

**PEPPERDINE UNIVERSITY**  
**GRADUATE SCHOOL OF EDUCATION AND PSYCHOLOGY**  
M.S. Behavioral Psychology Program

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**Agreement between the**  
**QUALIFYING DEGREE PROGRAM, DIRECTOR OF FIELDWORK SETTING,**  
**SUPERVISOR, and MSBP SUPERVISEE**

***“4-Way Agreement”***

This document must be completed and on file in the Program Administrator's office before the supervisee's hours may count toward BCBA experience hours! *Pepperdine has no authority to approve hours.* Pepperdine is only responsible for coordinating students' clinical experience. Thus, we do our best to find sites whose clientele and methods of practice fall within the scope of the BCBA certification. Under penalty of perjury supervisors attest that they are legally suitable to supervise BCBA supervisees and that they will ensure that their supervisees practice within the law. Pepperdine assumes no responsibility for the loss of hours caused by misstatements, incorrect information and/or negligence on the part of a supervisor and/or agency director. Approval of hours is, and always has been, the purview of the Behavior Analyst Certification Board (BACB®).

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street, City, & Zip Code: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Street: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Instructions to the Student:**

First, read and sign this document. Then, take it to the director of your fieldwork agency and to your clinical site supervisor(s) to read and sign. Finally, take it to the Pepperdine Program Administrator. After the Program Administrator has signed your agreement, the original copy of the 4-way agreement will be placed in your Student file. Please arrange to pick up a copy and, if

necessary, use it to make copies for the Agency Director and Site Supervisor. The Program Administrator is: Tiffany Wright, West LA Graduate Campus, (310) 568-2317.

Please note: You are responsible for retaining the copies of this and all documents described within this agreement, should the Behavior Analyst Certification Board (BACB®) request them. Pepperdine University cannot be responsible for providing you with additional copies. Until your completed and signed agreement is on file at Pepperdine, your hours will not count toward the BACB® certification requirements. If you ever consider leaving a site early, you must notify your Program Administrator, as you are required to have evaluations turned into the Program Administrator office and “*Experience Verification Forms*” completed. If you terminate from your site, you cannot begin training at a new site without consultation and approval by your Program Administrator.

## **SECTION I RESPONSIBILITIES OF THE PARTIES (Students are responsible for reading all sections of this agreement.)**

### **PEPPERDINE UNIVERSITY, the QUALIFYING DEGREE PROGRAM**

- a. shall approve the clinical practicum experience of each trainee at the Supervised Fieldwork Setting. <sup>[L]</sup><sub>[SEP]</sub>
- b. shall provide forms for regular progress reports and evaluation of the student’s performance at each Supervised Fieldwork Setting. <sup>[L]</sup><sub>[SEP]</sub>
- c. shall evaluate the appropriateness of the supervised fieldwork experience for each trainee as set forth by the Behavior Analyst Certification Board (BACB®).
- d. shall strongly recommend that each student gaining experience hours in a Supervised Fieldwork Setting procure professional liability insurance. <sup>[L]</sup><sub>[SEP]</sub>

### **THE SUPERVISED FIELDWORK SETTING/AGENCY DIRECTOR**

- a. \_\_\_\_ shall provide the supervisee and the supervisor with the documentation necessary to verify that the Supervised Fieldwork Setting is appropriate for experience hours for supervisees as outlined by the BACB® and that the supervisee is employed in the manner required by law. A supervisee may be credited with supervised experience completed in any setting that meets all of the following:
  - (A) Regularly provides applied behavior analysis (ABA) based services.
  - (B) Provides oversight to ensure that the supervisee's work at the setting meets the experience and supervision requirements set forth by the BACB® and is within the scope of practice for the profession as defined by the BACB®.
- b. \_\_\_\_ shall provide the appropriate documentation to the supervisee, if employed for pay, on an IRS W-2 basis, not on an IRS 1099 basis. <sup>[L]</sup><sub>[SEP]</sub>

