



The Sage Colleges
Applied Behavior Analysis, School of Education
45 Ferry Street
Troy, NY 12180
caba@sage.edu
Ph. (518) 244-2227

Date:

Student

My hosting agency has changed since my last placement. (Check the box if this statement applies to you.)

The Center for Applied Behavior Analysis at The Sage Colleges is pleased to welcome you to Clinical Practicum in Applied Behavior Analysis. It is crucial that you understand the importance of your role in practicum. The student will be responsible for maintaining original copies of all practicum forms (detailed below), turning in all forms necessary to receive a grade, maintaining a professional attitude while representing Sage in the field, and following all terms set forth by the BACB, this agreement, and The Sage Colleges. The consequences of breaching this agreement may include, but is not limited to, a failing grade in the practicum course, failure to meet the requirements necessary to take the Board Certified Behavior Analyst (BCBA) exam, or expulsion from The Sage Colleges. Thank you for your attention to detail in relation to practicum.

1. Please provide your:

Name in Full:

Address:

City, State Zip (or equivalent):

Phone:

Sage e-mail:

2. Please provide the course and section numbers for this practicum.

3. Will you maintain confidentiality in all matters pertaining to clients served by this agency?

Yes

No

4. Will you comply with agency policies regarding the development of treatment interventions?

Yes

No

5. Sage supervisors might, in the course of supervision, make suggestions regarding changes in treatment. Will you be responsible for ensuring treatments comply with all rules and regulations of the agency?

Yes

No

6. Will you consistently demonstrate a positive and professional attitude while working as a representative of Sage and as a guest of your hosting agency?

Yes

No

7. Will you provide the representative of your hosting agency and your BCBA supervisor with the information necessary to submit their sections of the practicum contract and the experience verification forms before the posted deadlines?

Yes

No

8. Will you collect legitimate signatures from your on-site BCBA Supervisor on the BACB Fieldwork and Practicum Experience Supervision Forms?

- Yes
 No

9. Do you understand that you will receive a grade in this practicum only after legitimate contract submissions from the student, hosting agency representative and BCBA supervisor have been received by the Sage Colleges?

- Yes
 No

10. Do you understand that you will receive a grade in this practicum only after your hosting agency representative submits legitimate verification of your practicum hours at the Practicum Resources site, showing at least 250 hours (17-20 hours per week) for the 12-15 week semester?

- Yes
 No

11. Do you understand that you will receive a grade in this practicum only after your BCBA Supervisor submits legitimate verification of your supervision hours at the Practicum Resources site, showing at least 18 hours (1-2 hours per week) for the 12-15 week semester? (A supervisory period is one (1) week. You should have completed 1-2 hours of supervision per week for a total of 18 hours per semester. Students should receive a copy of the BACB Fieldwork and Practicum Experience Supervision Form from their supervisor each week. Please visit www.bacb.com for more information.)

- Yes
 No

12. I understand that my BCBA Supervisor cannot be my subordinate or relative.

- Yes
 No

13. I understand that I cannot be related to any of the clients or the clients' primary caretaker.

- Yes
 No

14. I understand that I am responsible for abiding by all rules and regulations set forth by the BACB, including the BACB Guidelines for responsible Conduct, and I am also responsible for recognizing and complying with any changes they may implement.

- Yes
 No

15. I understand that I have the right to terminate my relationship with the hosting agency or my BCBA Supervisor at any time by providing them with my wishes in writing. I also understand that I am responsible for dropping or withdrawing from the practicum course in accordance with the rules set forth by The Sage Colleges. (The student may contact Student Services at (518) 244-2201 for assistance.)

- Yes
 No

16. I understand that Sage has the right to reject a potential hosting agency or BCBA Supervisor because they do not meet the terms set forth by The Sage Colleges, the ABA Program Chair or the BACB. (The student will be notified immediately if a Hosting Agency or BCBA Supervisor does not meet the requirements.)

