



MSABA Practicum Handbook

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Purpose

The purpose of the MSABA University-Based Practicum is to offer Mount students access to high quality *in-vivo* experiences during which students apply the skills acquired in their educational coursework.

Course Goals

1. Use the professional and ethical guidelines from the BACB with colleagues and clients
2. Develop and use behavior measurement methods and record and analyze data
3. Conduct behavior assessments (e.g., Functional Behavior Assessment, Preference Assessment, Reinforcer Assessment)
4. Develop evidence-based intervention plans based on assessment results and baseline data
5. Design and implement skill acquisition procedures based on initial assessment (e.g., design a language acquisition program based on VB-MAPP results)
6. Design and implement behavior reduction procedures
7. Program and probe for generalization and maintenance
8. Conduct ongoing assessment of interventions
9. Participate in training exercises

Requirements

All of the Mount University-Based Practicum Options adhere to the BACB guidelines [Ethics Code for Behavior Analysts \(bacb.com\)](http://www.bacb.com)

Students' Practicum Options and Eligibility Criteria

As a Mount graduate student, you are eligible to apply for University-Based Practicum (options shown below) to obtain supervision (see www.bacb.com under categories of supervised experience).

The following practicum options, a professional requirement of the program, are offered by the MSABA graduate program currently.

University-Based Practicum Sites

This practicum option provides direct supervision by Mount Faculty at either our Frederick or Emmitsburg sites (though some labs also conduct research in the local

Frederick community at area providers). *All Mount labs require at least 5 hours of attendance in lab each week.* Currently, there are two faculty members conducting clinical work and behavior analytic research:

Faculty member: Dr. Kwadwo Britwum [Kwadwo Britwum | Mount St. Mary's University \(msmary.edu\)](#)

Research & Clinical Interests:

1. Behavior Interventions Lab. The Behavior Interventions Lab seeks to actively research effective behavior analytic treatments for individuals diagnosed with Neurodevelopmental Disabilities. Participants: Children (ages 3-18) with disabilities who engage in problem behaviors or who have skill deficits. Location: Frederick Campus and surrounding area.
2. Process Based Therapy Lab. The Process Based Therapy Lab is committed to active engagement in research practices that improve the human condition. Participants: Individuals of any age and any developmental level. Location: Frederick Campus and surrounding area.

Faculty member: Dr. Griffin Rooker [Griffin Rooker, BCBA, Ph.D. | Mount St. Mary's University \(msmary.edu\)](#)

Research & Clinical Interests:

1. Blue Peak ABA Center. The Blue Peak Center provides clinical care to local patients. The Center focuses on assessment and treatment of behavior disorders, as well as increasing adaptive skills. Clients: Children (ages 2-18). Location: Near Emmitsburg Campus.
2. Human operant Lab. The human operant Lab seeks to investigate basic behavioral processes using translational means. Participants: Adults with no known developmental or intellectual disabilities. Location: Frederick Campus.

Community-Based Practicum

Students work directly at one of the Mount-approved practicum sites (i.e. Mount partners). Mount partners are ABA providers who obtain a formal agreement with the Mount (i.e., a memorandum of understanding or MOU). Students can find out if their site has an MOU by contacting Dr. Britwum, the Assistant Director (k.o.britwum@msmary.edu). If an MOU is not already in place, the site may apply for approval by contacting Dr. Britwum, the Assistant Director.

For community-based practicum, students may complete their work:

- a. Under the direct supervision of Mount faculty (option 1).
- b. Under the supervision of a Mount approved community supervisor who is a BACB approved supervisor (option 2). For this practicum option, it is the Mount student's responsibility to seek and secure a qualified site-supervisor (see www.bacb.com).

