentials, area(s) of expertise, and geographical location (or specific site) appearing on the CSUN MS-ABA Practica Course website as an Option II CSUN Approved Site Supervisor. Please complete the information below.

☐ I decline to have my name and credentials appear on the CSUN MS-ABA Practica Course website as an Option II CSUN Approved Site Supervisor. Please note if you select this option, we will not be able to inform our students of your approval status.

Approved Site Supervisor’s Name (as it is to appear on our course website)

________________________________________

Credentials (e.g., degrees, certifications, and/or licenses; as it is to appear on our course website)

____________________________________________________________

Areas of Expertise (as it is to appear on our course website)

____________________________________________________________

Specific Site/Geographic Supervision Area (as it is to appear on our course website)

____________________________________________________________

Approved Site Supervisor’s Signature               Date

______________________________               __________________________
California State University, Northridge
Conflict of Interest Disclosure Form*

Faculty/Site Supervisor Name: ___________________________________________________

CSUN Position/Title:___________________________________________________________

Department/College: ___________________________________________________________

AT THIS TIME, I HAVE NOTHING TO DISCLOSE ☐

Conflict of Interest is defined as a potential or actual situation where commitments and obligations outside one entity are likely to be compromised by the Faculty/Site Supervisor’s other material interests, or relationships. The CSUN M.S. in Applied Behavior Analysis Program is requesting faculty and site supervisors to disclose any work being done that is related to the field of Behavior Analysis, and/or other related entities outside of CSUN. Responses should include the Faculty/Site Supervisor, his/her spouse, and any dependent children in their household for whom this is relevant.

<table>
<thead>
<tr>
<th>Name of Non-CSUN Entity</th>
<th>Address of Entity</th>
<th>Principal Type of Business</th>
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<td>1</td>
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<td>2</td>
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<td>3</td>
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<td>4</td>
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<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you a director, officer, partner, trustee, or employee of the any of the entities listed above? Yes ☐ No ☐

Do you have a financial investment in any of the entities listed above? Yes ☐ No ☐

Do you receive income from any of the entities listed above? Yes ☐ No ☐

Do you have an interest in any intellectual property rights belonging to the entities listed above? Yes ☐ No ☐
Faculty/ Site Supervisor Certification:

- I acknowledge that the information listed above is true and correct.
- I agree to update this disclosure as new, reportable information is obtained.
- I agree to cooperate in the development of a Resolution Plan to address any actual or potential conflict of interest identified in this Disclosure.
- I agree to adhere to the BACB Code of Ethics.
- I agree to comply with any conditions or restrictions imposed by CSUN to manage, reduce, or eliminate actual or potential conflicts of interest.
- I agree to include a clause about conflict of interest in my supervision contract.
- I agree to notify student interns that CSUN has a process for reporting potential conflict of interest.

Signed: _________________________________ Date: ______________________

*Adopted from the CSUN Conflict of Interest Disclosure Form for the Office of Research and Sponsored Projects
Off Site Practica Supervision Verification Form

As a student enrolled in practica and working at a CSUN approved Option III Internship site, it is your responsibility to obtain a signature from your BCBA supervisor to confirm that you are receiving BCBA supervision at your internship site.

Please see the clause below pasted from your practica syllabi:

- According to BACB®, effective behavior-analytic supervision should include:
  - Develop performance goals with supervisee
  - Provide supervisee with opportunities to perform listed competences (Note* it is likely that some competences will not be met).
  - Observe the supervisee in the field and use performance feedback to give corrective feedback
  - Use Behavior Skills Training to teach and improve supervisee’s skills
  - Model technical, professional, and ethical behavior
  - Guide and give feedback on behavioral case conceptualization, problem-solving, program development, and decision-making repertoires
  - Review data and written materials (e.g., behavior programs, data sheets, reports)
  - Monitor and evaluate the effects of behavioral service delivery
  - Conduct bi-weekly evaluation of supervisee’s performance and effects of supervision

If you and your BCBA supervisor confirm you are receiving BCBA supervision that adheres to BACB® guidelines, please sign below.

_______________________________________  __________________________________________
Practica Student Signature                  BCBA Option III Supervisor Signature

_______________________________________  __________________________________________
Practica Student Printed Name               BCBA Option III Supervisor Printed Name

_______________________________________  __________________________________________
Practica Student Date Signed                BCBA Option III Supervisor Date Signed
**ORIENTATION CONFIRMATION**

This form is to be completed as soon as possible once the student has participated in an internship orientation. This is a confidential internal document and should not be given to unauthorized persons. The MS-ABA Internship Coordinator will process, follow-up, and maintain this document in the student’s file.

Name (Please print) ____________________________ Student ID No. ____________________________

Address ____________________________________________________________________________

Telephone No. _____________________________

The internship student should check these items as confirmation that the department has discussed these issues with the student and that the student understands and accepts the general risks and expectations associated with internship participation.

- Know that you (the intern) can contact the Internship Coordinator whenever you need help.
- The student intern is responsible for transportation to and from the internship site and should carry automobile liability insurance as required by state law.
- If you take public transportation, select the safest route to the Internship Site.
- If driving your personal car, be sure to park close to the site in a safe, well-lighted area.
- In case of a breakdown or a mix up with transportation, carry enough money for an alternate ride home.
- Familiarize yourself with people, places and things in the area that can be of assistance in times of emergency (i.e., know the location of phones, 24-hour stores, police station, etc.).
- Abide by any other terms of employment and regulations required by the Internship Site.
- Make sure you know how to exit the Internship Site in case of an emergency.
- Keep all information about clients you work with confidential.
- Know that you can request an alternative site if you are not comfortable with your current site.
- You should not report to the Internship Site while under the influence of alcohol or drugs.
- You should not give or loan a client money or other personal belongings.
- You should not give a client or site representative a ride in a personal vehicle.
- Do not tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or site representative.
- Do not tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of his/her age, race, gender, sexual orientation, ability, or ethnicity.
- Avoid any type of business arrangement with clients during your internship period.
- Avoid any personal relationships with a client or site representative during the internship.
- You are reminded that your own personal choices in any situation can affect your safety and well-being, and you are responsible for those choices.
- Use common sense and conduct yourself in a professional manner at all times. Every Internship Site has its own rules, policies, procedures, protocol and expectations, for which you are responsible. Familiarize yourself with the workings of the Internship Site.

I have discussed the above items with my Supervisor and understand the risks associated with my internship.

Student Signature ____________________________ Date ____________________________

* Adopted from CSUN Purchasing & Contract Administration Documents
**Adopted from CSUN Office of Insurance & Risk Management Documents
***Adopted from CSUN CIELO Documents

Last Revised June 2017
Ethical Competency-Based Supervision of Emerging Behavior Analysts
A Two-Day Workshop for CSUN-Approved Site Supervisors
CSUN University-Based Practica

This two-day workshop is appropriate for experienced BCBAs involved in the supervision of individuals accruing supervised experience hours to become eligible to sit for the BCBA Exam. *This workshop is based on the BACB® Supervisor Training Curriculum Outline but is offered independent of the BACB®.*

Continued Education Credits
Board Certified Behavior Analysts: CSUN College of Social & Behavioral Sciences is a BACB® Approved Continuing Education (ACE) provider with Dr. Kazemi as the ACE instructor. Attendees of this workshop will accrue 10 CE credits [Type 2]; we will not issue partial credit. Attendees must attend both days to receive certificate of completion of CE credits.

Workshop Format
The format of the workshop will include presentation on the *purpose of the supervision, outcomes of effective and ineffective supervision, rationale for and the use of structured supervision folder, and research-evidence for effective supervision.* There will be group exercises in developing and using contractual agreements, setting and evaluating performance expectations, behavior skills training, and providing performance feedback. The workshop will also include discussions of specific concerns shared by the attendees.