- Yes
 No

Sage appreciates your understanding of the responsibilities associated with Clinical Practicum in Applied Behavior Analysis. The Center for Applied Behavior Analysis also wishes that you to enjoy this significant experience in your education.

By signing page eight (8) of this document, you acknowledge that all questions in the Student section of this document have been answered truthfully, and that the relationships between you (the student), your hosting agency and BCBA Supervisor may proceed in compliance with

BACB regulations and the program rules set by The Sage Colleges. Please review the obligations set forth in the Hosting Agency and BCBA Supervisor sections of this contract.

Hosting Agency

Agency Name:

Address:

City, State Zip (or equivalent):

Country:

Thank you for your willingness to host Sage student, _____, at your agency to fulfill the practicum requirements in our Applied Behavior Analysis program. We appreciate your support. In an effort to remain compliant with the BACB's practicum regulations we ask that you answer a short series of questions and sign this contract before the student begins practicum. The student will be responsible for providing each party with a copy of the contract once all signatures have been obtained.

1. Please list the name and contact information of the agency's Director.

2. The candidate will be working at our agency as:

- A full-time paid employee
- A part-time paid employee
- A volunteer

3. The candidate will not be allowed to work with any client with whom they are related:

- True
- False

4. Does this agency serve clients diagnosed along the Autism Spectrum Disorder or with other severe disabilities?

- Yes
- No

5. If you answered "No" to question one, does your agency service clients with whom behavior analysis services are appropriate?

- Yes- Please Describe the client population.

- No

6. Will the candidate have the opportunity to work with at least five (5) different clients over the course of the practicum experience?

- Yes
- No

7. Does the agency employ a BCBA who is able to provide supervision, or will the agency allow for the candidate to participate in compliance with the BACB's practicum regulations by consenting to the presence of a Sage appointed BCBA supervisor?

- The agency employs a BCBA who can provide supervision;
- The agency consents to the presence of a Sage appointed BCBA supervisor;
- No, the agency does not employ a BCBA who can provide supervision, and the agency will not allow a Sage appointed BCBA to provide supervision to this location.

8. Will the agency allow one or more of these forms of supervision by their own BCBA employee or by a Sage appointed BCBA supervisor? (Face-to-Face is the preferred method of supervision.):

- Face-to-face supervision in which the supervisor is physically present at the agency to observe the candidate while working with clients;
- Distance supervision in which a web camera and the internet are used to provide real time observation the candidate while working with clients;
- Distance supervision in which real time supervision using a web camera and/or video camera footage is used to provide a means of observing the candidate while working with clients when 100% real time means are not possible.

9. Will the agency allow the student to participate in these types of activities?

- Conducting assessment activities related to the need for behavioral interventions;
- Designing, implementing and monitoring behavior analysis programs for clients;
- Overseeing the implementation of behavior analysis programs by others;
- 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 addition activities related to oversight of behavioral programming such as behavior analysis supervision issues, or evaluation of behavior analysts' performance. The supervisor will determine if activities qualify. (www.bacb.com)

- Yes
- No. If no, describe which item(s) above the student will not be allowed to participate in.

10. Does the agency understand that these activities are not appropriate for practicum experience?

- Attending meetings with little or no behavior analytic content
- Providing interventions that are not based in behavior analysis
- Doing non-behavior analytic administrative activities or any other activities that are not directly related to behavior analysis. (www.bacb.com)

- Yes
- No

11. Will a qualified member of this agency verify the number of practicum hours completed using the link at the Practicum Resources site (http://www.sage.edu/academics/education/programs/aba_autism/practicumresources/) at the end of the practicum?

- Yes
- No

12. The agency understands that they have the right to terminate the student's practicum arrangement at any time.

- Yes
- No

Let us state once again how pleased we are that you have opened your agency to a Sage student to allow them to experience a very valuable form of education. This hands-on experience will assist them in their professional and personal growth in way that only practical experience can.