Differences between options

	University-Based Practicum	Community-Based Practicum (option 1)	Community-Based Practicum (option 2)
Direct Supervisor	Dr. Britwum, Dr Rooker	Dr. Rooker	BCBA in good standing and has been approved by the program
Practicum Group Supervision	Dr. Britwum, Dr. Rooker	Dr. Rooker	Dr. Rooker
Student must enroll in MSABA 609	X	X	X
Students must attend (individual or group) meetings	Weekly with direct supervisor	Weekly with direct supervisor	B-Weekly with practicum supervisor
Students must adhere to the MSABA 609 course syllabus	X	X	X
Students must submit to practicum supervisor monthly evaluations from their site supervisor	No	No	Yes
Minimum number of supervision hours required to be obtained in practicum	90	90	90

Eligibility requirements

To be **eligible** for Mount-approved University-Based Practicum 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 "Practicum Application & Agreement" by specified deadlines announced by MSABA Program Director.
 - a) These documents are located in this handbook, but applications will be submitted online.
3. Interview for the position.
4. Be matched or selected for the University-Based Practicum experience.
5. Enroll in 3 credit course MSABA 609.

To be **eligible** for Mount-approved Community-Based Practicum 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 "Practicum Application & Agreement" by specified deadlines announced by MSABA Program Director.
 - a) These documents are located in this handbook, but applications will be submitted online.

3. Discuss the position with the Program Director and Assistant Program Director.
4. Have the site be an approved partner (i.e., MOU).
5. Identify and provide evidence the Direct Supervisor meets all the necessary qualifications (BACB approved).
6. Enroll in 3 credit course MSABA 609.

Required forms

Practicum Agreement

Filled out by Student in Practicum

Learning Objectives: To meet the supervision competencies outlined by the Mount's MSABA Program, specifically MSABA 609, and to accrue supervised experience hours to become eligible to sit for the Board Certification Exam.

1. I will devote _____ hours per week, for at least 15 weeks across the semester to the Practicum Site and agree to complete all paperwork required by the MSABA's Academic Director, the MSABA's Practicum Supervisor, the approved Site Supervisor and Practicum Site.
2. In addition to formal assignments in MSABA 609, I will report my supervision hours and data on my experience using current procedures outlined by the MSABA's Assistant Director.
3. I understand and acknowledge that there are potential risks (for which Mount St. Mary's University is absolved of responsibility) associated with my selected practicum, some of which may arise from (a) my assigned tasks and responsibilities, (b) the location of the Practicum Site, (c) the physical characteristics of the Practicum Site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the Practicum Site, (e) any travel associated with the practicum, (f) the time of day when I will be present at the Practicum 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 MSABA Program at the Mount at the Practicum Site and abide by all the rules and regulations that govern the site in which I am working.

Print MSABA student's Name _____

MSABA student's Signature _____ Date _____

Site Supervisor's Signature _____ Date _____

Site's Clinical/Executive Director _____ Date _____

Practicum Site Application

1. Name

a. Last name _____ First name _____ Middle initial _____

2. Mount email address

3. Emergency contact _____

4. Emergency contact phone number

5. Citizen of the United States? Yes ☐ No ☐

Below, please answer question 6 or 7. If you answer 6, please skip to question 9.

6. Which practicum option (See Practicum Handbook page 2-3) do you wish to select (please rank your choices, faculty will contact you based on the information you provide)?

University Based Practicum (please rank the sites you would prefer)

Option I _____ (Write in lab name)

Option II _____ (Write in lab name)

Option III _____ (Write in lab name)

Community Based Practicum

7. Please indicate if your agency name is on our approved list.

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

8. Who will be your direct supervisor? If you select Mount Faculty, no additional information is needed on this question.