<table>
<thead>
<tr>
<th>Day 1 (Presentations)</th>
<th>Day 2 (Group work)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 – 9:00</td>
<td>Registration</td>
</tr>
<tr>
<td>9:00 – 10:30</td>
<td>• Evaluating your own supervision</td>
</tr>
<tr>
<td></td>
<td>• BACB® New Requirements</td>
</tr>
<tr>
<td></td>
<td>• BACB® Supervisor Training Curriculum</td>
</tr>
<tr>
<td></td>
<td>• Ethical Considerations</td>
</tr>
<tr>
<td></td>
<td>• Purpose of the supervision</td>
</tr>
<tr>
<td>10:30 – 10:45</td>
<td>Break</td>
</tr>
<tr>
<td>10:45 – 12:00</td>
<td>• Important Features of supervision</td>
</tr>
<tr>
<td></td>
<td>• Evidence-based supervision</td>
</tr>
<tr>
<td></td>
<td>o Clear Expectations</td>
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<tr>
<td></td>
<td>o Competency-based</td>
</tr>
<tr>
<td></td>
<td>o Example Contracts</td>
</tr>
<tr>
<td>12:00 – 1:00</td>
<td>Lunch on your own</td>
</tr>
<tr>
<td>1:00 – 3:00</td>
<td>• Develop and use performance checklists</td>
</tr>
<tr>
<td></td>
<td>• Assessing initial skills</td>
</tr>
<tr>
<td></td>
<td>• Monitor performance</td>
</tr>
<tr>
<td></td>
<td>• Provide performance feedback</td>
</tr>
<tr>
<td>3:00 – 3:30</td>
<td>• Sign-out/Obtain Homework</td>
</tr>
<tr>
<td></td>
<td>• Obtain</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Workshop Objectives:
After the workshop, the participants will be able to:
☐ Explain the BACB® New Requirements
☐ Describe the BACB® Experience Standards
☐ Describe reasons for effective, evidence-based supervision
☐ Describe potential outcomes of ineffective supervision
☐ Describe important features of supervision
☐ Describe how to establish clear performance expectations for both the supervisor and supervisee
☐ Demonstrate how to develop contractual agreements for supervision
☐ Explain what is meant by competency-based supervision and training
☐ Describe the purpose of using performance checklists during supervision
☐ Develop and use performance checklists
☐ Explain how to assess initial skills of supervisee
☐ Set performance goals based on the results obtained from performance checklists
☐ Use performance checklists to give constructive feedback
☐ Describe effective methods to provide feedback
☐ Identify the common training procedures used in evidence-based effective training packages
☐ Identify key components of Behavior Skills Training (BST) and how they are used in training
☐ Describe methods to evaluate supervisory effectiveness
☐ Describe methods for ongoing professional development

Payment: The two-day 10-hr workshop is offered by the Applied Behavior Analysis (MS-ABA) Graduate Program for free to candidates approved as site supervisors for CSUN Practica Option I. However, donations to the MS-ABA program are much appreciated and needed! Checks can be made to CSUN Foundation in the suggested amount of $500 for the structured supervision folder, both days of continued education workshops and materials, and on-going individualized support from a doctoral level BCBA. Funds will be used for advancement of emerging behavior analysts by covering costs such as student tuition, conference travel, and research expenses. Contributions are tax deductible as permitted by law. Donations can be sent to BCP Program directly at Department of Psychology (376 Sierra Hall) 18111 Nordhoff St, California State University, Northridge 91330-8255 or to the College of Social and Behavioral Sciences at 18111 Nordhoff St, California State University, Northridge 91330-8255. Please write “BCP” in the notes line on the check.
Sample Supervision Contract for a University Practicum

The following sample contract pertains to supervision conducted or coordinated through a university practicum. The sample terms provided herein are for general reference and information purposes only. These terms are intended to comply with the requirements for supervised experience of applicants to the Behavior Analyst Certification Board® (“BACB®”). Nothing herein shall be construed as legal advice. The BACB does not warrant or guarantee the legal enforceability of any provision contained in this sample agreement. Contracts should be drafted by individuals familiar with local and state laws and requirements. Please note that it is the responsibility of the supervisor and supervisee to ensure that the contract meets all the requirements outlined by the BACB in the BACB Experience Standards policy. Please also note that this contract will need to be edited for supervisees pursuing the BCaBA credential.

This sample agreement is not designed to serve as a course syllabus. University policies and provisions typically found in a syllabus, such as grading, academic dishonesty, student disability policy, etc. should be covered in a separate syllabus document and may be attached to this sample agreement as an appendix.

This Supervision agreement is made on the date indicated below by and between _____ (supervisor) and _____ (supervisee) for supervision of the delivery of applied behavior analysis services in the supervisee’s Practicum experience through _____, including the following activities:

1. Conducting assessment activities related to the need for behavioral interventions;
2. Designing, implementing, and monitoring behavior analysis programs for clients;
3. Overseeing the implementation of behavior analysis programs by others;
4. Training, designing behavioral systems, and performance management; AND
5. Other activities normally performed by a behavior analyst that are directly related to behavior analysis, such as attending planning meetings regarding the behavior analysis program, 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 issues, or evaluation of behavior analysts’ performance. The supervisor will determine if activities qualify.

RESPONSIBILITIES AND AGREEMENTS

1. Supervisor and supervisee agree 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.
2. Supervisor agrees to provide specific feedback to supervisee on performance in Supervisee-client interaction; this may be conducted via web-camera, videotape, videoconferencing, or similar means in lieu of the supervisor being physically present.
3. Both parties 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 schedule will notify the other party at the earliest possible time of variance to determine an appropriate time to reschedule.
4. Supervision may be conducted in a small group for no more than half of the total supervised hours, per BACB standards. The rest of the hours of supervision must be conducted as direct one-to-one supervision.
5. Supervisee and supervisor will meet at least once every week for 7.5% of the total hours spent in Supervised Independent Fieldwork.
6. A Supervision Documentation Form will be completed at each supervisory interaction.
7. Supervisee agrees to accumulate the required minimum of 10 hours and maximum of 30 hours per week to meet the total 1000 hours needed to complete the BACB Practicum requirement approximately within one year.
8. In addition to supervision meetings, supervisee is required to attend additional professional meetings relevant to the case, such as school meetings, case conferences, and parent meetings, which may not count towards BACB eligible supervised experience.
9. Supervisee agrees to begin Practicum only after supervisee has started attending courses required to meet the BACB coursework requirements.
10. 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.
11. 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. If 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.
12. The Experience Verification Form will be signed by the supervisor when either of the following occur:
   a. All experience hours are completed satisfactorily.
   b. The supervisor-supervisee relationship is terminated under positive conditions (e.g.,).
13. The following circumstances would justify a supervisor refusing to sign off on a supervisee’s accrued hours on the Experience Verification Form (i.e., even though those hours were tracked through individual Supervision Documentation Forms).
   a. Supervisee does not receive a passing grade.
   b. Supervisee receives ___ unsatisfactory performance evaluations.
   c. Egregious violation of the BACB’s Guidelines for Responsible Conduct for Behavior Analysts (see language below) and/or behavior that jeopardizes the well-being of clients or other team members.
   d. Supervisee fails to:

If Practicum services are to be delivered off-campus, it is strongly recommended that the supervisor and supervisee meet with relevant personnel (e.g., directors, supervisor, employer) in the supervisee’s practice settings to (a) ensure that all provisions in this contract can be faithfully executed in the setting, (b) familiarize the supervisor with setting-specific rules, regulations, and practices, (c) identify if and how the supervisor’s recommendations will be incorporated into the setting, and (d) identify potentially challenging dual relationship (e.g., supervision) issues and develop a plan to address them. It might be advantageous to incorporate some of this content into the supervision contract and include a section for setting personnel to formally agree to contract content via signature.

RESPONSIBLE CONDUCT

1. Both supervisor and supervisee herein referred to as “both parties” agree to adhere to high standards of professional behavior. This includes behavioral discussions grounded in scientific and professionally derived knowledge.
2. The supervisor will provide supervision to the supervisee only within the boundaries of his/her competence.
3. Both parties agree to maintain confidentiality in accordance with the guidelines for responsible conduct and all pertinent legal regulations.
4. Both parties have read, understood, and will adhere to the BACB’s Guidelines for Responsible Conduct for Behavior Analysts. Particular attention will be given to sections 1 through 6 as it relates to conduct, responsibility to clients, and assessing behavior.

RELEASE AND INDEMNIFICATION

Supervisee agrees to release, defend, indemnify, and hold harmless _____, its officers, agents, and employees, from and against any and all claims, damages and expenses, including costs and attorneys’ fees, arising from or alleged to arise from (a) any asserted deficiencies or defects in the behavior analysis services rendered by or to be rendered by the supervisee in accordance with this agreement; (b) any breach of any term set forth in this agreement; AND (c) any act or omission of supervisee in connection with supervisee’s business operations and the behavior analysis services provided by supervisee.

