

**Saint Louis University  
School of Social Work  
MSW ABA and MS ABA  
Field Education  
Policy and Procedures Manual**

**2024-2025**

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## FIELD EDUCATION FACULTY AND STAFF

Wendy DuCasse, MSW, LCSW  
Director of Field Education  
Assistant Clinical Professor  
Tegeler Hall, 216  
(314) 977-2723  
Wendy.DuCasse@slu.edu

Melania Nichols  
Field Education Administrative Asst.  
Tegeler Hall, 200E  
(314) 977-2724  
melaina.nicolas@slu.edu

Beth Barrett, MSW, LCSW, CDFT  
Associate Clinical Professor  
Field Liaison  
Tegeler Hall, 305  
(314) 977-2532  
beth.barrett@slu.edu

Gabriel Carrillo, DSW, MSW  
Associate Clinical Professor  
Field Liaison  
Tegeler Hall, 213  
(314) 977-2717  
gabriel.carrillo@slu.edu

Kristi S. Richter, MSW, LCSW, CDFT  
Director, MSW Program  
Assistant Clinical Professor  
Field Liaison  
Tegeler Hall, 200  
(314) 977-2738  
kristi.richter@slu.edu

Heather Lewis, MSW, Ed.S., BCBA  
Assistant Clinical Professor  
Field Liaison  
Assistant Director, Field Program  
Tegeler Hall, 211  
(314) 977-2712  
heather.l.lewis@slu.edu

Jenny Deutsch, MSW, LCSW  
Adjunct Assistant Clinical Professor  
Field Liaison  
Tegeler Hall, Room 215  
(314) 977-3359  
jenny.deutsch@slu.edu

Rachel Crowe, MSW, LCSW  
Adjunct Assistant Clinical Professor  
Field Liaison  
Tegeler Hall, 215  
(314) 977-3359  
rachel.crowe@slu.edu

#### OFF-SITE LIAISONS

Melissa Morgan, MSW, LSCSW  
Adjunct Field Liaison  
SLU MSW @ Avila University  
(816) 501-3650  
Melissa.morgan@slu.edu

Sev Kolysko, MA, MSW, LICSW  
Adjunct Field Liaison  
SLU MSW @ Elms College  
623-202-8243  
Sev.kolysko@slu.edu

Jami Curley, PhD, MSW  
Adjunct Field Liaison  
SLU MSW @ Lourdes University  
(419) 824-3708  
Jami.curley@slu.edu

Keshan Williams, PhD, MSW, LSW, LCDCIII  
Adjunct Field Liaison  
SLU MSW @ Xavier University  
(513) 642-9951  
Keshan.williams.1@slu.edu



- 1. To use knowledge, values, and skills in generalist social work practice.*
- 2. To use knowledge, values, and skills in advanced social work and applied behavior analysis practice.*
- 3. To contribute to the advancement of knowledge of the professions.*
- 4. To use skills, talents, and time in pursuit of social justice in the community.*

**III. MASTER OF SOCIAL WORK (MSW) AND MASTER OF SCIENCE**

- Functionally analyze the behavior of social work and/or behavior analytic clients within their social context.
- Conduct all tasks on the BACB™ Test Content Outline (6<sup>th</sup> ed.) to competency as defined in the supervision contract

## 2) Community and Organization Concentration

- Provide leadership in a variety of roles in community and organization practice.
- Uses codes of ethics and human rights principles to guide practice with communities and organizations.
- Approach community and organizational planned change using logical, scientific and theoretical frameworks.
- Demonstrate culturally competent practice with communities and organizations.
- Use research and professional expertise to improve practice with communities and organizations.

## 3) Clinical Concentration<sup>1</sup>

- Demonstrate professional behavior consistent with social work values and ethics in clinical practice.
- Develop competence in working with diverse families and performing a bio-psycho-social-spiritual assessment.
- Use evidence-based social work practice process in clinical work with individuals, families, groups, and larger systems.
- Use policy practice approaches to advocate for social policies that enhance clients and clinical service delivery.
- Use research and clinical expertise to evaluate client, practice, and program outcomes.

## IV. MSW ABA and MS ABA PRACTICUM CURRICULUM

### ***A. Generalist Foundation Practicum 300 hours-SWRK 5821 (MSW Students only)***

#### Description

The Generalist Foundation Practicum provides for skill development in generalist social work practice. The competencies and behavioral indicators focus on students gaining generalist skills through learning opportunities involving micro, mezzo and macro practice. This practicum serves as the basis for subsequent advanced practice concentration practica.