- c. \_\_\_\_\_shall evaluate the qualifications and credentials of any employee who provides supervision to supervisees.
- d. \_\_\_\_\_shall provide the supervisee and the supervisor with an emergency response plan designed to address the personal safety and security of the supervisee, supervisor, and clients in the event of a fire, earthquake or other disaster. <sup>[[L]]</sup><sub>SEP</sub>
- e. \_\_\_\_\_shall provide for the physical and emotional safety of the supervisee's clinical experience, including but not limited to assigning appropriate clients to supervisees. <sup>[[L]]</sup><sub>SEP</sub>
- f. \_\_\_\_\_shall notify Pepperdine's Program Administrator and the supervisee of change of address, phone, ownership, or any other status that may affect the ability of the trainee to count hours gained at the fieldwork setting. <sup>[[L]]</sup><sub>SEP</sub>
- g. \_\_\_\_\_shall be aware that experience may be gained by the supervisee solely as part of the position for which the supervisee volunteers or is employed.
- h. \_\_\_\_\_shall agree that a contact person must be available to supervisees and will answer all inquiries within 48 hours. Please provide this information to the Pepperdine Program Administrator if different than the designee on application.
- i. \_\_\_\_\_shall understand the Pepperdine students will be asked to evaluate their supervision experience at the site and that this information will be available to all Pepperdine practicum students.
- j. \_\_\_\_\_shall agree that the site must notify the Pepperdine Program Administrator and practicum instructor (within 30 days) of any changes to the site that may affect the supervisee's supervision experience (e.g., change in contact person, change in policies for accruing hours, etc.).
- k. \_\_\_\_\_shall agree to allow the Pepperdine practicum instructor shadow site supervisors when supervising Pepperdine students or attend some supervision meetings (in the absence of clients in order to maintain client confidentiality). Such shadows would be discussed with the site supervisor in advance and would only be scheduled as needed on a case-by-case basis.
- l. \_\_\_\_\_shall understand that the Pepperdine practicum instructor's main role is to monitor the quality of supervision offered to Pepperdine students. Should the Pepperdine practicum instructor determine that the supervisee is not meeting the desired competencies; the Pepperdine practicum instructor will meet with the site supervisor and agency contact person to resolve the determined barriers. If the barriers cannot be removed, the Pepperdine practicum instructor holds the right to terminate the supervisee's supervision by the site supervisor (i.e., hours will not count toward Pepperdine's practicum requirements).
- m. \_\_\_\_\_shall understand that if the supervisee reports that their contract is not being fulfilled,

Pepperdine will contact the site contact person and work with them and the supervisee to address the problem. However, if no resolution can be reached, Pepperdine reserves the right to refer the supervisee to another practicum site to accrue supervised experience hours.

## **THE SUPERVISOR**

- a. \_\_\_\_\_ shall have practiced as a board certified behavior analyst for at least 1 year within the last 5-year period immediately preceding the onset of supervision.
- b. \_\_\_\_\_ shall be an employee of the approved ABA agency.
- c. \_\_\_\_\_ shall not be related to, subordinate to, or employed by the supervisee during the experience period.
- d. \_\_\_\_\_ shall have sufficient experience, training, and education in the area of clinical supervision to competently supervise supervisees. [SEP]
- e. \_\_\_\_\_ shall have had sufficient experience, training, and education in applied behavior analysis (ABA) to competently practice as a BCBA.
- f. \_\_\_\_\_ shall keep informed about developments in ABA research, BACB® requirements, and California law governing the practice of behavior analysts.
- g. \_\_\_\_\_ shall have and maintain a current and valid certification in good standing and will immediately notify any supervisee under supervision of any disciplinary action taken against certification, including revocation or suspension, even if stayed, probation terms, inactive status, or any lapse in certification that affects ability or right to supervise.
- h. \_\_\_\_\_ shall have completed and passed (a) 8 hours of supervision training approved by the BACB® and (b) the online training module provided on the BACB® portal, and shall (c) complete 3 hours of BACB® approved continuing education on the topic of supervision every certification cycle while providing supervision.
- i. \_\_\_\_\_ shall know and understand the standards set forth by the BACB® pertaining both to the supervision of supervisees and the experience required for certification as a behavior analyst.
- j. \_\_\_\_\_ shall ensure that the extent, kind, and quality of activities performed is consistent with the education, training, and experience of the supervisee.
- k. \_\_\_\_\_ shall monitor and evaluate the extent, kind, and quality of activities performed by the supervisee by direct observation in person or via web conferencing/web camera or by review of videotapes.
- l. \_\_\_\_\_ shall be responsible for assuring that all clinical experience gained by the supervisee

is within the parameters of ABA. “Supervised fieldwork experience” shall be experienced within the scope of practice of a BCBA in applied techniques, assessment, and treatment of clients, in a supervised clinical placement as defined by the BACB®.