CONFIDENTIALITY

Confidential Information. On and after the date of this agreement, supervisor and supervisee shall keep confidential all information relating to current or potential clients including, but not limited to, any medical or clinical information, in whatever form.

Supervisor Records. All _____ records including, but not limited to the information described and copies thereof, are and shall remain the property of _____. Supervisee shall not, except in the ordinary and usual course of his/her duties and obligations under this agreement, remove from supervisor’s premises, copy, or retain any of _____’s records. Upon termination of the agreement, supervisee agrees to return promptly to _____ any of _____’s records, copies of records and all other property that are in supervisee’s possession or under supervisee’s control or custody.

Supervisor and supervisee shall be jointly responsible for ensuring that clients have consented to the observation of services delivery and sharing of confidential client information.

TERM AND TERMINATION

Term. This agreement shall be effective on _____ and shall remain in effect until either party terminates this agreement by ___ day’s advance written notice to the other of the intention to terminate. In the event of termination Clause 12 shall survive and remain valid.
REMEDIES

Injunctive Relief. The supervisee acknowledges that a breach of any of the covenant or obligations contained in this agreement may result in material and irreparable injury to ____, or its affiliates or subsidiaries for which there is no adequate remedy at law and that injury and damages to ____, its affiliates or its subsidiaries resulting from a breach will be immeasurable. Without limiting any other rights or remedies, both legal and equitable, available to supervisor in the event of an actual or threatened breach, supervisor shall be entitled to seek and obtain a temporary restraining order and/or a preliminary or permanent injunction against supervisee that shall prevent supervisee from engaging in any activities prohibited by this agreement, or to seek and obtain such other relief against supervisee as may be required to specifically enforce any of the covenants or obligations contained in this agreement.

Supervisee hereby agrees and consents that injunctive relief may be sought ex parte in any court of record in the jurisdiction in which the violation occurs, or any other court of competent jurisdiction, at the election of supervisor.

Costs and Attorneys’ Fees. In addition to any other relief to which it may be entitled, _____ shall be entitled to recover from supervisee the costs and reasonable attorneys’ fees it may incur in any action it brings to enforce this agreement in which it prevails.

MISCELLANEOUS PROVISIONS

Entire agreement. This agreement contains the entire agreement between the Parties hereto with respect to the subject matter hereof.

This section is reserved for selected miscellaneous provisions regarding topics important to contract interpretation and enforcement. Research into enforceable contracts in your state should help you select contract provisions to address the following provisions:

** Modifications – Identify who may make changes to the agreement and whether they need to be in writing or via electronic format, if permitted by your state law. Identify the addresses where changes should be sent.

** Waiver - Do the parties have the right to waive a clause in the agreement? How should other clauses be treated?

** Severability – If one clause is stricken by implication of law, may the remaining clauses of the contract be still considered valid? May a stricken clause be reconstrued so as to be enforceable?

** Governing law and venue – Which law will govern the interpretation of the agreement? Do you desire arbitration or mediation prior to litigation? Are court costs and legal fees desired remedies?
Notice under this agreement by one Party to another Party shall be in writing and considered effectively given if personally delivered or deposited via postal service, postage prepaid, certified or registered, return requested, and addressed to the recipient as follows:

------------------------------------------------------------

The responsibilities described in this document will be carried out in accordance with the BACB’s Guidelines for Responsible Conduct for Behavior Analysts and Professional Disciplinary and Ethical Standards.

All parties agree to the stipulations herein:

Supervisee Name (printed): ______________________
Supervisee signature: ______________________ Date: _______

Supervisor Name & Credentials (printed): ______________________
Supervisor signature: ______________________ Date: _______
SAMPLE OPTION I SYLLABI

COURSE SYLLABUS: XBEH902/903

SUPERVISED PRACTICUM IN BEHAVIOR ANALYSIS:

INSTRUCTOR/SUPERVISOR:

CLASS MEETINGS: SH 320, Tuesday 4:00-5:00pm + fieldwork hours
EMAIL ADDRESS: By appointment
OFFICE HOURS: By appointment

Practicum Course Description
Students will work with agency under the supervision of Board Certified Behavior Analysts (BCBAs). Students in the practicum course receive supervision by the supervisor(s) at least once weekly for 10% of the total hours in the practicum (group and individual supervision). Students will collaborate with supervisor(s) to identify professional goals for the practicum, and students will be required to a) document the activities of the practicum as related to the practicum goals and objectives and b) maintain documentation for all individual and group practicum supervision. Methods of supervision may include bug-in-the-ear, individual supervision on site, direct feedback inside and outside (via email) of meetings, review of videos, role-plays, and regular review of progress on goals and assignments.

The purpose of practicum is to enhance students’ training as scientist-practitioners by providing structured supervision and quality feedback regarding experiences in a clinical environment in which behavioral assessment and treatment is provided to children with various developmental and intellectual disabilities. The main objective of practicum is to offer multiple exemplars for generalization of concepts learned in graduate coursework. Professional and ethical conduct, how to seek, receive, and grow from feedback, assessment methods, treatment procedures, behavioral observation, data collection methods and interpretation will be emphasized. With faculty approval, students may register for this course as many times as needed during the time in which they are Master’s in Applied Behavior Analysis students at CSUN. Each student’s performance will be reviewed at the end of each semester for registration for the following semester; at this point at the end of each term, termination of the supervision relationship by the supervisor(s) is possible if a supervisee is not upholding their responsibilities in the practicum setting. Students must be enrolled in practicum for six (6) consecutive semesters for 2 years (Fall, Spring, & Summer semesters for the entire 2 years of the Master’s program) to be eligible to sit for the BCBA exam as a candidate who has fulfilled university-based practicum requirement.

Student Learning Objectives
In this course, students will learn to:

- Identify professional and ethical standards of clinicians and behavior analysts.
- Understand and use current research on behavioral technology with children with autism
- Use and interpret indirect, direct, and experimental behavioral assessments.
- Develop and use data collection systems.
- Develop and implement behavior intervention plans.
- Monitor behavior support plans and skill acquisition programs.
- Collect interobserver reliability and procedural integrity data.
- Graph and review data weekly and monitor and modify intervention plans.
- Use appropriate methods to offer feedback to teachers, staff, paraprofessionals, and assistants.
- Apply feedback to show growth as a behavior analyst in training.

A more comprehensive list of learning objectives for this practicum site is included in the attached Competencies document for the ABI Practicum.

From the BACB:

In this course, the student’s primary focus should be on learning new behavior analytic skills related to the BACB Fourth Edition Task List. Activities must adhere to the dimensions of applied behavior analysis identified by Baer, Wolf, and Risley (1968) in the article *Some Current Dimensions of Applied Behavior Analysis* published in the Journal of Applied Behavior Analysis. Students are encouraged to have experiences in multiple sites and with multiple supervisors.

Appropriate experience activities include:

- 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 to individuals about the program plus any additional activities related to oversight of behavioral programming such as behavior analyst supervision issues, or evaluation of behavior analysts' performance. The supervisor will determine if activities qualify.

The purpose of supervision is to improve and maintain the behavior analytic, professional, and ethical repertoires of the supervisee and facilitate the delivery of high-quality services to his/her clients. Effective behavior analytic supervision includes:

- Development of performance expectations
- Observation, behavioral skills training, and delivery of performance feedback
- Modeling technical, professional, and ethical behavior
- Guiding behavioral case conceptualization, problem-solving, and decision-making repertoires
- Review of written materials (e.g., behavior programs, data sheets, reports)
- Oversight and evaluation of the effects of behavioral service delivery
- Ongoing evaluation of the effects of supervision
Expectations of Students

Students are expected to attend practicum with consistent punctuality, be prepared for practicum, complete homework (e.g., role-plays, development of materials) and readings, and participate in discussion regularly. Students are expected to maintain the highest level of professionalism and to work as a collaborative partner in a team of other professionals. Students also are expected to adhere to ABI policies, as described in new employee orientation.