#### Prerequisites & Requirements

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<sup>1</sup> Students pursuing the dual degree of MSW-MS ABA will follow criteria noted for clinical concentration as well as those requirements set forward in the ABA Field Handbook for ABA-specific students, regardless of degree.











practicum courses. The Faculty Liaison is ultimately responsible for the grading of the practicum. The Faculty Liaison provides the on-going linkage between the student, agency, and school. The Faculty Liaison has the following key roles:

- 1) Planning:** In planning, Faculty Liaisons meet and assist students in preparing and planning for practica through reviewing the practicum process, reviewing resumes, practicing interviewing skills, and providing referrals on possible practicum sites that meet the students interests and learning needs. The Faculty Liaison will also work with the Director of Field Education in approving any new practicum sites, Field Instructors, or place-of-

#### ***D. Role of Field Instructors***

Field Instructors that are approved for field instruction for students have agreed to the following:

- 1) Partner with the School of Social Work to serve as a Field Instructor.
- 2) If applicable, verify that they have a Master of Social Work degree from a CSWE-accredited school by completion of a profile in the St. Louis Field Education Collaborative Database.
- 3) Verify that they have a BCBA and are approved to provide supervision through the BACB
- 4) Verify that they have at least two years of successful practice in social work and/or ABA following their MSW and/or BCBA accrual
- 5) Verify their employment history at the agency for at least one year through the profile.
- 6) Serve as a teacher, mentor, and supervisor for students.
- 7) Meet with the student for a minimum of one hour per week of face-to-face supervision for social work, or meet the SLU and BACB requirements for ABA supervision
- 8) Commit to completing the Field Instructor Certification Program as a new Field Instructor within a two-year period (not applicable for BCBA supervision).
- 9) Demonstrate ethical practice and be in good standing with the professional community.
- 10) Provide a quality learning experience appropriate to the student's level in practicum.
- 11) Assist in development and approval of the student's learning agreement.
- 12) Perform timely final evaluation and grade recommendation at the end of the student's practicum.
- 13) Contact the Faculty Liaison at anytime for concerns or resources.
- 14) Nominate students for "Outstanding Practicum Student" when indicated.
- 15) In the rare situation where the Field Instructor is not "affiliated" with the agency, the agency is required to provide permission and support for an outside MSW or BCBA to provide field instruction.

#### ***E. Field Instruction Certification Program for New MSW Field Instructors***

Saint Louis University partners with Washington University in St. Louis and University of Missouri-St. Louis (UMSL) as members of the "St. Louis Field Education Collaborative." The Collaborative provides the on-going database of approved practicum agencies and Field Instructors and provides orientation and advanced education sessions for Field Instructors to become "Certified Field Instructors." This training is designed to provide an on-going focus on the provision of quality field instruction for students in the St. Louis metropolitan and nearby communities. All newer Field Instructors (since 2007) are required to complete these sessions within a two-year period. <http://www.fieldedu.com/>

*F. Role of Task Instructors (MSW) or Secondary Supervisors (BCBA)*

A Task Instructor is an agency-based professional who typically has a master's degree in another field or has a Master of Social Work, but is not yet eligible to serve as the MSW Field Instructor. In some instances, Task Instructors may meet the qualifications to be a Field Instructor, but they may assume a Task Instructor role, such as in larger organizations and hospitals. Task Instructors serve as day-to-day supervisors and, in conjunction with a MSW Field Instructor, will assist and approve the learning agreement, participate in the mid-semester visit, and perform the final evaluation. Task Instructors are also invited to the St. Louis Field Education Collaborative's orientation and education sessions, but are not required to attend.

A secondary supervisor for the ABA task list is a supervisor who has read and agreed to the requirements of a secondary supervisor on the SLU approved ABA Supervision Contract and who provides supervision and feedback for less than 50% of the supervision experience.

*G. Role of the Director and Assistant Director of Field Education*

The Director of Field Education is responsible for the development, management, and evaluation of the practicum operations of the School of Social Work. The Director fulfills these roles through the following responsibilities. In cases where the Director cannot fulfill the duties listed below, they may also be assigned to the responsibilities of the Assistant Director of Field Education:

- 1) Structure the practicum program in concert with the School's mission and Curriculum.
- 2) Arrange for notification to students and Field Instructors of the time frames and deadlines for requesting and confirming practicum placements and for submitting a learning agreement with the Field Instructor.
- 3) Assign Faculty Liaisons to students for the planning, monitoring, and evaluation phases of practicum.
- 4) Support and monitor the activities of the Faculty Liaisons.
- 5) Participate with the St. Louis Field Education Collaborative for the orientation and educational programming, along with administration of the database.
- 6) Relate to community agencies affiliated with the School of Social Work as practicum sites.
- 7) Promote the development of and approval of new practicum sites.
- 8) Monitor the quality of learning experiences offered by practicum sites.
- 9) Oversee the development of policies and practices for practicum operation.
- 10) Serve as a member of relevant school committees such as program assessment.
- 11) Serve as voting member of the BSSW and MSW Program Committees.
- 12) Approve practicum placements at the student's place of Employment.
- 13) Review and supervise revision of practicum forms including learning agreements and evaluation instruments.
- 14) Assure that the practicum program meets BACB and CSWE guidelines.
- 15) When appropriate, pursue financial resources to support students in practica.