Mount Faculty ☐ Community BCBA ☐ – please provide this persons name

and email address and attach their resume when you submit this form:

Clinical experience

9. What populations have you worked with in a clinical setting for at least 3 months - 1 year? *check all that apply*

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

10. In what clinical settings have you worked for at least 3 months?

☐ Homes	☐ Clinics
☐ Schools	☐ Group homes
☐ Camp settings	☐ After- school programs
☐ Other _____ (specify)	☐ None

11. Do you have a reliable form of transportation? Yes ☐ No ☐

12. Provide a brief overview of your academic background and relevant coursework for the practicum site you are applying for:

13. Briefly describe your clinical experiences and any positions held that relate to the practicum site you selected:

14. Briefly describe why you are interested in the practicum site you selected:

15. In a few sentences, indicate your long-range professional plans and how the practicum site you selected will help you attain these goals:

16. What are some skills that you feel you would bring to the practicum site you selected:

17. Tell us other information that would facilitate assessment of your qualifications for this practicum site

MSABA Practicum Disclosures

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 Practicum Agreement and Application Form 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 practicum evaluation, placement and/or can initiate immediate review by the Mount's MSABA Academic Director or the Practicum Supervisor.
- B. I am responsible for meeting all the requirements agreed upon with my Site Supervisor and Practicum Supervisor.
- C. I hereby give permission to the MSABA program, the ABA Academic Director, the Practicum Supervisor, and any of the approved Site Supervisors and Practicum 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 practicum role, and thus the practicum 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 Practicum Application & Agreement packet and/or any pertinent information relating to my professional student role can be discussed between the MSABA Academic Director, the Practicum Supervisor, and the approved Site Supervisors and Practicum Sites.
- E. I understand that most Practicum 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 Practicum Site confirmation. If you are an International student, please consult with the MSABA Academic Director prior to submitting your Practicum Application & Agreement.
 - 1. I am willing to participate in these additional screenings/evaluations and give permission for any results that affect my practicum student status to be provided to the MSABA Academic Director and Practicum Supervisor. I also understand that if I fail these screenings, I will not be confirmed at the specified Practicum Site, can become ineligible for Practicum, and therefore not able to take the Practicum course (MSABA 609) until these issues have been resolved. I also understand that if I fail a screening during the Practicum course, I will be removed from the Practicum course and not able to interview for another Practicum site within the same semester. The MSBA Academic Director or Practicum Supervisor will review my case to determine whether I am eligible to continue the MSABA program, and if so, the timeline for returning to the Practicum site. In addition, I understand that engaging in

activities that result in severing my relationship with the Practicum 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 practicum hours and competencies in the practicum.**

- F. I understand that I may be financially responsible to pay for clearances, health screenings, and trainings (e.g., CPR) if the Practicum 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 and/or human subjects research.
- H. I understand that it is my responsibility to seek, interview, and secure a Practicum Site placement. I am aware that as a Practicum Student at a Mount-approved Practicum Site, working under the supervision of a Mount approved BCBA Site Supervisor, I am required to enroll in 3 credit units of MSABA 609 and adhere to the practicum course syllabus.
 - 1. I understand my site supervisor evaluates me on a weekly or bi-weekly basis dependent on your Practicum Site and supervisor. 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 (e.g., see Evaluation of Student Practicum form). I understand my grade in my practicum course is highly influenced by these evaluations (see MSABA 609 course syllabus).
- I. I understand that I am opting to obtain some experience hours through a University-Based Practicum (see www.bacb.com) or independent fieldwork. I recognize that I am required to track the supervision hours that I receive in Practicum. Further, I recognize that the hours I receive in this course will not be sufficient to get all of the hours I need to qualify for the BCBA exam. I recognize that it is my responsibility to keep track of my hours in the Practicum course (MSABA 609) to pass this course. Further, I commit to tracking my hours through-out my time in the MSABA program.
- J. If the situation arises and I need to terminate the Practicum before fulfilling my Practicum commitment, I shall terminate in an appropriate, professional manner as designated by the school and assigned Practicum Site and provide written and verbal notice as required by the MSABA Academic Director, the Practicum Supervisor, and the Practicum Site (e.g., provide at least 30 days notice). I understand that any such termination will be done only with the written approval of the MSABA Academic Director, the Practicum Supervisor, and the Practicum Site. **If I terminate prematurely, I am aware that I may not be accepted in the same Practicum setting; I may need to reapply for Practicum and disclose my premature discontinuation or termination during the interview process**

of the new Practicum site in order to participate in the university-based practicum.