Grades

Students will have the opportunity to earn a grade for this course based on successful completion of assignments, participation, and meeting the competencies for the practicum. Students will be graded according to performance feedback on the BACB supervision forms. “Unsatisfactory” marks, or consistent “Needs Improvement” marks (with no noted performance growth) will result in lower final percentages for this course. Grades will be determined according to the following breakdown:

93-100% = A; 90-93% = A-; 86-89% = B+, 83-86% = B; 80-83% = B-; 76-80% = C+; 73-76% = C; 70-73% = C-; 66-70% = D+; 63-66% = D; 60-63% = D-; <60.0% = F

Successful Completion of the Course:

Successful completion of this practicum course involves meeting the competences specified by the supervisor (see attached Competency list). Because this course will be facilitated with university graduate-level rigor and will maintain graduate-level expectations of students, successful completion of this course is defined as earning a letter grade of B or better in the course. Students who receive an “Incomplete” in this practicum course are not eligible to sit for the BCBA exam; a grade is required in all 6 semesters of the course to fulfill the fieldwork experience requirement to qualify to sit for the exam. In addition, successful completion of this course requires attendance at all ABA Speaker Series events (any absences should be pre-excused with the instructor, and make up assignments will be required) and the CalABA annual conference.

Absences:

A student who is absent from scheduled supervision will not be able to make up that supervision. Students who are absent from practicum and/or supervision more than three times per semester will receive a percentage deduction in their final practicum grade. Absences should be pre-arranged with the instructor and alternative (make up) activities should be completed in a timely manner upon return to practicum.

Nature of the Contract:

This contract is to establish a supervisor-supervisee relationship between the students in the practicum course (supervisee) and the supervisor(s) named above. Each semester, the instructor(s)/supervisor(s) reevaluate whether students can continue in the practicum setting, and students are invited to re-enroll only when given permission for continuation. Should either
party not adhere to their responsibilities, this contract may be terminated by either party upon written notice, immediately. Students may be placed on probation or terminated from the practicum site for one of four reasons: a) inadequate response to supervision, in the judgment of the supervisor (students are expected to respond to verbal and written feedback immediately), b) specific incident(s) of unacceptable, unprofessional behavior at the practicum site or while acting in the role of a supervisee, c) performance feedback that consistently demonstrates need for improvement or below acceptable performance, or d) noncompliance with site requirements or policies, for example but not limited to: failing to complete assignments, clinical work, or documenting work at the site; inappropriate or unprofessional behavior regarding appearance and general demeanor; displaying inappropriate behaviors that could impact others (supervisors, client families, colleagues, teachers or staff, etc.); excessive absences.

If a student does not complete the requirements for a practicum course, is put on probation, or is terminated in the middle of a practicum course, an incomplete in the course will be given, and a clear description of requirements to complete that practicum section (if possible, given the violation) will be provided by the instructor(s). The BACB verification form will not be signed by the supervisor until all requirements are met. Both parties in the supervisor-supervisee relationship agree to adhere to the BACB Guidelines for Responsible Conduct for Behavior Analysts and the BACB Disciplinary and Ethical Standards.

**Experience Forms**

Field experience/supervision forms must be signed by the supervisor within one week (7 days) of completion of the supervisory period. The forms will not be signed by the supervisor if they are not received in hard copy prior to end of the week following the supervision period documented on the form. Forms may not be sent over email for signature and must be signed in person; the supervisee maintains responsibility for having forms signed by the supervisor. Field experience weeks only count when the supervisee receives at least 7.5% of the total hours of fieldwork supervised. The supervisor is not authorized to sign off on field experience hours unless there is contact with the supervisor at least one time that week (either on site or remote). The maximum number of supervised hours completed as a part of this practicum are outlined in the table below:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Max supervised hours</th>
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<tr>
<td>1</td>
<td>10</td>
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<td>2</td>
<td>12</td>
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<td>5</td>
<td>18</td>
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<td>6</td>
<td>20</td>
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</table>
Experience Verification Form

The supervisor will sign the supervisee’s Experience Verification Form at the conclusion of 2 years of practicum if each of the following conditions have been met: the student received a B or higher in practicum for six (6) consecutive semesters for 2 years (Fall, Spring, & Summer semesters for the entire 2 years of the Master’s program); the student maintained professional contact and relationships with the work site and supervisor until the conclusion of the supervision experience; and the student completed all assignments required for the practicum. To obtain the supervisor’s signature on the Experience Verification Form, the student is required to provide an electronic folder with scans of all signed experience forms that correspond with the number of hours reported on the Experience Verification Form.

(From BACB): PRACTICUM (1000 hours BCBA, 670 hours BCaBA): To qualify under this standard at the BCBA level, supervisees must complete, with a passing grade, 1000 hours of Practicum in behavior analysis within a university practicum program approved by the BACB and taken for graduate academic credit. To qualify under this standard at the BCaBA level, supervisees must complete, with a passing grade, 670 hours of Practicum in behavior analysis within a university practicum program approved by the BACB and taken for academic credit. A supervisory period is one week. In order to count experience hours within any given supervisory period, supervisees must be supervised at least once during that period for no less than 7.5% of the total hours spent in Practicum. For example, 20 hours of experience would include at least 1.5 supervised hours.

No fewer than 10 hours but no more than 30 hours may be accrued per week.

DOCUMENTATION OF EXPERIENCE

As part of this contract, each student should maintain records of:

- Date and duration of each experience activity
- Date and duration of each supervisory meeting
- Format of each supervisory meeting (i.e., individual; group)

At the conclusion of each practicum course (i.e., 6 times over the 2 years), the student should compile: evaluations of supervisee performance, the total experience hours obtained, and the total individual and group supervision hours obtained. Electronic files of these materials should be provided to the supervisor (e.g., on Dropbox or a flash drive, depending on supervisor preference). A grade of “Incomplete” will be given if materials are not submitted electronically to the supervisor within one week (7 days) of the conclusion of the course.

These data should be retained for 7 years from completion of supervision. The BACB reserves the right to request this documentation at any time following an individual’s application to take the certification exam. In addition, the supervisor(s) will be required to verify the applicant’s supervision on the Experience Verification Form that is provided within the application for examination.
I have read the above and agree to the provisions set forth in this syllabus/contract.

____________________________   ________________________________
Supervisee’s Name                  Supervisee’s Signature              Date

____________________________
Supervisor’s Name                  Supervisor’s Signature              Date

____________________________
Supervisor’s Name                  Supervisor’s Signature              Date
Course Description
The Master of Science Applied Behavior Analysis (MS-ABA) program at California State University, Northridge (CSUN) is approved, by Behavior Analyst Certification Board (BACB®), to offer a university-based practicum program. The purpose of the CSUN University-Based Practicum is to offer CSUN MS-ABA students supervision from CSUN MS-ABA faculty and a variety of high quality in-vivo experiences, under the direct supervision of a CSUN-Approved Board Certified Behavior Analyst (BCBA), during which students apply the skills acquired in the course-work.

Student Learning Objectives
To complete university-based practica with a passing grade, students are expected to meet the following minimum competencies in their 2-year graduate program (see the CSUN Structured Supervision Folder for a detailed task analysis for each competency).

I. Use the professional and ethical guidelines with colleagues and clients
II. Develop and use behavior measurement methods and record and analyze data
III. Conduct behavior measurement methods and record and analyze data
IV. Develop evidence-based intervention plans based on assessment results and baseline data
V. Design and Implement skill acquisition procedures based on initial assessment (e.g., implement a language acquisition program based on VB-MAPP results)
VI. Design and implement behavior reduction procedures
VII. Program and probe for generalization and maintenance
VIII. Conduct ongoing assessment of interventions
IX. Train another individual to conduct a procedure
X. Develop and present a training module to individuals who are not familiar with behavior analysis

BACB® Requirements
Individuals pursuing certification at the Board Certified Behavior Analyst (BCBA) level must complete the supervision registration process with the BACB® in which they must take an online, competency-based training module on BACB® experience hours prior to onset of experience. For those pursuing certification, the BACB® has the following requirements:
• All approved university experience must be completed for graduate academic credit with a passing grade.
• A minimum of 1,000 hours of supervised experience in behavior analysis.
• The distribution of hours must be no fewer than 10 hrs but no more than 30 hours per week.
• Students must be supervised at least weekly for 10% (7.5% minimum) of the total hours they spend in University Practicum. Total supervision must be at least 100 hours (75 minimum) and supervisory period is one week.
• Supervisees may accrue experience in only one category at a time. The BACB® defines “Combining Experience Categories” in the following way:
  o Supervisees may elect to accrue hours in a single category or may combine any 2 or 3 of the categories above (Supervised Independent Fieldwork, Practicum, Intensive Practicum) to meet the experience requirement, with Practicum having 1½ times the temporal value of Supervised Independent Fieldwork, and Intensive Practicum having 2 times the temporal value of Supervised Independent Fieldwork.