- 16) Network with local and national field education programs within schools of social work.
- 17) Oversee Google docs, Canvas, & on-line practicum management system.
- 18) Perform other duties as required to assure the smooth operation of the Practicum.

#### *H. Role of the Field Education Advisory Committee*

The Field Education Advisory Committee reviews and advises the Office of Field Education on issues related to practicum policies, to include site and Field Instructor criteria, evaluation of students and Field Instructors and Integrative Seminar content. Membership, appointed by the Director, includes: the Director of Field Education, Faculty Liaisons, one tenure-track faculty member, Field Instructor representatives from the BSSW program and each of the MSW advanced practice concentration areas and a minimum of one student representative each from the BSSW and MSW programs. The Field Education Advisory Committee meets a minimum of one time each semester and reports its ongoing work to the appropriate curriculum committees.

#### *I. Role of the Faculty Advisors*

The Faculty Advisor provides a supportive role to the field education component of the student's curriculum. The MSW or MS ABA Advisor assists MSW students in registering for the appropriate practicum using the section number of the assigned Faculty Liaison and the appropriate Integrative Seminar, when needed. Advisors also can help students to take courses that would best prepare them for the specific practicum they are planning.

## **VI. PRACTICUM REQUIREMENTS FOR DUAL DEGREE PROGRAMS**

The practicum requirements for the eight dual degree programs (listed below) are described in the MSW Field Handbook. The MSW ABA program has both a concentration and a dual degree pathway. ABA Concentration students do not graduate with a dual degree, rather it is a dual-credentialing program, however the student is earning an MSW degree only, not a second degree.

- Master of Social Work/Master of Applied Behavior Analysis (MSW/MS ABA)
-

remaining are described in the MSW Field Handbook: Three of the practicum experiences that fulfill the degree requirements for both ABA and Social Work degrees will be shared. The focus of this shared practicum experience must address social work and behavior analytic activities. While activities can be shared, two learning agreements will be



weekly. Total practicum hours must be at least 1275 hours<sup>10</sup> (*minimum*) across the four semesters (1500 for MS ABA students who have a fifth semester) in order to meet BCBA® requirements. Other parameters include supervision occurring six times monthly, and at least one direct observation supervision experience.

**B.** Review of all requirements can be found in the ABA Field Manual and is reviewed in seminar classes.

In addition to on-site practicum activities, five hours each week conducting research or practice with an ABA faculty member is required while enrolled in practicum when a tenure-track faculty role is filled at the University. A one-hour lab meeting may also be required, for a total of 6 hours weekly practicum time. This time commitment is included within the practicum hour requirement. This research practicum is based on need and if there are no active projects or all projects are full, a research practicum will not be required. Active practicum expectations will be announced via the Practicum and Seminar Canvas page for ABA programs.

Students must receive distinct and separate supervision for each field (social work, applied behavior analysis) they are practicing. While the supervisor may be the same person (who meets criteria), time should specifically be reserved for reflection and evaluation of the work completed for each respective field practiced. The following parameters are set forward for each field:

**ABA/BCBA Supervision Activities:**

- Supervisee (student) and ABA supervisor(s) will meet at least (collectively) 6

- Supervision may be conducted in a small group for no more than half of the total supervised hours, per BACB standards. The rest of the hours of supervision must be conducted as direct one-to-one supervision.

**MSW Supervision Activities:**

- Supervisee and supervisor(s) will meet at least once weekly for one hour in a 1:1 setting.
- If the student is completing a research practicum, they must review these activities with their MSW supervisor to ensure they maintain social work practices within this experience.

*C. Counting of Hours While “On Call”*

When the practicum involves the student to be “on call,” and carry a cell phone, the student may only count the time that she/he is actually engaged in client work and paperwork associated with the client interaction. Students should keep careful records of their time spent on-task while “on call.” Students should always have a supervisor or staff member available for consultation while “on call.”

*D. Total Practicum Hours*

**MSW Degrees:**

- Students in the Clinical and Community & Organization concentrations are required to complete a total of 900 clock hours of practica. Students in the Applied Behavioral Analysis concentration must complete 1275 clock hours of practica (not including a 300-hour foundation experience, if required). A student may receive advanced standing for the professional foundation practicum based on prior undergraduate achievement in a CSWE-accredited social work program. Students receiving advanced standing credit for their BSSW practicum complete two practica (600 hours), rather than three (900 hours) with the exception of students in the Applied Behavioral Analysis program, who will complete 1275 hours. Note: after four semesters of practica, students will receive 1275 hours of the 1500 BACB ® required experience hours. Students may work additional hours within their semesters, or work up to 225 hours additional following graduation, to complete these remaining hours.

