**Purdue University Applied Behavior Analysis**

**Intensive Practicum Site Agreement**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Site Name:** |  |
| **Site Address** |  |
| **Organization Authorizing Agent \*** |  |
| **Phone Number:**  |  | **Email:**  |  |

*\*Must be an individual within the organization with authorization to make decisions regarding employment and practicum experiences. This individual is likely in an administrative role (e.g. CEO, Director, Clinical Director, etc.)*

This contract seeks to inform Purdue University Applied Behavior Program Coordinator that the aforementioned site agrees to allow the named student to accrue Intensive Practicum Hours at the site (maximum of 25 hrs/week). Additionally, the site agrees to provide a minimum of 1.25 hours of supervision per week provided by one or more Board Certified Behavior Analysts who have completed the 8-hour Supervision course and are approved by the BACB to provide supervision. This supervision will be provided weekly for each week that the student is enrolled in the Intensive Practicum (16 weeks/semester) for the \_\_\_\_\_\_\_\_\_\_\_\_\_(Semester) which starts \_\_\_\_\_\_\_\_\_\_\_\_(start date of semester). The site will identify one onsite supervisor to serve as the Main Supervisor for the named student. The site understands that Purdue will also provide 1.25 hours weekly of group supervision.

Site Contact Supervisor

The Site Main Supervisor for the named student will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Site Contact Supervisor name), BCBA #\_\_\_\_\_\_\_\_\_\_\_\_\_. The site understands that although there may be more than one supervisor at the organization, the named supervisor is the one who will oversee the supervision for the named student and lead communication with the Purdue Supervisor. This BCBA has completed the required 8-hour supervision training as required by the BACB®.

Initials:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Site Contact**  |  | **On-site Main Supervisor**  |  | **Student**  |

This organization has additional BCBA’s who may also provide supervision. yes/no

The following is a list of BACB supervisors and their BACB #s:

|  |  |
| --- | --- |
| Name | BACB # |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Site Activities

As a practicum site, we agree to provide the student with broad behavior analytic experience with opportunity to engage in activities on the BACB® *Task List* (<https://www.bacb.com/bcba-bcaba-task-list/>). We understand that a minimum of 11.5 hours of the 25 hours accrued towards supervised experience may be direct implementation of behavior analytic practices (Restricted Activities as defined by the BACB®).

Initials:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Site Contact**  |  | **On-site Main Supervisor**  |  | **Student**  |

Additionally, the student will have the opportunity to work with many clients in both 1:1 and group settings.

Initials:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Site Contact**  |  | **On-site Main Supervisor**  |  | **Student**  |

Student Conduct

In the event that the student fails to meet standards of conduct or performance, Purdue or the on-site Main Supervisor will collaborate to identify options for addressing the deficits, including remediation and/or performance improvement plan. Purdue or the onsite Main Supervisor can suggest discontinuation of the Intensive Practicum if continuation is not warranted based on lack of professionalism, violation of company policies, or failure to demonstrate progress.

Initials:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Site Contact**  |  | **On-Site Main Supervisor**  |  | **Student** |

Given the on-site supervisor(s) will have a broader understanding of clients and the context, any suggestions made by the Purdue faculty must be discussed with the on-site supervisor by the supervisee before programming modifications occur.

Initials:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Site Contact**  |  | **On-Site Main Supervisor**  |  | **Student** |

The student must adhere to all federal and state laws (e.g. FERPA, HIPAA) including client confidentiality. Given the named student is completing this practicum for course credit the site understand assignments and course requirements will necessitate sharing information from the work experience. When this occurs, the student will follow all applicable laws (e.g. FERPA, HIPAA, etc) and will maintain client confidentiality.

Initials:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Site Contact**  |  | **On-site Main Supervisor**  |  | **Student** |

The on-site supervisor(s) and Purdue supervisor will communicate as needed regarding student progress. On-site difficulties and challenges that occur will initially be addressed between the on-site supervisor and the student. If resolution does not occur, then either the student or site Main Supervisor may contact the Purdue supervisor. If the situation continues and or a resolution does not occur then the Program Coordinator will be contacted.

Initials:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Site Contact**  |  | **On-site Main Supervisor**  |  | **Student** |

**The student agrees to**:

* Adhere to the regulations and policies of the practicum site
* Complete all practicum assignments and requirements including maintenance of supervision documentation
* Inform on-site supervisor of all assignments that will necessitate sharing site information in advance
* Maintain all documentation required by the Purdue ABA program and BACB®
* Obtain appropriate informed consent/Opt out prior to any video recording and get onsite supervisor permission prior to video recording
* Begin accruing practicum hours only after completing the necessary BACB® requirements
* Meet all supervisee requirements as outlined in the 2018 BACB ® Experience Standards (<https://www.bacb.com/wp-content/uploads/BACB-bcbabcaba-Experience-Standards.pdf>)
* Adhere to the BACB® Professional and Ethical Compliance Code for Behavior Analysts (<https://www.bacb.com/wp-content/uploads/2017/09/170706-compliance-code-english.pdf> )

Initials:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Site Contact**  |  | **On-site Main Supervisor**  |  | **Student** |

**The site agrees to:**

* Meet all supervision requirements as required by the most recent BACB Experience Standards (<https://www.bacb.com/wp-content/uploads/BACB-bcbabcaba-Experience-Standards.pdf> )
* Adhere to the BACB® Professional and Ethical Compliance Code for Behavior Analysts (<https://www.bacb.com/wp-content/uploads/2017/09/170706-compliance-code-english.pdf> )
* Provide a minimum of 1.25 hours of supervision per week, including 1 direct observation of the student engaged in behavior analytic services with a client, delivered by a BCBA who meets the BACB® requirements to serve as a supervisor and in accordance with the most recent BACB Experience Standards.
* Provide an On-site Main Supervisor who will serve as the main point of contact for the Purdue Supervisor and assist with providing experiences that will meet the BACB Experience Standards as well as the course requirements.
* Maintain communication between the site and Purdue faculty
* Maintain contracts between the On-site Main supervisor, Purdue Supervisor and the student
* Notify Purdue Faculty immediately if the Main Onsite Supervisor is no longer available and assist in identifying a new On-site Main Supervisor as soon as possible. If the Main On-site Supervisor is not available for a given period of time, it is the organizations responsibility to make sure there is another qualified BCBA to provide the required amount of supervision to the BCBA without any breaks in his/her supervision.
* Allow the students to share details regarding their experience in weekly practicum supervision meetings, noting that only first names will be utilized and confidentiality will be maintained

Initials:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Site Contact**  |  | **On-site Main Supervisor**  |  | **Student** |

|  |  |
| --- | --- |
|  |  |
| Student Signature | Date |
|  |  |
| Site Contact Signature | Date |
|  |  |
| On-site Main Supervisor | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| Site Approved by: |  |  |  |
|  | Verified Course Sequence Coordinator |  | Date |
|  |  |  |  |