Individuals pursuing certification at the Board Certified Assistant Behavior Analyst (BCaBA) level can take the exam at the end of the first year of the graduate program. The BACB® requires that the supervisee has completed 670 hours of supervised experience with all other requirements stated above (note, these are not course requirements, but the BACB® requirement for supervisees to become eligible to sit for the certification exams).

**Student Responsibility**

➢ Register for 3 units of XBEH-903 each semester
➢ Print out and develop the CSUN Supervision folder
  o Keep copies of signed supervision forms in the folder
  o Keep records of all experience hours accrued. BACB® asks that you keep these records for 7-years. If you or your supervisor is audited, you will be expected to provide the signed copies.
➢ Select a site by applying and interviewing for internship positions with university approved sites
  o If you are employed and wish to obtain internship at your CSUN approved internship site, please discuss the requirements with the contact person on the site internship application.
➢ Attend all group meetings prepared for group supervision
➢ Adhere to the course syllabus and “MS-ABA Internship Student Agreement”
➢ Commit at least one year to the approved clinical site
➢ Meet weekly with field supervisor for supervision meetings
➢ Protect the time and space for supervision by keeping to agreed appointments and the time allotted
➢ Document the activities of the practicum as related to the practicum goals and objectives
➢ Maintain documentation for all individual and group practicum supervision hours and activities
Notify practica instructor, at the earliest possible time, of any changes to schedule that may result in rescheduling a meeting
Provide the supervisor completed supervision forms after each supervision meeting
Submit, to the CSUN practica supervisor, monthly evaluations from the site-supervisor
Notify the practica instructor and the CSUN Practica Administrative Coordinator of any changes at the clinical site that may impact supervised experience
Comply with all requirements of the approved clinical site
Adhere to BACB® guidelines with regards to experience hours

BACB® Guidelines for Field Supervisors

Information regarding the role and responsibilities of approved site supervisors can be found in the CSUN Practica Handbook. The purpose of field supervision (the majority of which is in-person, onsite observation) is to improve and maintain the behavior analytic, professional, and ethical repertoires of the supervisee, and facilitate the delivery of high-quality services to his/her clients.

According to BACB®, effective behavior-analytic supervision should include:

- Develop performance goals with supervisee
- Provide supervisee with opportunities to perform listed competences (Note* it is likely that some competences will not be met).
- Observe the supervisee in the field and use performance feedback to give corrective feedback
- Use Behavior Skills Training to teach and improve supervisee’s skills
- Model technical, professional, and ethical behavior
- Guide and give feedback on behavioral case conceptualization, problem-solving, program development, and decision-making repertoires
- Review data and written materials (e.g., behavior programs, data sheets, reports)
- Monitor and evaluate the effects of behavioral service delivery
- Conduct weekly evaluation of supervisee’s performance and effects of supervision

Practicum Instructor Responsibility

The purpose of practicum is to improve behavior analytic, professional, and ethical repertoires of the supervisee, and monitor supervisee’s performance in the field. Group supervision may count for no more than half of the total supervised hours each supervisee receives in a one week period.

The practicum instructor will:
- Execute a written contract prior to on-set of experience (that is this syllabus)
- Develop performance goals with supervisees
- Use Behavior Skills Training to teach and improve supervisees’ skills in group setting
- Model technical, professional, and ethical behavior
- Guide and give feedback on behavioral case conceptualization, problem-solving, program development, and decision-making repertoires in group setting
- Review data and written materials (e.g., behavior programs, data sheets, reports) and provide specific feedback
- Meet with field supervisors to conduct monthly evaluation of supervisee’s experience,
performance, and effects of supervision (this only applies to CSUN approved supervisors, Option II Practica)

- Observe supervisee in-field a minimum of once each semester
- Provide specific feedback to supervisee on performance in group supervision
- Protect the time and space for supervision, by keeping to agreed appointments and the time allotted.
- Notify supervisee, at the earliest possible time, of any changes to schedule that may result in rescheduling a meeting.

 seedu text:


Course website:

The class web site can be found when you log into Moodle (http://moodle.csun.edu). This site will contain announcements, links, hand-outs, research information, readings and a discussion board, and helpful resources. You will be expected to check the board for announcements daily.

Class meeting times:

The following is a schedule of meetings for the semester, any changes will be communicated via moodle or email from the CSUN Practica Instructor.

Thursday, September 3rd
Thursday, September 17th
Thursday, October 1st
Thursday, October 15th
Thursday, October 29th
Thursday, November 12th
Thursday, November 26th – off for Thanksgiving
Thursday, December 10th
Students are required to attend specific CSUN MS-ABA Sponsored Events. The following dates are required for the semester:

Wednesday, October 4th – ABA Speaker Series 4-5:15pm in Whitsett Room

- If you have a valid excuse for missing the event, you may send an email to your Practica Instructor and complete an alternative assignment to make up for the missed learning opportunity.

Composition of Course Grade

- Each student’s performance will be reviewed at the end of each semester at which point termination of the supervision relationship by the supervisor(s) is possible if a supervisee is not upholding their responsibilities in the practicum setting.

- Your grade in XBEH 903 will be based on your completion of the designated competencies, group attendance and participation, and professionalism as reported by your site-supervisor:

  Supervised Experience Competencies (40% of your grade)
  
  Each semester you will work on specific competencies in the Supervision folder (see the Selected Competencies below). You are expected to complete 80% or above the assigned competencies to obtain a passing grade in XBEH 903. Failure to meet the designated competencies will result in a grade of C- or below. In the event that there is a reasonable excuse for not meeting certain competencies during the semester (e.g., site supervisor turnover), the student may initiate a request for a grade of Incomplete (“I”) by completing an Incomplete Contract http://www.csun.edu/anr/soc/guides/incomplete.html and specifying the terms and conditions by which the competencies will be met. Failure to complete the terms of the Incomplete contract before the deadline will result in a grade of Incomplete Charged (“IC”), which is equivalent to an “F”.

  Group Participation and attendance (25% of your grade)
  
  This is a graduate course on application of principles of applied behavior analysis, science and practice. To gain the most from the practica, and to create a rich and interesting group dynamic, you are required to attend group meetings on time and engage in discussions. If you miss a group meeting, or arrive later than 30 min for a particular group meeting, you are required to make-up the missed group meeting by attending a group meeting held by one of the other Practica supervisors. Missing two or more group meetings for any reason will result in your grade being limited to a maximum of “C“.
- **Professional and ethical behavior at practica meetings (15% of your grade)**
  - You are expected to provide your practica instructor with a BACB® Experience Supervision form at the end of each practica meeting. You should complete the top portion of the form (including the date and duration of the group supervision), the supervisory period, and check mark the characteristics of supervision conducted during the period. On the form, the instructor will note if your performance in particular areas was Satisfactory (S), Needs Improvement (NI), Unsatisfactory (U), or Not Applicable (NA). Table 1, below, will be used to determine this portion of your grade based on the Experience Supervision forms signed by your practica instructor.

- **Professional and ethical behavior at practicum sites (20% of your grade)**
  - Your site supervisor will evaluate your performance on a weekly basis and you are required to present the weekly evaluations to the CSUN practica instructor, when asked, during group meetings (See “BACB® Experience Supervision Form”). You will also submit monthly evaluations to CSUN practica instructor. The evaluation is conducted not only on your skill acquisition but also your professional and ethical behavior. Some of the skills evaluated include appearance, attendance, asking for and receiving supervision and feedback, and professional relationships with clients and colleagues. The table below shows the relationship between weekly site evaluations and marks for in-field work.

