Ball State University Field-Based Experience Manual (Student)

For use in the Applied Behavior Analysis (638) and Autism (683) Field-Based Experience Courses
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Introduction

Welcome to the Ball State University ABA/Autism Field-Based Experience Courses. This student manual will cover some general items that are applicable to both courses. This course is designed to provide students with structured opportunities to engage in behavior analytic practices in preparation for future clinical practice. As part of this course you are required to read this manual in its entirety. In addition, please provide your supervisor with a copy (either electronic or printed) of the Supervisor Manual (also, available in Content Module 1) and the course syllabus.

* For students pursuing a credential as a Board Certified Behavior Analyst (BCBA), this course is not a Practicum or Intensive Practicum-approved by the Behavior Analyst Certification Board (BACB). Students in this program must earn 1500 Supervised Independent Fieldwork hours before the BCBA exam. Students can receive field-based experience hours for this course concurrently with BACB Supervised Independent Fieldwork hours. However, it is the student’s responsibility to seek a BACB-approved supervisor and manage their BACB Supervised Independent Fieldwork hours separate from the documentation required.
Expectations

In many of your classes, it has been emphasized that the Ball State faculty expect graduate-level work and that expectation continues in this course. Students are expected to pursue appropriate supervised opportunities as outlined by the BACB ([www.bacb.com](http://www.bacb.com)), seek assistance from their instructor or a tenure-track faculty member (as outlined in your syllabus), and submit work that reflects a more advanced competency in behavior analysis. As a student, you should practice recognizing when you may need help and plan accordingly. For example, if you have struggled with completing an assignment related to data collection in previous areas, you should contact your instructor proactively to make sure you are supported through any assignments that require you to use this skill. Instructors will not simply give you the answer, rather they will guide you in the appropriate direction to help you understand the material.

**Assignments:** All assignments are to be turned in by the due date. Late assignments may only be considered in the event of documented extenuating circumstances. If you have a family/personal emergency, please contact your instructor to make appropriate arrangements. We understand that there are a number of situations that may arise that may hinder your ability to successfully submit coursework, but we cannot account for all of the variability in every student’s life outside of the program. We strive for flexibility, but to ensure the program runs smoothly that flexibility has its limits. Unfortunately, we cannot take work or personal schedules (i.e., vacations) into account when determining if a student needs an accommodation with coursework.

**Finding Participants:** Students are responsible for recruiting all participants for course projects and assignments. Your instructor can serve as a resource, but because the program is a distance program, it is impossible for instructors to locate them for you. The course instructor
should be kept informed of any difficulties so they can make appropriate accommodations if warranted. If at any point in the course of the field-based experience a problem arises with an individual you are working with (e.g., illness that prevents their participation in your project), please make sure you contact your instructor to ensure you do not lose points for an event that is out of your control.

**Weekly Hour Logs:** In this course, students are required to complete between 10 and 30 hours of fieldwork experience per week. You cannot accumulate less than 10 hours or more than 30 of experience per week. Supervisors will need to sign hour logs each week and students will turn in logs by the due date. Please do not turn in hour logs with more than 30 hours or less than 10 hours. Doing so will result in point deductions each time.

**Contracts:** A supervision contract is required to be signed by both the supervisee and the supervisor. The contract must state that your supervisor has received a copy of 1). the supervisor manual and 2). the course syllabus. *See Appendix A for sample contracts. The BACB Experience Standards document provides an outline for the supervision contract:

The supervisee and supervisor must develop and sign a written contract prior to the onset of the experience. The purpose of the contract is to protect all involved parties and align experience activities with the purpose of supervision.

The contract should:
- State the responsibilities of the supervisor and supervisee, including completion of the online experience training module by both the supervisor and supervisee as well as completion of the 8-hour supervision training by the supervisor; and
- Include a description of the appropriate activities and instructional objectives; and
- Include the objective and measurable circumstances under which the supervisor will sign the supervisee’s Experience Verification Form when the experience has ended; and
- Delineate the consequences should the parties not adhere to their responsibilities (including proper termination of the relationship); and
- Include a statement requiring the supervisee to obtain written permission from the supervisee’s on-site employer or manager when applicable; and
- Include an attestation that both parties will adhere to the Compliance Code.