- K. I shall fulfill the responsibilities of the student Practicum role and be in compliance with all policies and procedures as outlined in the Practicum Agreement and Application Forms.

I have reviewed and understand the Practicum Agreement which specifies my role as a Practicum Student 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.

Student Name (Print) _____

Student Signature _____ ***Date:*** _____

Waiver of Liability

Student fill out

I, the undersigned participant, am requesting participation in MSABA 609, practicum course.

Activity: Practicum

that begins on: _____ **and ends on:** _____

In consideration of the risk of injury that exists while participating in Mount St. Mary's University practicum (hereinafter the "Activity"); and

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs, executors, assigns, or representatives, I **release and forever discharge from all liability and promise not to sue** Mount St Mary's University; the Trustees of Mount St. Mary's University and their employees, officers, directors, volunteers and agents (collectively "the Mount") from any and all claims, **including claims of the Mount'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 Mount **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 Mount incurs any of these types of expenses, I agree to reimburse the Mount. If I need medical treatment, I agree to be financially responsible for any costs incurred because 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 Mount from all liability, (b) promising not to sue the Mount, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

This waiver and release of liability shall remain in effect for the duration of my participation in the Activity, during this initial and all subsequent events of participation.

I understand that this document is written to be as broad and inclusive as legally permitted. 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

Date

Print Participants Name

Phone Number

In the event of an emergency, please contact the following person:

Emergency Contact:

Contact Relationship:

Contact Telephone:

Syllabus

Graduate Studies in Applied Behavior Analysis

Course Title: MSABA 609 Capstone Fieldwork

Instructor:

Course Number: MSABA 609

Credit Hours: 3

Course Description:

The capstone fieldwork course provides direct training in a variety of behavior analytic experiences related to the practice of, and research, in ABA. Primary activities in the training environment will include conducting assessments, developing function-based treatment plans, designing data collection systems, and analyzing treatment outcomes. Additionally, students will complete some activities related to capstone including completing trainings related to conducting the student's capstone and one-on-one consultation on planning the capstone project.

Weekly Format:

For the 15 weeks of the course, you will be required to complete training and care in your practicum site for a minimum of 5 hrs a week (practice segment). Depending on your practicum site and the direct supervisor, you may have different requirements for how often you meet with your University Professor (see practicum handbook). Additionally, you will be required to complete asynchronous trainings related to your capstone and receive one-on-one consultation on planning your capstone project (research segment).

Course Objectives

To complete the practicum course with a passing grade, students are expected to meet the following minimal competencies in the 15 weeks of the course.

1. Gain hands-on experience working with patients in a clinical setting or participants in a research setting
2. Develop and use behavior measurement methods and record and analyze data
3. Assist with behavioral assessments, including verbal behavior assessments functional behavior assessments
4. Assist with the development and implementation behavior interventions
5. Train another individual to conduct a procedure
6. Gain and report BCBA fieldwork supervision hours
7. Complete necessary trainings to conduct human subjects research

8. Determine topic area and mentor for capstone research project

Course Requirements

- Access to transportation
- Minimum 5 hours per week time at practicum site per week
- Meet the technological requirements listed below
- Meet the BACB requirements to obtain supervision hours

Responsibilities for students completing practicum with a university professor as their direct supervisor.

Students completing their practicum at a Mount site (Blue Peak ABA center, Dr. Britwum's labs, or Dr. Rooker's lab) or completing their practicum in the community but under the direct supervision of a university professor have the following responsibilities:

- 1) Schedule a time to meet with their university professor once per week (both individually and with other practicum students) for supervision meetings
- 2) Complete the required competencies as assignments that are turned in to your direct supervisor.
- 3) Attend meetings and engage with both your direct supervisor and other practicum students.
- 4) Engage in professional and ethical behavior at the practicum site and in meetings.
- 5) Complete asynchronous trainings related to capstone.
- 6) Accumulate at least 90 hours of supervised fieldwork.