Table 1: Relationship between your performance evaluation and course grade

<table>
<thead>
<tr>
<th>Monthly Site Supervisor Evaluations</th>
<th>Mark for Professional and Ethical Behavior</th>
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<tr>
<td>No more than one NI working towards competences and satisfactory overall performance on all monthly supervision forms for given semester</td>
<td>100 %</td>
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<tr>
<td>No more than 3 NI working towards competences and only one unsatisfactory overall performance on all monthly supervision forms for given semester</td>
<td>70 %</td>
</tr>
<tr>
<td>Two or more Unsatisfactory overall performance on monthly supervision forms during a semester</td>
<td>Fail</td>
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Grade Breakdown
As noted above, your course grade will be based on your cumulative score on participation and professional behavior. A plus-minus grading system (e.g., 93-100 % is A, 90-92 % is A -, 87-89 % is B+, 84-86 % is B) will be used with course grades.

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<td>A</td>
</tr>
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<td>87-89%</td>
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Selected Competences for the Fall semester – 1st year

**I. Use the professional and ethical guidelines with colleagues and clients**

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**II. Foundational Knowledge**

Give examples of and explain philosophical assumptions of behavior analysis and concepts | 3 |
| FK-01 to FK-46                                                                         | |

**III. Develop and use behavior measurement methods, record and analyze data**

Select & define target behavior for change | Behavior Measurement |
| ➢ Use various direct observation methods to collect baseline data | 4 |
| ➢ Assess quality of behavioral measurement (Accuracy & Reliability) | 6 |

- A-01 Measure frequency (i.e., count).
- A-02 Measure rate (i.e., count per unit time).
- A-03 Measure duration.
- A-04 Measure latency.
- A-05 Measure interresponse time (IRT).
- A-06 Measure percent of occurrence.
- A-07 Measure trials to criterion.
- A-12 Design and implement continuous measurement procedures (e.g., event recording).
- A-13 Design and implement discontinuous measurement procedures (e.g., partial & whole interval, momentary time sampling).
- H-01 Select a measurement system to obtain representative data given the dimensions of the behavior and the logistics of observing and recording.
- H-02 Select a schedule of observation and recording periods.
- H-05 Evaluate temporal relations between observed variables (within & between sessions, time series).
- FK-47 Identify the measurable dimensions of behavior (e.g., rate, duration, latency, inter-response time).
- FK-48 State the advantages and disadvantages of using continuous measurement procedures and discontinuous measurement procedures (e.g., partial- and whole-interval recording, momentary time sampling).
- A-08 Assess and interpret interobserver agreement.
- A-09 Evaluate the accuracy and reliability of measurement procedures.
If you, the practica student, meet the requirements listed below, your Experience Verification Form will be signed within 2 weeks of the semester ending unless otherwise explicitly specified between you and your Practica Instructor.

The hours included on the BACB® Experience Verification Form are ONLY those for semesters in which the supervisee:

- Obtained a grade of C or higher
- Met 80% or more of all supervised experience competencies
- AND either of the following occur:
  - All experience hours were completed satisfactorily
  - The supervisor-supervisee relationship was terminated under positive conditions (e.g., the instructor recommends that the supervisee accrue experience hours under a different faculty member’s supervision)
- The following circumstances would justify a practica instructor (or supervisor) refusing to sign off on a supervisee’s accrued hours on the Experience Verification Form (i.e., even though the hours were tracked through Individual Supervision Documentation Form).
  - Supervisee does not receive a passing grade in XBEH 903
  - Egregious violation of the BACB® Guidelines for Responsible Conduct for Behavior Analysts and/or behavior that jeopardizes the well-being of clients or other team members
  - Supervisor-supervisee relationship is terminated as a result of the supervisee not adhering to the internship agreement or policies of the internship/clinical site.

The responsibilities described in this document will be carried out in accordance with the BACB® Guidelines for Responsible Conduct for Behavior Analysts and Professional Disciplinary and Ethical Standards.

All parties agree to the stipulations herein:
I have carefully reviewed this syllabus and agree to the items listed.

_______________________________  _______________________________
Practica Instructor Signature        Date

_____________________________  _______________________________
Practica Student Signature          Date

---

Graph & analyze gathered information
- A-11 Design, plot, and interpret data using a cumulative record to display data.
- H-03 Select a data display that effectively communicates relevant quantitative relations.
- H-04 Evaluate changes in level, trend, and variability.

Evaluate effectiveness of interventions
- K-01 Provide for ongoing documentation of behavioral services.
- K-07 Evaluate the effectiveness of the behavioral program.

Compare effectiveness of different treatments

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80
Course Description

The Master of Science in Applied Behavior Analysis (ABA) graduate program at California State University, Northridge (CSUN) is approved, by Behavior Analyst Certification Board (BACB®), to offer a university-based practicum program. The purpose of the CSUN University-Based Practica is to offer CSUN MS-ABA students supervision from CSUN MS-ABA faculty and a variety of high quality in-vivo experiences, under the direct supervision of a CSUN-Approved Board Certified Behavior Analyst (BCBA), during which students apply the skills acquired in the course-work.

Student Learning Objectives

To complete university-based practica with a passing grade, students are expected to meet the following minimum competencies in their 2-year graduate program (see the CSUN Structured Supervision Folder for a detailed task analysis for each competency).

XI. Use the professional and ethical guidelines with colleagues and clients
XII. Develop and use behavior measurement methods and record and analyze data
XIII. Conduct behavior measurement methods and record and analyze data
XIV. Develop evidence-based intervention plans based on assessment results and baseline data
XV. Design and Implement skill acquisition procedures based on initial assessment (e.g., implement a language acquisition program based on VB-MAPP results)
XVI. Design and implement behavior reduction procedures
XVII. Program and probe for generalization and maintenance
XVIII. Conduct ongoing assessment of interventions
XIX. Train another individual to conduct a procedure
XX. Develop and present a training module to individuals who are not familiar with behavior analysis

BACB® Requirements

Individuals pursuing certification at the Board Certified Behavior Analyst (BCBA) level must complete the supervision registration process with the BACB® in which they must take an online, competency-based training module on BACB® experience hours prior to onset of experience. For those pursuing certification, the BACB® has the following requirements:
All approved university experience must be completed for graduate academic credit with a passing grade.

A minimum of 1,500 hours of supervised experience in behavior analysis.

The distribution of hours must be no fewer than 10 hrs but no more than 30 hours per week.

Students must be supervised at least once every two weeks for 5% of the total hours they spend in University Practicum. Total supervision must be at least 75 hours and supervisory period is two weeks.

Supervisees may accrue experience in only one category at a time. The BACB® defines “Combining Experience Categories” in the following way:

- Supervisees may elect to accrue hours in a single category or may combine any 2 or 3 of the categories above (Supervised Independent Fieldwork, Practicum, Intensive Practicum) to meet the experience requirement, with Practicum having 1½ times the temporal value of Supervised Independent Fieldwork, and Intensive Practicum having 2 times the temporal value of Supervised Independent Fieldwork.

Individuals pursuing certification at the Board Certified Assistant Behavior Analyst (BCaBA) level can take the exam at the end of the first year of the graduate program. The BACB® requires that the supervisee has completed 670 hours of supervised experience with all other requirements stated above (note, these are not course requirements, but the BACB® requirement for supervisees to become eligible to sit for the certification exams).

Student Responsibility

- Register for 3 units of XBEH-903 each semester
- Print out and develop the CSUN Supervision folder
  - Keep copies of signed supervision forms in the folder
  - Keep records of all experience hours accrued. BACB® asks that you keep these records for 7-years. **If you or your supervisor is audited, you will be expected to provide the signed copies.**
- Seek and secure a qualified site-supervisor at a university approved site (see [www.bacb.com](http://www.bacb.com)).
  - If you are employed and wish to obtain internship at your CSUN approved internship site, please discuss the requirements with the contact person on the site internship application.
- Provide a copy of your signed supervision contract to CSUN supervisor
- Adhere to the course syllabus and “MS-ABA Internship Student Agreement”
- Commit at least one year to the approved clinical site
- Meet bi-weekly with field supervisor for supervision meetings
- Protect the time and space for supervision by keeping to agreed appointments and the time allotted
- Attend all group meetings prepared for group supervision
- Engage with Practica Supervisor once during semester for individual supervision
- Document the activities of the practicum as related to the practicum goals and objectives
- Maintain documentation for all individual and group practicum supervision hours and activities
- Notify practica instructor, at the earliest possible time, of any changes to schedule that may result in rescheduling a meeting
- Provide the supervisor completed supervision forms after each supervision meeting
- Notify the practica instructor and the CSUN Practica Administrative Coordinator of any changes at the clinical site that may impact supervised experience
- Comply with all requirements of the approved clinical site
- Adhere to BACB® guidelines with regards to experience hours

**BACB® Guidelines for Field Supervisors**

- Information regarding the role and responsibilities of site supervisors can be found in the CSUN Practica Handbook. The purpose of field supervision (the majority of which is in-person, onsite observation) is to improve and maintain the behavior analytic, professional, and ethical repertoires of the supervisee, and facilitate the delivery of high-quality services to his/her clients.