- m. \_\_\_\_\_ shall review and sign the “*BACB® Experience Supervision Form*” (see [www.bacb.com](http://www.bacb.com)) required by the BACB® after each supervision meeting. Note: The supervisor needs to keep copies of these forms for 7 years, as the BACB® may audit the supervisor at any time.
- n. \_\_\_\_\_ shall complete the “*BACB® Experience Verification Form*” (see [www.bacb.com](http://www.bacb.com)) at the completion of the experience and supervision hours. When there are multiple supervisors supervising a supervisee, they may both sign a single *Experience Verification Form*, attesting the experience as a whole. Note: The supervisor needs to keep a copy of this form for 7 years, as the BACB® may audit the supervisor at any time.
- o. \_\_\_\_\_ shall fill out an evaluation of the supervisee’s performance (provided by Pepperdine) at the site to Pepperdine’s Program Administrator at the end of each fall, spring, and summer term of practicum. [SEP]
- p. \_\_\_\_\_ shall abide by the ethical standards promulgated by the *BACB® Professional and Ethical Compliance Code for Behavior Analysts*.
- q. \_\_\_\_\_ When the Pepperdine practicum course is occurring (during the fall, spring, and summer terms), the supervisor agrees to provide **individual** supervision **once per week** for **5%** of the experience hours accrued each week by the supervisee.
- r. \_\_\_\_\_ The format of the supervision requires the supervisor to observe the supervisee conducting behavior analytic services in the natural environment and provide performance feedback each week. It is highly recommended that this be done in person and on site; however, it can be conducted via web-cameras, video conferencing, or videotape review. Real time observation is strongly recommended. **IMPORTANT:** No hours of any kind will count if supervision has not occurred during the week they were claimed.
- s. \_\_\_\_\_ shall understand that effective behavior analytic supervision includes:
  - Setting expectations and goals
  - Providing observation and behavioral skills training (i.e., instruction, modeling, practice, feedback)
  - Modeling technical, professional, and ethical behavior
  - Providing case management guidance related to making decisions and solving problems
  - Reviewing written documents created by supervisee (e.g., data sheets, assessment reports, progress reports, graphs)
  - Evaluating the effectiveness of the supervisee’s service delivery programs

- Obtaining the supervisee’s ongoing evaluation of the supervision experience
- t. \_\_\_\_\_ shall understand that only 50% of experience hours can be in direct deliverance of therapeutic and instructional procedures with clients. The remaining 50% must include indirect services. It’s acceptable to have the supervisee doing all direct for the beginning months of his/her supervision and then a greater proportion of indirect in later months, as long as 50% of the total hours of experience are indirect. In other words, the site must provide the supervisee the opportunity to demonstrate competency of the items on the BACB Fourth Edition Task List ([www.bacb.com](http://www.bacb.com)). Activities must be consistent with the dimensions of applied behavior analysis identified by Baer, Wolf, and Risley (1968) in the article, “Some Current Dimensions of Applied Behavior Analysis” published in the *Journal of Applied Behavior Analysis*. Indirect activities include:
- Conducting assessments (e.g., stimulus preference assessments, functional behavior assessment, staff performance assessment)
  - Designing and systematically monitoring skill acquisition and behavior reduction programs
  - Overseeing the implementation of behavior analytic programs by others
  - Training, designing behavioral systems, and performance management
  - Other activities that are normally performed by a behavior analyst that are directly related to behavior analysis such as attending planning meetings regarding the behavior analytic program of a client, researching the literature related to the program of a client, and talking to individuals about the program of a client
- Activities that will not count as direct or indirect experience include:
- Attending meetings with little or no behavior analytic content
  - Providing interventions that are not based in behavior analysis
  - Performing nonbehavioral administrative activities
  - Completing nonbehavioral assessments (e.g., diagnostic and intellectual assessments)
  - Paperwork, documentation, billing, or any other activities unrelated directly to behavior analysis
- u. \_\_\_\_\_ shall provide the supervisee with the opportunity to work with multiple clients using behavior analytic services appropriate to the clients.
- v. \_\_\_\_\_ shall provide the supervisee with a policy and procedure for crisis intervention and other client/clinical emergencies, in particular those that are mandated by law (e.g., child abuse, danger to self, others, etc.). <sup>[[L]]</sup><sub>SEP</sub>
- w. \_\_\_\_\_ shall not provide supervision to the supervisee unless the supervisee is a volunteer or employed in a setting that meets all of the following: (a) lawfully and regularly provides ABA-based services, and (b) provides oversight to ensure that the supervisee’s work at the

setting meets the experience and supervision requirements and is within the scope of practice for the profession as defined by the BACB®.