Responsibilities for students completing practicum in the community with a BCBA at that site.

Students completing their practicum in the community with a BCBA at the site (hereafter referred to as the direct supervisor) have the following responsibilities

- 1) Meet with the direct supervisor at least once a week for supervision meetings (half of these meetings may be in a group).
- 2) Meet with the university professor overseeing the practicum course (hereafter the practicum instructor) every two weeks individually or in groups.
- 3) Complete the required competencies as assignments that are turned in to your practicum instructor.
- 4) Attend meetings and engage with both your practicum instructor and other practicum students.
- 5) Engage in professional and ethical behavior at the practicum site and in meetings.
- 6) Complete asynchronous trainings related to capstone.
- 7) Accumulate at least 90 hours of supervised fieldwork.

Practicum Experiences and Grading Guide

NOTE:

If you are completing your experience in Dr. Britwum's or Dr. Rooker's lab your direct supervisor is your practicum instructor.

Area	Exercises	Required Assignment Notes	Points
Attendance	Minimum of 5 hours attendance at practicum site per week	Required Assignment completed via attendance at practicum site, signed off by the direct supervisor	150
Professional and Ethical Practice	Demonstrate knowledge of ethical, responsible, professional and disciplinary guidelines	Required Assignment completed via monthly summary of practicum student performance signed off by the direct supervisor	20
	Demonstrate knowledge of HIPPA and Confidentiality rules		
	Demonstrate professional conduct		
Measurement	Design a or revise a data collection system for a behavior. Collect data using this system. Graph the results	Completed via as an assignment signed off by the direct supervisor and turned in to the practicum instructor	20
Behavior Assessment	Conduct preference assessments - Paired Choice - Multiple Stimulus without replacement Graph the results of preference assessment	Complete at least ONE of the three assessments via an assignment signed off by the direct supervisor and turned in to the practicum instructor	20
	Conduct a skill assessment (e.g., verbal behavior, play skills). Graph the results.		
	Conduct an indirect or direct assessment of problem behavior,		

	graph results, and indicate your interpretation of the results.		
Conceptualizing Intervention	Use the dimensions of applied behavior analysis (Baer, Wolf, & Risley, 1968) to evaluate whether interventions you are implementing are behavior analytic in nature.	Completed via an assignment turned into the practicum instructor	10
Practical Intervention Part 1	Demonstrate prompting skills including • Direct instruction (DTT) • Natural environment/incidental teaching	Completed via an assignment signed off by the direct supervisor and turned in to the practicum instructor	20
Practical Intervention Part 2	Implement an antecedent intervention using discriminative stimuli or motivating operations, such as noncontingent reinforcement, the use of choices, rules, or task interspersal. Implement a consequence-based procedure, such as contingent reinforcement or extinction	Completed at least ONE of the two skills via an assignment signed off by direct supervisor and turned in to practicum instructor	20
Practical Intervention Part 3	Demonstrate • Shaping • Chaining • Task-Analysis	Complete at least ONE of the three via an assignment signed off by direct the supervisor and turned in to the practicum instructor	20
Design an intervention for a group	Use group contingencies to design an intervention that could improve practice/research at your practicum setting	Completed via an assignment turned into practicum instructor	10
Conceptualizing generalization	Identify one behavioral program and design a path that would lead to stimulus and response generalization	Completed via an assignment turned into the practicum instructor	10
Produce a training	Produce a video recorded training for one of the behavioral interventions or procedures you have experience in the semester. This training may be: • A professional training for other staff members	Completed via an assignment turned into the practicum instructor	20