- According to BACB®, effective behavior-analytic supervision should include:
  - Develop performance goals with supervisee
  - Provide supervisee with opportunities to perform listed competences (Note* it is likely that some competences will not be met).
  - Observe the supervisee in the field and use performance feedback to give corrective feedback
  - Use Behavior Skills Training to teach and improve supervisee’s skills
  - Model technical, professional, and ethical behavior
  - Guide and give feedback on behavioral case conceptualization, problem-solving, program development, and decision-making repertoires
  - Review data and written materials (e.g., behavior programs, data sheets, reports)
  - Monitor and evaluate the effects of behavioral service delivery
  - Conduct bi-weekly evaluation of supervisee’s performance and effects of supervision

**Practicum Instructor Responsibility**

- The purpose of practicum is to improve behavior analytic, professional, and ethical repertoires of the supervisee, and monitor supervisee’s performance in the field based on feedback provided to supervisee. Group supervision may count for no more than half of the total supervised hours each supervisee receives in a one week period.

- The practicum instructor will:
  - Execute a written contract prior to on-set of experience (that is this syllabus)
  - Develop performance goals with supervisees
  - Use Behavior Skills Training to teach and improve supervisees’ skills in group setting
  - Model technical, professional, and ethical behavior
  - Guide and give feedback on behavioral case conceptualization, problem-solving, program development, and decision-making repertoires in group setting
  - Review data and written materials (e.g., behavior programs, data sheets, reports) and provide specific feedback
  - Provide supervisee with individual supervision a minimum of once each semester
  - Provide specific feedback to supervisee on performance in group supervision
• Protect the time and space for supervision, by keeping to agreed appointments and the time allotted.
• Notify supervisee, at the earliest possible time, of any changes to schedule that may result in rescheduling a meeting.

✦ Required Texts:


✦ Course Website:

The class web site can be found when you log into Moodle (http://moodle.csun.edu). This site will contain announcements, links, hand-outs, research information, readings and a discussion board, and helpful resources. You will be expected to check the board for announcements daily.

✦ Class Meeting Times:

The following is a schedule of meetings for the semester, any changes will be communicated via Moodle or email from the CSUN Practica Instructor.

Thursday, September 3rd
Thursday, September 17th
Thursday, October 1st
Thursday, October 15th
Thursday, October 29th
Thursday, November 12th
Thursday, November 26th – off for Thanksgiving
Thursday, December 10th
Students are required to attend specific CSUN MS-ABA Sponsored Events. The following dates are required for the semester:

Wednesday, October 4th – ABA Speaker Series 4-5:15pm in Whitsett Room

- If you have a valid excuse for missing the event, you may send an email to your Practica Instructor and complete an alternative assignment to make up for the missed learning opportunity.

Individual supervision with CSUN Practica Instructor

- This is a minimum requirement, if you would like additional time with your CSUN Practica supervisor, you may contact them and set additional appointment times.
- Your instructor will provide information on how these timeslots will be assigned.

Thursday, September 17th 6-7pm
Thursday, October 15th 6-7pm
Thursday, October 29th 6-7pm
Thursday, November 12th 6-7pm
Thursday, December 10th 6-7pm

Composition of Course Grade

- Each student’s performance will be reviewed at the end of each semester at which point termination of the supervision relationship by the supervisor(s) is possible if a supervisee is not upholding their responsibilities in the practicum setting.

- Your grade in XBEH 903 will be based on your completion of the designated competencies, group attendance and participation, and professionalism as reported by your site-supervisor:

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* Adopted from CSUN Purchasing & Contract Administration Documents
**Adopted from CSUN Office of Insurance & Risk Management Documents
***Adopted from CSUN CIELO Documents

Last Revised June 2017
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### III. Foundational Knowledge

Give examples of and explain philosophical assumptions of behavior analysis and concepts

- FK-01 to FK-46

### III. Develop and use behavior measurement methods, record and analyze data

#### Behavior Measurement

- Select & define target behavior for change

- Use various direct observation methods to collect baseline data
  - A-01 Measure frequency (i.e., count).
  - A-02 Measure rate (i.e., count per unit time).
  - A-03 Measure duration.
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  - FK-48 State the advantages and disadvantages of using continuous measurement procedures and discontinuous measurement procedures (e.g., partial- and whole-interval recording, momentary time sampling).

- Assess quality of behavioral measurement (Accuracy & Reliability)
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</tr>
<tr>
<td>➢ Compare effectiveness of different treatments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>21</td>
</tr>
</tbody>
</table>

If you, the practica student, meet the requirements listed below, your Experience Verification Form will be signed within 2 weeks of the semester ending unless otherwise explicitly specified between you and your Practica Instructor.

The hours included on the BACB® Experience Verification Form are ONLY those for semesters in which the supervisee:
- Obtained a grade of C or higher
- Met 80% or more of all supervised experience competencies
- AND either of the following occur:
  - All experience hours were completed satisfactorily
  - The supervisor-supervisee relationship was terminated under positive conditions (e.g., the instructor recommends that the supervisee accrue experience hours under a different faculty member’s supervision)
- The following circumstances would justify a practica instructor (or supervisor) refusing to sign off on a supervisee’s accrued hours on the Experience Verification Form (i.e., even though the hours were tracked through Individual Supervision Documentation Form).
  - Supervisee does not receive a passing grade in XBEH 903
  - Egregious violation of the BACB® Guidelines for Responsible Conduct for Behavior Analysts and/or behavior that jeopardizes the well-being of clients or other team members
  - Supervisor-supervisee relationship is terminated as a result of the supervisee not adhering to the internship agreement or policies of the internship/clinical site.

The responsibilities described in this document will be carried out in accordance with the BACB® Guidelines for Responsible Conduct for Behavior Analysts and Professional Disciplinary and Ethical Standards.

All parties agree to the stipulations herein:
I have carefully reviewed this syllabus and agree to the items listed.

_______________________________
Practica Instructor Signature
_______________________________
Date

_______________________________
Practica Student Signature
_______________________________
Date
Below, please see the general guide we developed for writing FBAs. We recognize the formatting of FBAs may differ based on the requirements of third party payees. We also recognize that assessments and interventions will differ based on the referral problem. However, we expect the assessment procedures, interpretations, and intervention recommendations to meet BACB® Guidelines for Responsible Conduct for Behavior Analysts (e.g., 1.01. Reliance on Scientific Knowledge, 2.10. Treatment Efficacy, etc.).

**Functional Behavior Assessment**

<table>
<thead>
<tr>
<th>Criteria for Components of the FBA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Identifying information</strong></td>
</tr>
<tr>
<td><strong>Reason for Referral</strong></td>
</tr>
<tr>
<td>a. Source of referral clearly stated (teacher, parent, Regional Center)</td>
</tr>
<tr>
<td>b. The reason child/adolescent was referred, which includes general description of problem (target) behaviors (e.g. elopement or tantrum).</td>
</tr>
<tr>
<td>c. If the target behaviors have been present in the past, included information on worsening or improvement in target behavior to justify the need for assessment</td>
</tr>
<tr>
<td><strong>The purpose of the FBA</strong></td>
</tr>
<tr>
<td>a. Gather baseline (e.g. frequency, duration) data on target behavior(s)</td>
</tr>
<tr>
<td>b. Identify setting events that could support occurrence of the problem behavior(s)</td>
</tr>
<tr>
<td>c. Identify antecedents that evoke the target behavior(s)</td>
</tr>
<tr>
<td>d. Identify the function(s) of the target behavior(s)</td>
</tr>
<tr>
<td>e. Recommend intervention strategies that address necessary environmental changes, function based interventions and also teaching strategies that will increase occurrence of socially acceptable behaviors and decrease occurrence of the problem behaviors</td>
</tr>
</tbody>
</table>