The supervisee and supervisor are responsible for retaining and providing to the BACB, if requested, a copy of the contractual agreement.

If you have any questions about contracts, or would like another person to look over a contract provided by your field experience site or supervisor please contact the Field-Based Experience Coordinator, Carly Shappard (cashappard@bsu.edu).
Procedures

Please review all procedures on your syllabus. Adhering to these rules will prevent any confusion. Additionally, these rules are meant to provide a uniform structure for all of the field experience course sections (both 638 and 683). The following items are some of the most pertinent:

1. Leaves of absence: A leave of absence (i.e., missing field experience hours) will only be allowed in the event of a documented emergency (e.g., illness). Appropriate documentation includes, but is not limited, to medical excuses, obituaries, and official government documentation. If you have a question about whether documentation is appropriate or if your specific problem is an acceptable reason for missing hours, please contact your instructor immediately. Instances that are not considered appropriate excuses for missing hours include, but are not limited to vacations, parties, work obligations, or extra-curricular obligations (unless approved by Ball State University).

2. Switching supervisors or field experience sites: During the semester you may feel that you need to either switch supervisors or field experience sites. This is permissible, but the appropriate documentation (i.e., Individual Contract, Field Experience Form, and Supervision Agreement) must be submitted to your instructor.

3. Incomplete grades will only be given in the case of an emergency (e.g., illness). If you believe you have a qualifying event, please contact your instructor immediately and they will consult with the Field-Based Experience Coordinator to compile a plan of action. In all cases, you will be asked to provide documentation from an independent source (e.g., doctor). Documentation does not need to disclose medical
diagnoses or violate your privacy in any way, and we would not request that information. For example, if you are ill, submitting a doctor’s note (similar to the ones you submit for your children, or ones that you used during your undergraduate training) will suffice. In the case of a family emergency, we may request documentation. Please understand that our reasoning for requesting documentation from a neutral party is to justify our decisions to the University.

4. When an incomplete grade is authorized you are required to compile a plan of completion and submit it to your instructor. This plan must include each assignment you have to complete, and the dates that you anticipate completing those items. While completing your coursework, you are to be in close contact with your instructor in case there are any problems with your timeline.

5. One of the requirements of this course is that you engage in activities that are considered behavior analytic in nature. Although your site may not adhere to those standards, it is our expectation that you will engage in behavior analytic activities (regardless of field experience placement). If at any point you believe your site will not meet the requirements, you should contact your instructor and the Field-Based Experience Coordinator immediately.
Resources

Below is a list of resources that you should refer to during this course. Please contact your instructor if you have questions.

1. The Behavior Analyst Certification Board: [www.bacb.com](http://www.bacb.com)

2. Ball State University Library:
   

3. Ball State University Help Desk: [http://www.bsu.edu/helpdesk](http://www.bsu.edu/helpdesk)

4. Journal of Applied Behavior Analysis:
   

   (Please make sure you use the library as a primary resource so you do not have to pay for articles)

5. Association for Behavior Analysis International

   [http://www.abainternational.org](http://www.abainternational.org)
Contact Information

Below you will find a list of helpful contact information. Please allow at least 48 hours for a response. In all cases, you should contact your instructor first (as outlined on your syllabus).

Contacts:

Program Advisor: Bonnie Krupa, MA (bjkrupa@bsu.edu)

Program Director: Dr. Shannon Dieringer, Ph.D. (sdieringer@bsu.edu)

Field-Based Experience Coordinator: Carly A. Shappard, MA (cashappard@bsu.edu)

Content Specialist: Dr. Allison Labrie, Ed.D. (aclabrie@bsu.edu)
Appendix A

Supervisor Agreement (Example 1)

I ____________________________ agree to supervise and coach

(Print Name)

____________________________, a student participating in a Field-Based Experience Course at

(Student’s Name)

Ball State University.

This will involve providing the student with a minimum of 10 hours and a maximum of 30 hours per week. The student’s primary focus should be on learning new behavior analytic skills related to the BACB Fourth Edition Task List (http://www.bacb.com). Students are also required to adhere to BCBA’s Professional and Ethical Compliance Code.