- x. \_\_\_\_\_ shall agree to allow the Pepperdine practicum instructor shadow the supervisor when supervising Pepperdine students or attend some supervision meetings (in the absence of clients in order to protect their confidentiality). Such shadows would be discussed with the site supervisor in advance and be determined on a case-by-case (as needed) basis.
- y. \_\_\_\_\_ shall agree that the supervisor, and not the Pepperdine practicum instructor, is solely responsible for the assessment, recommendations, and treatment provided to the site's clients. The Pepperdine practicum instructor does not serve as a clinical consultant and is not liable for any suggestions, feedback, or recommendations provided to supervisees and the site supervisor.
- z. \_\_\_\_\_ shall understand that should the supervisee report that s/he is not receiving supervision experience according to the supervision contract, BACB® standards, and/or the Pepperdine practicum handbook, Pepperdine reserves the right to contact the site supervisor for more information, seek a resolution, and recommend placement with a different supervisor or a different site if resolution cannot be reached.
- aa. \_\_\_\_\_ shall understand that the Pepperdine practicum instructor's main role is to monitor the quality of supervision offered to Pepperdine students. Should the Pepperdine practicum instructor determine that the supervisee is not meeting the desired competencies; the Pepperdine practicum instructor will meet with the site supervisor and agency contact person to resolve the determined barriers. If the barriers cannot be removed, the Pepperdine practicum instructor holds the right to terminate the supervisee's supervision by the site supervisor (i.e., hours will not count toward Pepperdine's practicum requirements).
- bb. \_\_\_\_\_ shall understand that the Pepperdine practicum instructor will meet with a group of supervisees once per week for 1.5 hours to discuss ethics and professionalism, data collection, data interpretation, case formulation, and evidence-based interventions. Supervisees may present cases (in confidentiality) under the supervision of the practicum instructor for review during these meetings.
- cc. \_\_\_\_\_ shall understand that the supervisee will be asked to evaluate their satisfaction with the supervision and that results of such evaluations will be shared with other students that are supervised.
- dd. \_\_\_\_\_ shall agree to adhere to Pepperdine's competency-based structured supervision model, which includes conducting in-vivo performance assessment of the supervisee and providing feedback based on performance assessment results.
- ee. \_\_\_\_\_ shall notify Pepperdine's Program Administrator in a timely manner of any difficulties in the work performance of the supervisee or shall call the Program

Administrator if/when a supervisee is terminated from a site before the end of a semester.

- ff. \_\_\_\_ shall keep a copy of this signed agreement for 7 years and be prepared to provide it to the BACB® if requested.
- gg. \_\_\_\_ shall provide the supervisee with the original of this signed agreement prior to the commencement of any supervision.

## **THE SUPERVISEE**

- a. \_\_\_\_ shall have completed all prerequisite courses and be enrolled in corequisite courses for PSY 620, Practicum in ABA, before beginning PSY 620.
- b. \_\_\_\_ shall be in good academic standing (3.0 GPA) before beginning practicum.
- c. \_\_\_\_ shall understand that all approved university practicum experience must be completed for academic credit with a passing grade.
- d. \_\_\_\_ shall have each supervisor complete and initial the supervisor responsibilities in “THE SUPERVISOR” section of this document before gaining supervised experience, and shall file a copy with the Pepperdine Program Administrator.
- e. \_\_\_\_ shall verify that the supervisor’s certification is current by searching the registry on the BACB® website. The URL address is [www.bacb.com](http://www.bacb.com). Click on "Find/Contact Certificants" and check that the supervisor’s certification is current.
- f. \_\_\_\_ shall verify that the supervisor has no BACB® sanctions against him/her by asking the supervisor directly.
- g. \_\_\_\_ shall have completed the BACB® online training module on experience standards prior to the onset of experience hours. The module is located in the BACB® Gateway at [www.bacb.com](http://www.bacb.com).
- h. \_\_\_\_ shall maintain a log for each supervisory period of all hours of experience accrued toward the experience requirements and shall be responsible for the accuracy and compliance of such hours with the BACB®. For example, supervisee hours may not be counted for any week during which appropriate supervision did not occur. [SEP]
- i. \_\_\_\_ shall devote \_\_\_\_ hours (based on agency’s options) per week, commit at least 1 academic year to the site (or follow the guidelines of the site), and agree to complete all paperwork required by the M.S. Behavioral Psychology program, the Pepperdine practicum instructor, the approved site supervisor, and the fieldwork site as part of this practicum experience.
- j. \_\_\_\_ shall review and sign the “*BACB Experience Supervision Form*” (obtain from [www.bacb.com](http://www.bacb.com)) required by the BACB after each supervision meeting. **Note: The supervisee needs to keep copies of this form for 7 years, as the BACB® may audit the**



