



Master of Arts in Applied Behavior Analysis
Fieldwork supervision agreement between

_____ and
Supervisee

Name of BCBA field supervisor	Role (individual or group supervision) and primary setting (name of organization).
_____	_____
_____	_____
_____	_____
_____	_____

(An additional page may be attached for field supervisors added at a later time)

for the supervision of behavior-analytic services and activities in the supervisee’s field placement experience through **William James College**.

This agreement is effective on _____ and remains in effect until _____ unless terminated by either of parties identified above.

At minimum, behavior-analytic services refers to those activities that are described in the following documents:

1. Fourth Edition Task List published by the Behavior Analyst Certification Board (BACB).
2. The Professional and Ethical Compliance Code for Behavior Analysts.

Responsibilities and Agreements

1. The individual field supervisor agrees to serve as the primary, responsible supervisor for experience completed as part of the supervisees enrollment in field experience with William James College.
2. The supervisee agrees to begin accumulating experience hours only after having attended their first class towards completing the BACB’s requirements for certification.
3. All parties agree to adhere to the most recent version of the BACB’s Experience Standards that is applicable to the supervisee’s education and experience.
4. All parties agree to adhere to the most recent version of the BACB’s Task List (or other similar guidance document) that is applicable to the supervisee’s education and experience.

5. All parties agree to adhere to the most recent version of the BACB's Professional and Ethical Compliance Code for Behavior Analysts that is applicable to the supervisee's education and experience. This is also applicable to interactions during supervisory meetings, observation periods, and written correspondence. Privacy will be respected and interruptions avoided.
6. All parties agree to participate in the supervisory process to ensure a high-quality, efficient, and productive supervisory experience. This includes, but is not limited to, active listening and participation, adequate preparation for supervisory meetings, and appropriate preparation for any required observation periods.
7. The supervisor may assign specific activities for the supervisee to complete throughout the course of supervision (e.g., readings). The supervisee agrees to complete assigned activities prior to supervisory meetings in which they will be discussed. The supervisor agrees to provide adequate time for the completion of assigned activities.
8. The supervisor will provide specific feedback throughout the supervisory experience for the supervisee to identify strengths, needs, and progress towards identified goals. Feedback will be documented and be provided to the supervisee.
9. A systematic and formal review of the supervisory experience will be conducted every 2 months for the supervisor and supervisee to review goals, progress towards those goals, and the process-to-date. Adjustments will be made as needed to ensure mutually reinforcing and productive supervisory experience. An early termination of this agreement may be discussed if the supervisor or supervisee feels that unsatisfactory progress is being made.
10. All parties agree to meet in a mutually accepted context/format (with the exception that group supervision fulfilled through the college's Practicum Seminar are scheduled only for on-campus meetings according to the course schedule). Other meetings may consist of meetings conducted a) in-person, b) via webcam, or c) via phone. The context and format of meetings will be arranged and confirmed before each meeting.
11. All parties agree to the standard details of supervisory meetings, such as the time, location, and expected duration. The characteristics of each meeting will fall within the minimum guidelines established by the BACB for the experience type (e.g., see the current Experience Standards).
12. The supervisory period is **1 month** per the BACB's guidelines for an Intensive Practicum. The supervisory period may not be altered without prior approval to change the experience category. This may only be done in a consultation meeting including, at minimum, the Program Director, BCBA Fieldwork supervisor, and supervisee.

13. A minimum of **8 separate meetings will be conducted per supervisory period** per the BACB's guidelines for an Intensive Practicum and the individual field supervisor is responsible for fulfilling no less than 50% of the total supervision provided within a supervisory period.
14. Supervisee's are responsible for determining the amount of supervision that is required to meet the requirements for their total experience in each supervisory period. Also, supervisee's are responsible for ensuring their total amount of group supervision obtained during practicum seminars does not exceed the amount of individual supervision obtained within that same supervisory period. Field Supervisors should provide assistance and guidance to their supervisee on these items as needed or refer them to an appropriate resource (e.g., the MA in ABA Program Director).
15. Supervisees must enter all required information documenting critical aspects of their experience on forms required by the BACB **and** by William James College. All parties understand that these are updated as required and may change throughout the experience.

Forms/documents required by BACB include:

- a. The Experience Tracker.
- b. The Monthly Experience Verification Form (Monthly EVF) for multiple supervisors at one organization.
- c. The Final Experience Verification Form (Final EVF) for multiple supervisors at one organization.

Forms/documents required by William James College include:

- d. Monthly Experience Log (WJC).
- e. Supervision Contact Form (WJC).

The experience tracker **and** supporting documentation should be reviewed at supervisory meeting, minimally once per month.

16. Meetings between supervisors and the supervisee will account for at least 10% of the total hours spent in the ABA-training site that qualify as acceptable experience. Additional meeting time may be counted as unrestricted experience if deemed acceptable experience by the BCBA supervisor. Therefore, any time spent in a group-supervision context that exceeds the duration of individual supervision during the supervisory period may be allocated towards non-supervisory unrestricted activities.
17. If an individual supervision meeting is cancelled by any party, all parties will do their due diligence to attempt to make-up that meeting within the supervisory period (e.g., an alternative time, context, or format may be mutually agreed upon).

Due to restrictions of space, practicum seminar classes cannot be made-up. If a practicum seminar class is cancelled by the instructor or missed by the supervisee, it is the responsibility

of the supervisee to request and schedule a make-up (if needed) with his/her individual supervisor. The individual supervisor will make a best-effort to accommodate the supervisee.

Supervisory meeting time that is missed within one supervision period cannot be made up in a separate supervision period.

18. A **Monthly Experience Verification Form** for multiple supervisors at one organization will be completed by the supervisee at the end of each supervisory period. The supervisee may be required to provide documentation supporting the information provided on the Monthly EVF to the field supervisor and/or Program Director upon request. The responsible supervisor will provide an original signature on the form to be retained by the supervisee. A copy of the form will be provided to WJC.
19. The supervisee will complete a **Final Experience Verification Form** at the conclusion of this agreement between the supervisors and supervisee. This form will include all experience hours that have been completed in a **satisfactory** manner at the end of each monthly supervisory period. Hours that are considered unsatisfactory will not be included in the calculation of total hours under the supervisor.
20. If the supervisee receives direct supervision by another person (e.g., an employer, a parent, other clinician) for the same activities that are to be supervised within this agreement it is the supervisee's responsibility to immediately notify all parties supervisor of any potential conflict between the supervisory experience and other mandates/policies/instructions.

In the event of conflicting guidance or instructions, the WJC field supervisor will provide a recommended course of action for the supervisee. The supervisor will be willing to discuss recommendations with the supervisee's employer as needed and as appropriate.

RELEASE AND INDEMNIFICATION

Supervisee agrees to release, defend, indemnify, and hold harmless William James College, 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 and supervisee shall be jointly responsible for ensuring that clients have consented to the observation of services delivery and sharing of confidential client information.

All parties agree to the stipulations specified above:

Supervisee (Print)

Date

Supervisor (Print)

Date

Supervisor (Print)

Date

Supervisor (Print)

Date

Supervisor (Print)

Date

Supervisor (Print)

Date