**MS ABA Degree:**

- Students in the Applied Behavior Analysis concentration must complete 1500 clock hours of practica.

*E. Two-Semester Concentration Practica*

Across the 4-5 different semesters of practicum for MSW ABA or MS ABA students, it is recommended that they use at least 2 sites and/or 2 different Field Instructors/supervisors. Please plan with your Liaisons to ensure the best possible learning experience. MSW Students are required to take their two-semester concentration practica at one site for social work competencies.

Block practica are offered occasionally in other MSW concentrations, but are not available for MS ABA or MSW ABA students.

**F. Recording Practicum Hours**

Students must record their hours and learning activities at practicum in Tevera. Each semester, students will submit their practicum and supervision hours to their Field Instructor for approval via Tevera and at the end of each semester will attest to their final hours through the Tevera platform. ABA students should be mindful to monitor restricted vs. unrestricted activities as well as monitoring of group vs. individual supervision (group supervision is limited to 50% of total ABA supervision experience) Time spent in activities that count toward the total required hours are those that generally would count as employment activities. Examples of activities for which students would not be able to count their hours include meals taken out of agency, traveling to and from the practicum site, and after-hour social events associated with the practicum. Practicum hours may be counted for time conducting research or working on projects that are performed off-site, but must be limited to 30 hours or less of the 300 hours required for one practicum. In addition, any off-site work must have products or an outcome related to a learning objective (See "Off-Site Practicum Activities" section below) and be approved by the Field Instructor in advance. **If the student has not confirmed their practicum site with the Faculty Liaison, the students should not be completing any practicum-related activities. Note that any hours completed before a practicum site has been confirmed will not be counted. Students in ABA concentration must also have a SLU Supervision Contract completed and signed before counting hours.**

**G. Academic Credits**

For successful completion of practica and seminar experiences, the following credits will be designated for students in MSW ABA concentration or MS ABA degree-seeking program:

Course

Course Title

Credit

Students in Com/Org Concentration Practicum or Clinical Concentration Practicum should refer to the School of Social Work Field Handbook located on the

### *J. Practicum Planning*

Each practicum must be requested on the Field Education page of the School of Social Work site, using the “Request for Practicum” link for MSW-ABA concentration students who do not have accelerated or advanced-standing status. MS-ABA and MSW ABA concentration students with advanced-standing or accelerated status must reach out to the assistant field director who oversees ABA practicum to begin planning practicum. Each practicum must also be confirmed, via the “Confirmation of Practicum” link provided by the Faculty Liaison in the **preceding** full semester prior to beginning a practicum. Deadlines for confirmations will be established by the Office of Field Education. During the orientation process, students will be provided with information regarding access to the School of Social Work site. Students will be required to update their résumés, develop a cover letter, and review interviewing skills in pursuing a practicum. Faculty Liaisons, along with the Director of Field Education, have the discretion to determine the readiness of a student for Practicum. If student has not confirmed his/her practicum site with the Faculty Liaison, hours may not be counted.

### *K. Evening and/or Weekend Practica*

Students who need evening and weekend practica hours due to employment or other responsibilities benefit from starting the practicum planning process as early as possible in the semester preceding the intended practicum. Some sites offer evening and weekend hours in addition to day hours for practicum learning opportunities. However, fewer agencies offer solely evening and /or weekend hours supervised by an eligible Field Instructor than those that offer day hours or a combination of day and evening/weekend hours. Students are encouraged to explore the extent to which their schedule can be flexible and to share their schedule constraints with their Faculty Liaison in the planning process.

MSW and ABA supervision must be available during this time, although the supervisors do not need to be at the site every hour that the student completes hours. However, some staff must be available on site for student consultation when the student is completing hours.

### *L. Integrative Practice Seminars*

Students enrolled in practicum in any program within the ABA program must enroll concurrently in the respective Integrative Seminar. The seminars meet four or five times throughout the semester for three hours each session.