	• A parent training for client's caregivers		
Capstone research training	Complete the following asynchronous trainings: • Capstone guide and timeline • Library and Literature Orientation • Artificial Intelligence and Research • APA Style Training • IOA and Procedural Integrity training • CITI training • Abstract and Mentor assignment	Completed via canvas and discussed in meetings	20

Grade Scale

Total points	340
A	>317.9
A-	306 - 317.9
B+	297.5 – 305.9
B	283.9 – 297.5
B-	272 – 283.9
Incomplete	238 - 271.9
F	<237.9

Policies

Academic Integrity

An academic community, regardless of delivery modality (e.g., in-person, online), must operate with complete openness, honesty and integrity. Responsibility for maintaining this atmosphere lies with the students, faculty and administration. Therefore, the achievement of personal and academic goals through dishonest means will not be tolerated. Academic misconduct includes but is not limited to:

Cheating: the unauthorized use, access, or exchange of information before or during a quiz, test or semester examination. Unauthorized collaboration on a class assignment, submitting the same work in two courses without the professor's permission, and buying or selling work for a course are also forms of cheating.

Plagiarism: the representation of someone else's words or ideas as one's own. The various forms of plagiarism include but are not limited to copying homework, falsifying lab reports, submitting papers containing materials written by another person, and failing to document correctly in one's written assignment words, arguments or ideas secured from other sources including content available from websites. Plagiarism detection software may be used with assignment submissions to verify original work. Providing or receiving assistance in a manner not authorized by the professor in the creation of work to be submitted for academic evaluation including papers, projects and examinations; presenting as one's own the ideas or words of another for academic evaluation without proper acknowledgement. Doing unauthorized academic work for which another person will receive credit or be evaluated.

Misrepresenting student identity: posing as another or having someone pose as you is an act of academic misconduct. Identity verification may be required to complete course activities and assessments.

Attempting to influence one's academic evaluation by means other than academic achievement or merit including unauthorized access to computer systems.

Assisting in misconduct: cooperation with another in an act of academic misconduct. A student who writes a paper, posts a paper or exam questions online, or does an assignment for another student is an accomplice and will be held accountable just as severely as the other. Any student who permits another to copy from his or her own paper, examination, or project shall be held as accountable as the student who submits the copied material. Students are expected to safeguard their work and should not share papers, projects, homework, or exam answers with other students unless specifically directed to by their professors.

Failure to protect University accounts and computer systems such as sharing of accounts, passwords, and other assigned resources whether with intention or through negligence.

Canvas Information

Canvas is where course content, grades, and communication will reside for this course. Should you need assistance using Canvas click on the "Help" icon on the far left of your screen at the bottom of your blue navigation menu. From that link you will have access to:

A Frequently Asked Questions (FAQs) document with direct links to support
Canvas Guides for Students

Live chat with Canvas Help Desk (24/7). MSMU has the premium subscription. Please don't hesitate to contact them for help.

Live phone support, also 24/7

For Canvas passwords or any other computer-related technical support contact the ITSC Help Desk.

ITSC@msmary.edu

301-447-5805

Classroom Accommodations for Students with Disabilities

If you are a student with a documented disability who requires an academic adjustment, auxiliary aid, or similar accommodation, please contact Mount St. Mary's Learning Service director to discuss eligibility for accommodations and academic adjustments at 301-447-5006 (V/TTD).

Intellectual Property

The use of copyrighted materials in this course to support teaching and learning is done so with permission from the copyright holder or according to Fair Use Guidelines and the TEACH Act. As such, you are permitted to download a copy of copyrighted works posted in our secured course site in Canvas for your personal use, but you are not authorized to redistribute to others (e.g., make copies to distribute, forward as attachments). Similarly, the intellectual property of students (e.g., presentations/posts in discussion forums) should not be shared with or redistributed to others.

Netiquette

Please consider these guidelines as you actively participate in our course.