Appropriate field-based experience activities include:
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. Completing other activities normally performed by a behavioral specialists that are directly related to behavior analysis, such as:
   a.) Attending planning meetings regarding the behavior analysis program.
   b.) Researching the literature related to the program.
   c.) Talking to individuals about the program.
   d.) Any additional activities related to oversight of behavioral programming, such as:
      *Behavior supervision issues
      *Evaluation of behavior specialists' performance.

The university supervisor will determine if activities qualify.
Examples of activities that are not appropriate as experience activities include:
1. Attending meetings with little or no behavior analytic content.
2. Providing interventions that are not based in behavior analysis.
3. Doing non-behavior analytic administrative activities.
4. Performing any other activities not directly related to behavior analysis.

The supervisor will need to sign off on the student’s weekly hour log and will need to submit two evaluations to the student’s instructor during the field-based experience course. It is the student’s responsibly to provide you with the evaluation form, due date for evaluation, and their instructor’s e-mail address.

☐ Check here if you received a copy of the Supervisor Manual
☐ Check here if you received a copy of the course syllabus

Signature: ____________________________ Date: ___________________

*Must be actual signature.

**During the SPCE 683 field-based experience, the student is required to work with individuals who have a current diagnosis of an autism spectrum disorder.
Supervisor Agreement (Example 2)

I _________________________________ agree to supervise and allow
(Print Name)

______________________________, a student participating in a Field-Based Experience
(Student’s Name)

Course at Ball State University, to complete field-based experience hours at our facility for the
______________ semester. During this course, the student will be granted a minimum of 10 hours
and a maximum of 30 hours to work with individuals and apply the practices of Applied
Behavior Analysis (ABA). Students completing SPCE 683 must work with individuals who
have a current diagnosis of an autism spectrum disorder.

I understand that the student will adhere to BCBA’s Professional and Ethical Compliance Code
(http://www.bacb.com), and the primary focus should be on learning new behavior analytic skills

Other responsibilities include:

- Sign off on the student’s weekly hour log.
- Complete and submit two evaluations of the student’s performance to the student’s
  instructor. (It is the student’s responsibly to provide you with the evaluation form, due
date for evaluation, and their instructor’s e-mail address.)

☐ Check here if you received a copy of the Supervisor Manual
☐ Check here if you received a copy of the course syllabus

Signature: _______________________________ Date: ________________

*Must be actual signature.
Appendix B

Supervisor Evaluation

Student Name:________________________ Date: _______ Course Section:__________ Field-Based Experience Site:________________________________________________
Supervisor Name:_________________________________________________________
E-Mail:_________________________________________________________________
Phone:__________________________________________________________________

For the Supervisor:
Thank you for agreeing to supervise a Ball State University student. Please see the document below and answer each question as accurately as possible. Once you have completed the questions, email this document directly to your supervisee’s lead instructor.

<table>
<thead>
<tr>
<th>Professional Skills</th>
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<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Is friendly to staff, parents, and learners (looks at regularly, greets people</td>
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<td>individually, smiles, uses appropriate tone of voice)</td>
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<td>Listens respectfully to corrective feedback, and alters behavior accordingly</td>
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<td>Delivers constructive feedback appropriately</td>
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<td>Adjusts to new conditions</td>
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<td>Is helpful in the site</td>
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<td>States and plans expectations clearly</td>
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<td>Manages time appropriately</td>
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<td>Completes tasks on time</td>
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<td>Communicates effectively orally and in writing</td>
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<td>Is patient with learners</td>
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<td>Works productively with his/her learner (i.e., very little time is not optimized)</td>
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<td>States and plans expectations clearly</td>
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<td>Is prepared in advance for all instructional sessions</td>
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5-Consistently   4-Most of the time   3- At an acceptable level
2-Once in a while 1- Rarely/not at all   N/A- not applicable

Please comment on the best aspect(s) of your supervisee’s performance (please make sure you are specific about their strengths).
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
What do you see as your supervisee’s greatest weakness? Have there been steps taken to teach the skills necessary to minimize this deficit? If so, what?

If you were hiring a BCBA right now, would you employ this individual at that level? Please explain.

What could we change about this portion of the field-based experience course to make this a better experience for students?