The purpose of the seminar courses is to provide an opportunity for students to integrate theoretical constructs and information gained in the classroom with the application of social work and behavior analytic practice. In addition, the seminars are designed to:

- 1) Provide additional integration of coursework and daily practice;
- 2) Enhance student’s knowledge and skill base through peer sharing;





	meetings with their supervisors for how to improve this performance.	
SWRK 5823/ABA 5827	<ul style="list-style-type: none"> <li>• 30/35 Test Content Outline (6<sup>th</sup> ed) <i>and</i> supplemental tasks must earn a score of “4” or better.</li> <li>• Tasks must be different from previous semesters.</li> <li>• The remaining five tasks may have a score of “3”.</li> <li>• Any task in addition to those met to the above mentioned criteria may have a score of “1”, “2” or “3” with no penalty</li> <li>• Professional Behaviors: 6 of the 8 must earn a score of a “4” or “5”. The remaining 2 may earn a score of a “3”, but students should have meetings with their supervisors for how to improve this performance.</li> </ul>	an average score of less than 3.00 on a student’s final practicum evaluation results in an “unsatisfactory.”
SWRK 5824 / ABA 5828	<ul style="list-style-type: none"> <li>• 30/35 Test Content Outline (6<sup>th</sup> ed) <i>and</i> supplemental tasks must earn a score of “4” or better.</li> <li>• The remaining five tasks may have a score of “3”.</li> <li>• In semester 3, 4 and 5, all tasks on the last must maintain a “3” or higher.</li> <li>• Professional Behaviors: 6 of the 8 must earn a score of a “4” or “5”. The remaining 2 may earn a score of a “3”, but students should have meetings with their supervisors for how to improve this performance.</li> </ul>	NA
ABA 5116	<ul style="list-style-type: none"> <li>• The identified targets of 30 tasks outlined on the Learning Agreement must “meet expectations” by the definitions written.</li> <li>• Professional Behaviors: 6 of the 8 must earn a score of a “4” or “5”. The remaining 2 may earn a score of a “3”, but students should have meetings with their supervisors for how to improve this performance.</li> </ul>	NA
ABA 5118	<ul style="list-style-type: none"> <li>• The identified targets built into the project outlined on the Learning Agreement must “meet expectations” by the definitions written.</li> <li>• Professional Behaviors: 6 of the 8 must earn a score of a “4” or “5”. The remaining 2 may earn a score of a “3”, but students should have meetings with their supervisors for how to improve this performance.</li> </ul>	NA

If a student is unable to complete practicum hours during the regular semester hours due to extenuating circumstances, the Faculty Liaison has the discretion to approve an extended period of time for the student to complete practicum. This request must be approved by the site/Field Instructor and discussed with the Faculty Liaison prior to the end of the semester. If the Faculty Liaison approves extended time, a grade of “In Progress” (IP) will be submitted when grades are due. The “IP” grade will be changed to “satisfactory” or “unsatisfactory” upon completion of the prade cu. Th ad tfi





**Transporting Clients:** If transporting clients is a common practice in their duties as a practicum student, students should make their Faculty Liaison aware. Students must be provided with properly installed car seats and booster seats by the practicum site when transporting clients for whom child passenger safety laws apply. Students should not transport clients for whom carseats and boosters are necessary by state law but are not provided by the practicum site. If students are asked to do so, they should notify their Faculty Liaison. In the event the Faculty Liaison is not available, the student should then contact the Director of Field Education. Students required to transport clients for practicum activities should clarify liability issues with their personal auto insurer and their site. Students must have at least the current amount of automobile insurance required by state law. If an accident occurs in a student vehicle, the student's insurance would be the primary insurance, and the student would be responsible for the deductible. The University provides secondary insurance.

*V. Agency Reimbursement for Student Services*

***Y. Supervision Contract Deadline***

Also required by the BACB, this document maps out the specific expectations of both parties for each semester the student/supervisee is in practicum. There are activities and requirements that align with the BACB, as well as SLU-specific requirements. This must be signed by the BCBA supervisor and student prior to the accrual of any hours and must be reviewed and signed *each new semester* and uploaded to Canvas. This must be completed by both MSW ABA and MS ABA students.

Since different semesters have different themes/goals, it's critical that students pay attention to the titles of the documents they're completing.

***Z. Learning Agreement(s) Deadline***

Learning Agreements are the central focus for students in developing practice behaviors and developing competence for both social work and applied behavior analysis. These are important as they are the basis for the practicum final evaluation, record your

settings.

**BB.**        *Criminal Background Check*

Practicum sites may require criminal background checks on students before they are allowed to begin their practicum. In particular, The Joint Commission on Accreditation of Healthcare Organizations requires any student completing a practicum or internship at a healthcare facility (to possibly include mental health agencies, long term care facilities, and other non-hospital settings) to have a criminal background check prior to acceptance and starting their hours. Depending on the type, number, and other factors, completion of a criminal background check can require as long as six weeks. For many agencies, **students will not be allowed to start until they have this on file at the agency.** If not done in advance of the intended start date, a significant delay could occur.

The criminal background check may be conducted through the Human Resource Department of the practicum site, as the department may have these procedures in place for prospective employees and volunteers. The cost of background checks conducted through agencies for students may either be paid by the agency or the student may be responsible for the cost. If the agency is unable or unwilling to conduct the check, the student will be responsible for securing and paying for the criminal background check.