Be constructive: Our goal is to develop a safe, collaborative, and constructive learning community. Constructive posts are encouraged. Often sharing a differing perspective or opinion advances our shared learning. When responding to a classmate, respectfully indicate why you do or do not agree with their view. If you would not make a comment face-to-face, please do not do so online. Refrain from using any offensive or foul language, always discuss or respectfully debate content, but never attack a member of our learning community. Try not to dominate any discussion, but do regularly share your experiences and knowledge.

Be considerate: Though mobile technologies have enhanced our ability to access course content from anywhere and at any time, we should not expect instantaneous responses to our posts or questions. Give others a reasonable amount of time to respond within the participation guidelines established by the course instructor. Once you have posted or replied in a discussion thread, regularly check the thread for new comments, and respond accordingly.

Be professional: Often in the online environment, facial expressions and body language are absent and what you intended to be constructive may be interpreted otherwise. In addition to spelling and grammar considerations, you will want to read your comments before you post to ensure that your intent is accurately conveyed. Often a bit of politeness goes a long way, so if someone helps out, thank that person online just as you would face-to-face. Refrain from using all caps as that is perceived as shouting in the online setting. If you receive a private message, reply in private. There may be a

reason the other participant chose to comment in private. You should not forward to another or post publicly.

Be respectful: This institution and its instructors embrace learners from diverse backgrounds and seeks to develop and support an inclusive learning community. Please be sensitive to the diversity of all members in our learning community and ensure your comments are inclusive to all members. Learning is about sharing ideas and concepts. We do not all have to agree with an opinion or comment, but we should be open to and respectful of others' ideas and comments. MSMU supports open discussion, but does not tolerate sexist, bigoted, racist, or demeaning content. Your instructor can and will censor or remove a post if he/she deems it violates institutional guidelines or course expectations. You will be contacted in the event of any such censorship to identify how the content violated guidelines and to discuss supportive roles in our learning community.

Be appropriate: When participating in synchronous conferences or posting video to the LMS remain professional and appropriate in your setting and in your attire at all times.

Stay positive: Keeping a positive attitude can go a long way to building a supportive learning community and toward reducing personal stress. If you are having any difficulties or concerns with the course (e.g., using Canvas, understanding an assignment or activity, comfort with a discussion) please contact your instructor or a peer for support. Often early communication and requests for assistance can alleviate larger issues later.

Privacy Policy

To ensure your privacy and security with communications, assignment submissions, and assessment feedback, only the Canvas Learning Management System (course communications, grading) and MSMU email (other written communication) will be used.

Technology Requirements

To be successful in an online course, students should:

- Understand basic computer hardware and software
- Know how to use a keyboard and a mouse
- Be able to manage files and folders using operations such as save, copy, rename, delete etc.
- Be competent in the use of Microsoft Office or applications similar to Word, Excel, PowerPoint
- Be able to send and download files and attachments.
- Know how to communicate using live.msmary.edu email
- Know how to use the Internet to access your course, perform online research, and use search engines and databases.

Technology Requirements:

Please review the Information Technology Support Center's (ITSC) minimum software and hardware requirements. Please note online courses cannot be successfully completed on a Chromebook, tablet, or cellular device. Consistent access to a reliable computer and Internet connection are required for all distance education courses.

If students have technical difficulties submitting assignments in Canvas, they should contact Canvas Help for assistance before the due date/time. Representatives from Canvas will provide technical support and an email confirmation regarding the status of the request. Students must forward the email to the professor along with their assignment to earn full credit if the problem cannot be resolved prior to the deadline.

If you have computer issues or are unable to access your Mount e-mail contact ITSC at 301-447-5805 or submit a Support Ticket.

Supplemental Forms

Evaluation of Practicum Student

This is a monthly summary of performance that will be considered in student's practicum grade.

Supervisee: _____

Site of Practicum: _____

Site Supervisor: _____

Date: _____

Hours of Direct Supervision: _____

On which Practicum Competency (from the MSABA 609 syllabus and supporting documents) are you currently working?