**supervisee at any time.**

- k. \_\_\_\_\_ shall complete the “*BACB Experience Verification Form*” for each experience (obtain from [www.bacb.com](http://www.bacb.com)) at the completion of the experience and supervision hours. Note: the supervisee needs to keep copies of this form for 7 years, as the BACB® may audit the supervisee at any time.
- l. \_\_\_\_\_ shall be responsible for learning the policies of the Supervised Fieldwork Setting, which govern the conduct of regular employees and supervisees, and for complying with such policies. [L]  
[SEP]
- m. \_\_\_\_\_ shall evaluate his/her supervised fieldwork experience and submit the evaluation to the Pepperdine practicum instructor. Shall have a “*Pepperdine University’s Supervisor Evaluation of Student*” form completed at the end of each practicum term by the supervisor and also upon early termination from the site. [L]  
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- n. \_\_\_\_\_ shall be responsible for notifying Pepperdine’s Program Administrator in a timely manner of any professional or personal difficulties that may affect the performance of his/her professional duties and responsibilities. [L]  
[SEP]
- o. \_\_\_\_\_ shall abide by the ethical standards of the *BACB® Professional and Ethical Compliance Code for Behavior Analysts* (see documents on [www.bacb.com](http://www.bacb.com)) and of Pepperdine University. [L]  
[SEP]
- p. \_\_\_\_\_ shall be aware that Pepperdine’s Program Administrator strongly recommends that the supervisee obtain professional liability insurance while working in a clinical practicum.
- q. \_\_\_\_\_ shall acknowledge that there are potential risks (for which Pepperdine is absolved of responsibility) associated with the selected fieldwork site, some of which may arise from (a) assigned tasks and responsibilities, (b) the location of the site, (c) the physical characteristics of the site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the site, (e) any travel associated with the site requirements, (f) the time of day supervisee will be present at the site, (g) the criminal, mental, behavioral, and social backgrounds of the individuals the supervisee will be working with. Shall further acknowledge that the supervisee’s safety and well being are primarily dependent upon acting responsibly to protect self from personal injury, bodily injury, or property damage.
- r. \_\_\_\_\_ shall work with multiple clients and ensure that s/he is not related to the client or the client’s primary caretaker.
- s. \_\_\_\_\_ shall accrue a minimum of 10 hours and a maximum of 30 hours of experience per week.
- t. \_\_\_\_\_ shall ensure s/he is supervised **at least twice** per week (once by site supervisor and once by Pepperdine practicum instructor) for no less than **10%** of the total hours worked

each week (e.g., 20 hrs of experience would include at least 2 supervised hours)

- u. \_\_\_\_\_shall ensure that only 50% of the supervision hours **each week** are provided in a group format with the Pepperdine practicum instructor and that the other 50% of hours are provided one-to-one by the site supervisor.
- v. \_\_\_\_\_shall understand that s/he may elect to accrue hours in a single experience category as outlined by the BACB® or may combine any two of three experience categories (i.e., categories include: Supervised Independent Fieldwork, Practicum, or Intensive Practicum) to meet the experience requirement. However, supervisees can only accrue experience in one category per supervisory period during Pepperdine’s intensive practicum.
- w. \_\_\_\_\_shall accrue a minimum of 250 experience hours (but attempt to achieve all 750 hours) as required for 6 units of Pepperdine’s intensive practicum.
- x. \_\_\_\_\_The minimum number of weeks of supervision required is 10 out of 15 weeks for the Fall and Spring and 5 out of 7 weeks for the Summer terms. This limit allows for a variety of nonscheduled events involving supervisor vacations, client no-shows, illnesses, and so forth. However, supervisees should strive to receive supervision every week of each term.
- y. \_\_\_\_\_shall be aware that practicum is a COURSE, and to receive a grade of “credit” for this course, the following criteria must be met:
  - attends class regularly to the standards of the instructor
  - performs in class satisfactorily (e.g., makes accurate and effective case <sup>[L]</sup><sub>SEP</sub>presentations, contributes to discussions, shows knowledge and understanding of theories and techniques, demonstrates critical thinking, is flexible and open to instructor feedback, shows knowledge of clinical issues, interacts appropriately with peers, and so forth)
  - completes the minimum number of experience hours (100 in Fall/Spring, and 50 in Summer)
  - receives the minimum number of weeks of supervision for the term (10 in Fall/Spring and 5 in Summer)
  - receives a satisfactory written evaluation from the clinical supervisor <sup>[L]</sup><sub>SEP</sub>
  - receives a satisfactory evaluation from the practicum instructor <sup>[L]</sup><sub>SEP</sub>
  - Completes 80% of the course competencies each term but 100% of course competencies by the end of the third term
  - does not show any signs of behavioral or emotional issues that would affect his or her clinical <sup>[L]</sup><sub>SEP</sub>judgment and performance <sup>[L]</sup><sub>SEP</sub>
  - shows understanding of and compliance with legal and ethical issues