Drug Test

Some practicum sites require drug testing. For a fee, drug testing can be obtained at the Student Health Services, Marchetti Towers (East). For more information, call (314) 977-2323.

**CC.**        *Verification of Health Records*

Students are responsible for any verification of health records, proof of immunizations or a Tuberculosis test that is required by a practicum site. Since students are required to submit this document to SLU Student Health Services, they can obtain a copy from them as well as obtain any new testing required.

**DD.**        *Lobbying Activities*

Students who engage in formal lobbying activities as a part of the practicum experience should discuss with the Field Instructor and her/his Faculty Liaison the issue of registering as a lobbyist with the appropriate governmental entity. If the student and Field Instructor determine that registration is appropriate, the student must register as a lobbyist with the practicum agency (not Saint Louis University). It is the responsibility of the student and the agency to comply with all laws and regulations relevant to lobbying.

**EE.**        *Sharing Sensitive Information*

The Office of Field Education and the Faculty Liaisons will not share any sensitive

information without the student signing a release of information. The Faculty Liaison may share relevant or helpful information to a Field Instructor or practicum agency such as student name and that they will be contacting for an interview, level and/or concentration, and semester desired. Generally, Faculty Liaisons encourage and assist students in being able to share any sensitive information themselves directly to Field Instructors. Faculty at the school are bound by FERPA (Federal Educational confidentiality guidelines) so cannot respond to all questions posed by outside field persons (including family members). Faculty can share information with a student's adviser.

***FF. Safety and Security of Student in Practicum***

Safety of students in field is a priority for the Office of Field Education. While the University does not wish students to be protected from the realities of professional practice, immersing students in the realities of practice can also expose them to safety and security risks. The University and practicum agencies must partner to reduce risks to students in practicum. Many practicum students have safety and security concerns as they enter the field practicum. If not addressed, concerns about personal safety can significantly impact learning opportunities in the practicum. Field Instructors and practicum sites, when applicable, should:

- 1) Discuss safety and security matters with students at the placement interview or at the outset of the practicum. Information about the prevalence of or potential for violence while conducting practicum activities should be relayed to the student.
- 2) Explain and enforce agency safety protocols with students, including building and office security, emergency procedures, management of violent clients and home visit safety procedures (NOTE: students are expected to follow agency rules regarding the necessity of home visits and home visit protocol).
- 3) Provide a tour of the surrounding neighborhood or areas in which the student may work and address concerns students may have regarding work in the community.
- 4) Allow students to observe staff engaged in the work for which the student is preparing.
- 5) Allow students to be observed while engaged in learning activities.
- 6) Link students with agency-provided security resources (e.g., safety training, cellular telephones, beepers).

The following types of activities warrant special concern and, therefore, should be discussed with the Faculty Liaison and the student prior to the assignment:

- 1) Transportation of clients in the student's private vehicle;
- 2) Transportation of a client with a recent history of violent behavior;
- 3) Treatment of a client with a history of violence toward the staff;
- 4) Work in the agency at times when or in areas where other staff is not present.

Any incident or injury involving the student should be reported immediately to the Faculty Liaison.



Instructor must agree to assist with ensuring the job responsibilities are integrated into new learning opportunities. Documentation of this work must be completed weekly, along with documentation of separate paid work time activities and how new learning occurred.

- 2) A Field Instructor that:
  - a. meets all of the usual requirements for a Field Instructor;
  - b. a person other than the student's employment supervisor.
- 3) Students will discuss possible place-of-employment opportunities with the Faculty Liaison and initiate the completion of the "Place-of-Employment" form. The completed form is agreed upon and signed by the student, Field Instructor, employment supervision, Faculty Liaison, and Director of Field Education. Students will negotiate an outcome from the experience (e.g., project, log, etc.) with the Field Instructor and Faculty Liaison.
  - a. Place of employment practicum will require multiple check-ins and/or documentation for working hours where practicum was completed.
- 4) By completing a Place of Employment practicum, both student and Field Instructor acknowledge and accept risks associated with doing so, particularly the implications of termination of employment or practicum due to performance. When a termination of employment occurs and it is a Place of Employment practicum experience, the student must follow the procedure outlined in this manual in Section N, entitled "Problems in Practicum/Termination of Practicum"

The practicum arrangement must be approved by both the Faculty Liaison and the Director of Field Education.

## *II. Liability Coverage*

The practicum agency may have established policies regarding liability coverage for student travel and practice. As these policies vary within the community, students are strongly encouraged to address and clarify these issues prior to the acceptance of a practicum. Saint Louis University provides up to \$1,000,000 in professional malpractice insurance coverage for each occurrence. Students may also elect to purchase individual malpractice coverage at their own expense through the National Association of Social Workers Insurance Trust (800/638-8799 ext. 387) or another insurance carrier. Students may contact any Faculty Liaison for more information about individual coverage options. The University can provide verification to the agency of such coverage.