Evaluation of Supervisee Performance	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
	(2)	(1)	(0)	N/A
Arrives on time for supervision	☐	☐	☐	☐
Maintains professional & courteous interaction with the following:				
Clients/Consumers	☐	☐	☐	☐
Other team members/caregivers/service providers	☐	☐	☐	☐
Coworkers	☐	☐	☐	☐
Maintains appropriate attire & demeanor	☐	☐	☐	☐
Respects choice & control of the following:				
Clients/Consumers	☐	☐	☐	☐
Other team members/caregivers/service providers	☐	☐	☐	☐
Pilot tests behavior procedures prior to implementing them	☐	☐	☐	☐
Reviews relevant peer reviewed literature on clinical concerns	☐	☐	☐	☐
Initiates professional self-improvement	☐	☐	☐	☐

Accepts supervisory feedback appropriately	☐	☐	☐	☐
Seeks out supervision appropriately	☐	☐	☐	☐
Submits written assignments within specified deadline	☐	☐	☐	☐
Communicates effectively				
Written	☐	☐	☐	☐
Oral	☐	☐	☐	☐
Demonstrates appropriate sensitivity to non-behavioral providers	☐	☐	☐	☐
Supervisee self-detects personal limitations	☐	☐	☐	☐
Supervisee self-detects professional competency limitations	☐	☐	☐	☐
Readily acquires behavior-analytic skills	☐	☐	☐	☐
Overall evaluation of supervisee performance during supervisory period.	☐	☐	☐	☐

Supervision Performance Score:

Practicum student continues to meet criteria for Practicum site

(circle one): S NI U

Other notes or comments:

Signature of Supervisee: _____

Signature of Site Supervisor: _____

Official Position/Title of Supervisor: _____

Contact Information of Supervisor: _____

Evaluation of Site Supervisor

To be completed by Practicum Student at the end of the semester

Supervisee: _____

Site of Practicum: _____

Site Supervisor: _____

Date: _____

Duration of Supervision: _____

Please rate the following in regards to the Site Supervisor's Performance: (1) never, (2) seldom, (3) some of the time, 50-50, (4) most of the time, (5) always

Item #	Feedback Statement	Rating
1	Performance expectations were clear, reasonable, and accomplishable.	
2	I received clear direction and instruction as needed to conduct fieldwork.	
3	I received useful responses to my questions and requests for help.	
4	My supervisor kept appointments and responded timely to my requests.	
5	I have had sufficient individual supervision time with my supervisor.	
6	My supervisor interacts with me in a respectful and professional manner.	
7	I receive a sufficient amount of feedback on my fieldwork.	
8	Feedback on my fieldwork is consistent, fair and accurate.	
9	My supervisor focuses on clear growth areas during meetings.	
10	I have received sufficient corrective feedback to improve and refine my ABA performance.	
11	My supervisor reinforces good performance.	
12	I feel comfortable and free to interact with my supervisor in an honest and constructive manner.	
13	My supervisor provides the necessary resources for me to be able to act on the feedback provided.	
14	My supervisor reviews monthly hour requirements with me and clarifies what fieldwork activities counts as (a) restricted, and (b) unrestricted hours.	
15	My supervisor conducts regular observations of my direct implementation of behavior analytic interventions during my fieldwork activities.	
16	I have confidence that my supervisor's advice and direction is consistent with the principles of ABA, Professional and Ethical Compliance Code, and within his/her area(s) of defined competence.	
PLEASE COMMENT ON ITEMS THAT ARE RATED 0-4. INCLUDE SPECIFIC SUGGESTIONS FOR IMPROVEMENT		

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 Practicum Student?

☐ **Yes** ☐ **No**

Other notes or comments:

Signature of Supervisee: _____

- *This evaluation will only be used for Mount MSABA purposes. This information will remain confidential*