**Reason for referral sentence structure**

**BACKGROUND INFORMATION**

- Includes information about the methods used to obtain background information:
  - If records are available
    - Record review and interviews with parents and or teacher(s) must be included as methods in this section

**Format of Family History**

- **Content of Family History**
  a. Family members with whom the child/adolescent lives
  b. Primary care taker and their availability for parent training
  c. History of household changes including changes in family members
  d. Recent moves
  e. Home Language
  f. Regional Center involvement
    - Home base behavior services
  g. Department of Child and Family Services (DCFS) Involvement
    - Placement in Foster home

**Format of Medical History**

- **Medical History** (In a paragraph format)
  a. Any health, vision and hearing issues that might impact learning and current behaviors
  b. Relevant medication information
  c. History of hospitalizations and recent injuries

**Format of Educational History**

- **Educational History** (In a paragraph format)
  a. History of schools attended
  b. Date of initial IEP and Eligibility (if applicable)
  c. Instructional setting(s) and past and current services
  d. History of specific behavior difficulties (e.g. difficulties that are documented in school records)
    - Frequency, duration and intensity of each behavior

* Adopted from CSUN Purchasing & Contract Administration Documents
**Adopted from CSUN Office of Insurance & Risk Management Documents
***Adopted from CSUN CIELO Documents

Last Revised June 2017
- Include all problem behaviors documented in school records with appropriate references
  - Example: according to IEP dated 11/14/2011 John exhibited aggressive behaviors towards peers and adults.
- Discipline history
  - Office Discipline Referrals (ODR)
  - Suspensions or expulsions
- Include a graph, if there is available data, to visually show the occurrence of problem behaviors over time.
e. Brief discussion on current achievement history to document impact of behavior on access to academic curriculum:
  a. Report card information (if available)
  b. Current work samples and classroom test performance (if available)

### Intervention history

### Summary of Indirect Assessments

- Includes information about the methods used to obtain indirect assessment information:
  - If records are available
    - Record review and interviews with parents and or teacher(s) must be included as methods in this section
    - Use of a structured interview and/or rating scales (e.g., FAI, FAST, MAS, QABF) or unstructured interview (provide a sample of questions)
    - Relevant dates of interviews included
- The table for identification of the problem behaviors must include:
  a. Behavior (general description is ok)
  b. Occurrence (could have a range)
  c. Duration
  d. Severity
- Possible response class hierarchy is described if the indirect assessment results show that the parents or the teachers observe sequence of behaviors ranging from less severe to more severe.

### Appropriate behaviors

- Appropriate behaviors in the child’s repertoire (including any basic verbal operant, adaptive and social skills) are clearly described

### Immediate Antecedents

### The table for identifying possible antecedents must include:

- Behavior (from indirect assessment)
- Immediate antecedents (from indirect assessment)

### Possible Maintaining Consequences

### The table for identifying possible consequences must include:

- Behavior (from indirect assessment)
- Consequences (from indirect assessment)

### Setting Events Effecting Problem Behavior

- The setting events are described using language that is not technical

### Setting Events Effecting Problem Behavior

- If specific setting events are identified the report should address the following for each setting event:
  I. List the setting events identified and possible factors that could have evocative effect on the behavior
  II. The possible relationship between the setting event and the target behavior is addressed (e.g. poor sleep: On days when John gets less than 8 hours of sleep, the frequency and duration of tantrums have been reported to increase)
    I. Setting events are possible correlates. Without an experimental test, authors should refrain from making causal statements.

### Summary of Indirect Assessments and Hypothesized Predictor(s) (setting events and immediate antecedents) and potential function(s) of problem behavior(s) table must include for each target behavior:

- Setting events related to each target behavior
- Immediate antecedents that could evoke the target behavior
- Possible function(s) (from indirect assessments)
DIRECT ASSESSMENT

- The table describing direct observation session must include:
  a. The observer
  b. The dates and times of each observation session

- Operational Definition of Target Behaviors
  a. Definition is objective, clear, and discriminates between what is and what is not an instance of Target Behavior
  b. Definitions are observable and measurable. Definitions are situation specific and individualized
     i. Target behaviors are defined topographically or functionally

- Baseline Data for Target behaviors
  a. Average level is reported
  b. References to graphs included
  c. Graphs are present and axes are correctly labeled (based on data collection method)
  d. Data is correctly plotted

DESCRIPTIVE ASSESSMENT (DA)

- Description of DA method (e.g., ABC data, event recording) is technological

- Results
  a. Data is summarized using an appropriate measure (e.g., conditional probabilities for ABC data)
  b. Graphs of results are included and correctly labeled

- Summary
  a. Summary statements are relevant to the Indirect Assessment and the data collected in the DA
  b. Hypotheses about function are tentative

FUNCTIONAL ANALYSIS (FA)

- The procedures for FA are technological
  a. You can act out the procedure without having any questions about how to do it
  b. Procedure includes a reference to an article that was used as a reference for the assessment

- If parametric analysis is used the procedure is technological
  a. You can act out the procedure without having any questions about how to do it
  b. The materials used during the analysis are clearly described
  c. Procedure includes a reference to an article that was used as a reference for the assessment

- For severe problem behaviors (e.g. self-injury, elopement, aggression) the FA procedure describes how the child’s safety was addressed. Also, the assessor lists that consent was obtained and by whom.

- Results of Functional Analysis (see task analysis for sample)
  - For each Target behavior:
    a. Reference to the graph is made
    b. Function is stated and matches the results shown on the graph
    c. Antecedent evoking the TB is stated (antecedent manipulated during the FA)

- FA graph
  a. All axis are correctly labeled
  b. Data is correctly plotted
  c. All graphing requirements (see Cooper) are met (e.g. black data points, conditions are labeled…)

SUMMARY of FUNCTIONAL BEHAVIOR ASSESSMENT

- Summary has three separate paragraphs

  - First paragraph includes the following:
    a. Referral question
    b. School of attendance, grade and class
    c. Eligibility of special education and current services
    d. Current academic performance
    e. Previous and current interventions and their effectiveness
    f. Medical history

  - Second paragraph includes the following:
    a. Reported setting events match the setting events included in the report.
    b. Reported Baseline data matches the baseline data included in the report.
Third paragraph includes the following:
- For each behavior
  a. Antecedents that have most control over the behavior
  b. Consequence that maintains the behavior

**RECOMMENDATION**
- Recommended antecedent interventions are evidence-based
- Recommendations for antecedent interventions do not need to be technological but have to meet the following criteria:
  a. For each setting event there is an antecedent intervention that addresses the setting event
  b. For each problem behavior there is a recommended antecedent intervention
  c. All antecedent interventions include specific details (does not have to be technological) that will help in development of the intervention plans.
  i. Procedure for initial implementation
  ii. Use of prompts (if needed)
  iii. How to fade in and out the antecedent stimulus (criteria for fading)
- Recommended consequence interventions are evidence-based
Consequence based interventions do not need to be technological but have to meet the following criteria:
  a. For each problem behavior there is a recommended function based consequence based intervention
  b. Least intrusive interventions is recommended
  c. If recommending punishment strategies (time out or response cost)
    i. There is a statement as to why the assessor recommends a more restrictive intervention (e.g., research evidence that the intervention is most effective with the presenting problem or evidence that evidence-based less restrictive interventions were used but were ineffective)
    II. Punishment procedures are combined with reinforcement procedures (i.e., research based interventions that combined punishment strategies with reinforcement procedures).
  d. All consequence based interventions must include specific details that will help in development of the intervention plans.
    I. The initial schedule of reinforcement (based on the baseline data)
    II. Specific items or actions to be used as possible reinforcers (from preference assessment)
    III. Use of prompts
    IV. When to thin the schedule of reinforcement

**Data collections and analysis**
- How often data should be collected
- Data collection forms (include sample in the Appendix)
- Person responsible for data entry and analysis
- Clear criterion for review of effectiveness of the plan is set

We suggest reviewing the following selected references:


In addition to the above, we strongly recommend the Special Issue of JABA, Spring 2013, [http://onlinelibrary.wiley.com/doi/10.1002/jaba.v46.1/issuetoc](http://onlinelibrary.wiley.com/doi/10.1002/jaba.v46.1/issuetoc)