The University does not provide automobile liability coverage. **Students who will be using their personal vehicle for agency business should negotiate automobile coverage with the agency at the time of the interview.**

***JJ. Reimbursement to Agency***

Students are responsible for reimbursing the practicum agency should any loss, damage or breakage of equipment be caused by the student's misuse of equipment.

***KK. Distance/International Practicum***

MSW ABA and MS ABA students may consider practicum experiences that are out of the greater St. Louis area, away from their home community and/or in some cases outside the United States. Students interested in a distance practicum are strongly encouraged to begin to work on this possibility **two semesters in advance** of the planned semester, as distance practicum arrangements involve more time to plan than traditional, local practica. The assigned Faculty Liaison will work with interested students to generate possible sites of interest and potential supervisors. Students are strongly encouraged to consider many factors in their decision to complete practica abroad, such as language skills, knowledge of culture, health and safety issues and professional goals.

Students interested in completing a practicum away from the St. Louis area or away from their home community must ensure the following:

- 1) The student has successfully completed the Foundation practicum in a setting that is within three hours driving distance from Saint Louis University to ensure an site visit



- 2) completion of a university sponsored HIPAA training; or
- 3) completion of a University-sponsored on-line HIPAA training.

**Students are not allowed to begin practicum until this requirement is complete.**

For more information, students may contact the Office of Field Education for more information at (314) 977-2724.

***NN. Harassment Policy***

Students are not to experience any harassment in the course of practicum. However, if it should occur, the student should contact the Field Instructor and Faculty Liaison immediately. Faculty Liaisons will follow the University's Harassment policy (<https://www.slu.edu/general-counsel/institutional-equity-diversity/pdf/harassment-policy.pdf>) in handling any reported harassment issues that occur in practicum. In addition, the student should contact the Field Instructor and Faculty Liaison immediately in the event of harassment so agency policy can be followed as well.

***OO. Compliance with the Americans with Disabilities Act***

The Americans with Disabilities Act (ADA) of 1990 extends and implements civil rights protections for disabled individuals on the basis of race, color, age, religion, sex, sexual orientation, national origin, veteran status or disability. Students requiring an accommodation related to a disability should contact the University Office of Disability Services to document the disability. The student is encouraged to inform the agency of the accommodations needed in the interviewing phase of practicum selection. In addition, the Faculty Liaison, as professor of record, will receive a copy of the accommodations. Students cannot request accommodations in the practicum agency without having registered with the SLU office of Disability Services.

***PP. Academic Credit for Life or Previous Work Experience***

In accordance with Council on Social Work Education policy, academic credit for life experience, volunteer experience, and/or previous work experience cannot be granted in lieu of the field practicum courses. The BACB does not accept field experience prior to the onset of courses.

Saint Louis University does not accept previous fieldwork towards practicum hours, even if the student has taken a different ABAI/BACB approved university course and collected formal supervision hours at a site previous to entering the program.

***QQ. Mandated Reporting***

As emerging social work

[http://www.childwelfare.gov/systemwide/laws\\_policies/statutes/mandam](http://www.childwelfare.gov/systemwide/laws_policies/statutes/mandam) and [https://dss.mo.gov/cd/pdf/guidelines\\_can\\_reports.pdf](https://dss.mo.gov/cd/pdf/guidelines_can_reports.pdf).

If a student suspects any form of child or elder abuse or neglect, they should inform their Field Instructor immediately. The school prefers that the Field Instructor in conjunction with the student make the mandated reporter call. This will be important as the student may have left the practicum before the investigation is completed.

**RR.**        *Conflict of Interest*

Students may not complete practicum in settings in which they have a family member who is a staff member (including owner of the agency), board member, current volunteer, or any other significant dual relationship. For further discussion, see Faculty Liaison.

**VIII. FIELD EDUCATION RESOURCE MATERIALS**

**A.** *Field Education Canvas page- The following information and materials are available:*

1)

### *B. Practicum Competencies and Behavioral Indicators*

The responsibility for authoring and approval of modifications to field education learning objectives is shared between committees charged with overseeing curriculum and the Office of Field Education. ABA-specific modifications are updated and modified through approval process with the ABA Program committee. Input for and approval of modifications must be gained from both prior to the implementation of the objectives. For the Office of Field Education, the Field Education Committee provides input and approval for any changes to practica for social work-focused experiences. ABA-specific changes is addressed via the ABA Program Committee.

## **X. SUPERVISION AND EVALUATION SUGGESTIONS**

Supervision is a vital part of a successful practicum learning experience. Students can suggest the following to their Field Instructors as way to plan for a strong practicum learning experience.