By signing page eight (8) of this document, you acknowledge that all questions in the Hosting Agency section of this document have been answered truthfully, and that the relationship between the agency and the student may proceed in compliance with BACB regulations and the program rules set by The Sage Colleges. Please feel free to review the obligations set forth in the Student and BCBA Supervisor sections of this contract.

BCBA Supervisor

BCBA Supervisor Name:

Address:

City, State Zip (or equivalent):

E-mail Address:

Phone Number:

Thank you for agreeing to provide BCBA practicum supervision for _____, a student in the Applied Behavior Analysis program at The Sage Colleges. We appreciate your support.

This contract describes the formal relationship between the BCBA Supervisor, The Sage Colleges and the previously named Applied Behavior Analysis clinical practicum student. This contract covers the 15-week supervisory period throughout the _____ (Season) _____ (Year) semester, or until the mandatory number of hours have been completed within the confines of BACB supervision requirements.

BCBA's Responsibilities to Sage and the Student

The following information is from the Behavior Analysis Certification Board (BACB). This describes the requirements for acceptable supervision. By signing this contract, you agree to abide by these rules. Please visit www.bacb.com for more details.

- The applicant's primary focus should be on learning new behavior analytic skills related to the BACB Third 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. Applicants are encouraged to have experiences in multiple sites and with multiple supervisors.

Appropriate Experience Activities

- Conducting assessment activities related to the need for behavioral interventions.
- Designing, implementing, and monitoring behavior analysis programs for clients.
- Overseeing the implementation of behavior analysis programs by others.
- 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.

Examples of activities that are not appropriate as experience activities include attending meetings with little or no behavior analytic content, providing interventions that are not based in behavior analysis, doing non-behavior analytic administrative activities, or any other activities that are not directly related to behavior analysis.

Appropriate Clients:

- Clients may be any persons for whom behavior analysis services are appropriate. However, the applicant may not be related to the client or the client's primary caretaker.
- Students must work with at least five (5) different clients during the experience period.

Supervisor Qualifications:

- During the experience period, the supervisor must be a Board Certified Behavior Analyst in good standing.
- The supervisor may not be the applicant's relative, subordinate or employee during the experience period. The supervisor will not be considered an employee of the applicant if the only compensation received by the supervisor from the applicant consists of payment for supervision.

Contractual and Ethical Considerations:

The supervisor and applicant will both adhere to the BACB Guidelines for Responsible Conduct. The parties should pay particular attention to Sections 1, 2, and 3 of the Guidelines. Either party may decide to terminate the agreement before the expressed end date on this contract by providing the other with their intent in writing.

Nature of Supervision:

- The student is expected to work for 17-20 hours per week at their hosting agency and anything over 25 hours may not be counted toward practicum hours.
- Practicum allows for 7.5%-10% of the total hours to be supervised, and a supervisory period is one week. The BCBA supervisor will be responsible for one (1) to two (2) hours of supervision per week.
- Supervision may be conducted in small groups of 10 or fewer participants. The student will receive two (2) hours of group supervision from their BCBA practicum instructor at Sage. This limits the number of group supervision hours you can provide to eight (8) hours per 15-week practicum.
- The supervisor must observe the applicant engaging in behavior analytic activities in the natural environment at least once every week.
- The supervisor must provide specific feedback to applicants on their performance for each supervisory period.
- During the initial half of the total experience hours, observation should concentrate on the applicant-client interactions. This observation may be conducted via web-cameras, videotape, videoconferencing, or similar means in lieu of the supervisor being physically present.
 - Web-cameras, videoconferencing technology, and videotaping can only commence with the proper consent that may be required by the hosting agency.
- Supervision hours may be counted toward the total number of experience hours required.