### **1) Orientation and Introductions**

A formal or informal orientation should include an introduction to:

- a. setting – physical facilities, parking, schedule, personnel, dress code, etc.
- b. policies and procedures – documentation, service delivery, reimbursement, communications, etc.
- c. agency and community resources
- d. introductions to staff, volunteers, professionals and support staff.

While orientation usually occurs most intensively during the first one or two weeks of placement, some types of orientation can be spread over the semester, such as sessions on the nature of specific presenting problems, background on pertinent client issues and other programs with which the student is not intimately involved.

### **2) Regularly scheduled, private supervisory conferences for at least one hour**

Field Instructors expect students to prepare for and bring an agenda to the supervision session, others prefer to structure the time for the student. The expectations for the quality of work vary widely among Field Instructors as well. Students benefit from very clear expectations that are communicated at the beginning of their practicum and reiterated if and when expectations change. Some of this is addressed for ABA supervision via the supervision contract, but format, style and other elements should be discussed.

- 5) **Immersion into work as early as possible in the placement** - The student should move from reading about the agency and observing others to actually practicing social work and behavior analysis as quickly as possible. For example, starting with assigning a piece of a larger assignment to the student that can be completed along with another staff member is a helpful beginning experience. This is particularly important for meeting the ABA tasks to competency, given their requirement for direct practice.
- 6) **Exposure to relevant and varied learning experiences** - The competencies and practice behaviors for a student's M a stue

Contract, both Learning Agreements, Monthly Experience Verification Forms, the Final Experience Verification Form, and Evaluation for their records. The student should also receive a copy of any other written performance evaluations that may be completed by the agency. Evaluative feedback should be discussed with the student to enable clarification and mutual agreement.

- 10) **Relevant reading** Reading relevant, peer-reviewed literature is required for MS ABA and MSW ABA students for the ABA portion of practicum. For social work, time can also be allotted during field placement for reading. Reading includes materials that

# University Academic Integrity Policy

Version:

Responsible University Official:

Version Effective Date:

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of integrity are essential to its very reason for existence. They also dignify and



Cheating is the use of unauthorized assistance to gain an advantage over others, and/or a failure to comply with any reasonable direction or instruction of an officer, employee or agent of the University relating to the conduct of a formal examination or assessment.

Cheating may include, but is not limited to:

Copy





Incidents that impact graduation may require an expedited time frame.

Incidents that impact course registration that dictates curricular progression scaffolding may require an expedited time frame.

**Prior to the Formal University Academic Integrity Process**

If an instructor is unsure if what they see constitutes an Academic Integrity Incident, they should discuss how to proceed with their chair, other administrator, or the DAI.

The course instructor communicates (in-person or in writing) with the student(s) regarding alleged Academic Integrity Incident(s).

- o Such communication should occur within a timely manner (not more than **10 University business days** from identification of alleged Incident).

If after communicating with the student the instructor determines there was no Academic Integrity Incident, based on a preponderance of evidence, or the occurrence is appropriate for (proper) 16.004 (i)-4.006 (at)4.006 (e)]T&T 0 6127o.rmic Integrit4.994 (.r)6.2E

The DAI works with the student to ensure compliance to sanction(s) (if applicable).  
The DAI enters sanction(s) into the University database of confidential and permanent records.

The DAI reports closure of case to the following (as applicable):

- o Student
- o Instructor of ~~code~~ ~~DAE~~
- o Associate DET ~~Q~~ 4C t

If the student wishes to speak privately with their advisor during the hearing, they may request a brief recess from the hearing.

[Appropriate FERPA (Family Educational Rights and Privacy Act) Waiver required.]

- o The student, instructor, and/or Academic Hearing Panel have the right to request witnesses in advance of the hearing. The Chair of the Academic Hearing Panel (in consultation with DAI) determines whether a witness is relevant to the hearing proceedings and may allow the witness to testify.

**Right of Appeal – New Evidence Appeal or Process Appeal to the Office of the Provost**

Parties involved in the academic integrity incident may appeal the decision of the Academic Hearing Panel to the DAI based only on either of the following grounds:

- o **New Evidence Appeal:** New evidence not available at the time of the Academic Hearing Panel Hearing, which would have a material impact on the case's determination.

The student may receive a lowered or failing course grade in the course in question. The student shall have the right to continue in the course without retaliation or penalty pending final resolution.

The student may be dismissed from their academic program/department after multiple incidents per the academic program/department dismissal policy if applicable.

Visiting students (including 1818) may be prohibited from participating in the program/opportunity.

The student may be suspended or expelled from the University.

The aforementioned sanctions may be accompanied by a requirement to participate in additional academic education support designed to prevent future Academic Integrity Incidents.

## 7.0 Historical Context

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