Documentation of Supervision:

- Supervisors are responsible for providing documentation for each supervisory period (one (1) to two (2) hours each week for 15 weeks) for a total of eighteen (18) hours on a BACB Fieldwork and Practicum Experience Supervision Form provided by the BACB.
- The feedback form will require documentation of the number of hours of experience, number of supervised hours, feedback on the applicant's performance, the supervisor for each supervisory period, and signatures of the applicant and supervisor. The supervisor must review the completed feedback forms with the applicant.
- The student should receive the original forms in case the BACB request them when applying to the BCBA exam. The supervisor and the applicant are responsible for retaining their copies of the forms (in event of a disagreement regarding experience, the BACB will need documentation from each party). The BACB reserves the right to request this documentation at any time following an individual's application to take the certification exam.
- The supervisor will be required to verify the applicant's supervision on the Experience Verification Form that is provided within the application for examination.
- The supervisor should provide guidance, feedback, and shaping of the application of behavioral skills to the supervisee.
- The supervisor should provide guidance feedback, and support to the supervisee in completing activities that are part of the online practicum courses (without completing the activities for the supervisee).
- The supervisor should submit the appropriate financial forms and verification documents to The Sage Colleges. Details are given below. The practicum student is responsible for providing you with the Practicum Resources link (http://www.sage.edu/academics/education/programs/aba_autism/practicumresources/) and appropriate deadlines.

Sage's Responsibilities

- Sage will compensate the BCBA Supervisor at the rate of \$75.00 per hour for a 15-week session, which equals 18 hours of supervision, for a total of no more than \$1350.00 per semester. The evidence of the number of hours supervised by you will be submitted at the Practicum Resources site (http://www.sage.edu/academics/education/programs/aba_autism/practicumresources/) at the end of the semester.
- Sage will provide mileage reimbursement to the BCBA Supervisor at the Sage approved rate of \$.51 per mile if you must travel to meet your supervision requirements. Requests should be made by filling out the Travel Expense Report and e-mailing it as an attachment to caba@sage.edu.
- Payment in full will be sent to you four to six weeks after submitting hours at the Practicum Resources site (http://www.sage.edu/academics/education/programs/aba_autism/practicumresources/) and submitting your Travel Expense Report.
 - Any fees the BCBA Supervisor charges in excess of the above stated terms are not the responsibility of The Sage Colleges.
 - The student may choose to pay the supervisor directly for any excess fees or choose another BCBA Supervisor.
- All supervisors residing within the United States must complete the W-9 form at the Practicum resources site (http://www.sage.edu/academics/education/programs/aba_autism/practicumresources/) and fax to Accounts Payable at (518) 244-2027.
- All supervisors residing outside of the United States should consult the Practicum Resources site (http://www.sage.edu/academics/education/programs/aba_autism/practicumresources/) for specific payment instructions.

Please let us know which category describes you best:

- Supervision is not part of my standard occupational duties, and I will be accepting the stipend.
- Supervision is part of my standard occupational duties, and I will not be accepting the stipend.
- Supervision is part of my standard occupational duties, and my agency will be accepting the stipend.*

*If a corporation/business will be accepting the stipend, please have your business office fill out the W-9 form (using the company information, not personal information) at the Practicum Resources site (http://www.sage.edu/academics/education/programs/aba_autism/practicumresources/) and fax to (518) 244-2027.

Thank you once again for your participation in the education of our students.

By signing page eight (8) of this document, you acknowledge that all questions in the BCBA Supervisor section of this document have been answered truthfully, and that the relationship between the BCBA Supervisor and the student may proceed in compliance with BACB regulations and the program rules set by The Sage Colleges. Please feel free to review the obligations set forth in the Hosting Agency and the Student sections of this contract.

By signing this document each party is attesting to the validity and truthfulness of the sections of this contract for which they each represent.

The Sage Colleges

Dr. Dana Reinecke, BCBA
ABA Department Chair

Date

Sage ABA Practicum Student

Practicum Student

Date

Printed Name

The Hosting Agency

Hosting Agency Administrator Signature

Date

Printed Name and Title

BCBA Supervisor

BCBA Practicum Supervisor

Date

BACB Printed Name and Certificiant Number