## SECTION II ADDITIONAL TERMS

### a. TERMINATION<sup>[L]</sup><sub>[SEP]</sub>

The expectation of all parties is that this agreement will be honored mutually. Any party may terminate this agreement without cause by giving all other parties 30 days' notice of the intention to terminate. Termination of the supervisee's or supervisor's employment or this agreement must take into account the clinical necessity of an appropriate termination or transfer of clients.

**IMPORTANT NOTE:** Whenever a supervisee terminates supervision, an evaluation form must be completed by the supervisor. The Program Administrator will send the supervisor an evaluation form to complete.<sup>[L]</sup><sub>[SEP]</sub>

### b. INDEMNIFICATION<sup>[L]</sup><sub>[SEP]</sub>

The qualifying degree program strongly recommends that supervisees procure professional liability insurance before working with clients in Supervised Fieldwork Settings. The Supervised Fieldwork Setting assumes the full risk and liability for the supervisee's performance of services while at the Supervised Fieldwork Setting.

The Supervised Fieldwork Setting, the Supervisors, and the Supervisee, all agree to indemnify, save, defend, and hold harmless Pepperdine University from any and all liability arising from this agreement, including, without limitation, liability arising from the student's performance of services at the Supervised Fieldwork Setting or the conduct of the supervisors.

### c. COOPERATIVE RELATIONSHIP

This agreement shall be construed to establish a cooperative agreement between the parties. Nothing in this agreement shall be construed to establish an employer/employee, principal/agent, or independent contractor relationship between Pepperdine University and any other party.

### d. APPLICABLE LAW

The terms of this agreement shall be governed by the laws of the State of California. Any disputes or claims arising from this agreement shall be brought under the jurisdiction of the courts of Los Angeles County, California.

### e. SEVERABILITY

If any provision of this agreement is held to be illegal, invalid, or unenforceable under

present or future laws effective during the term hereof, such provision shall be fully severable. This agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been a part of the agreement, and the remaining provisions shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this agreement.

f. EFFECT OF WAIVER

Waiver by either party of any breach of any provision of this agreement or warranty or representation herein set forth shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver of such right. All rights and remedies provided for herein are cumulative.

g. CONTACT PERSON AT PEPPERDINE<sup>[[[SEP]]]</sup>

For additions, changes, problems or questions about this document, please contact the Program Administrator: Tiffany Wright, [tiffany.wright2@pepperdine.edu](mailto:tiffany.wright2@pepperdine.edu), (310) 568-2317.

### **SECTION III COMMENTS**

Please include on the backside of this page, any additional notes on the supervisee's clinical training experience.

## SECTION IV TERM OF THE AGREEMENT

The supervisor and supervisee should review the time commitment to the agency. Fill in the dates below, using the date all parties entered into this agreement and the approximate date the supervisee is expected to finish the practicum. **Important:** Agency Director, please initial agreement next to commitment dates.

From \_\_\_\_\_ To \_\_\_\_\_  
(Date this agreement is valid) (Initials) (Date supervisee expected to complete practicum) (Initials)

## SECTION V SIGNATURES

By signing this form, you are indicating that you have read, understood, and agreed to the terms specified.

### I. *For the Supervised Fieldwork Setting (Agency Director/Clinical Training Director):*

Name and Title (please print)	Signature	Date
Pepperdine Alum ____ Yes ____ No		

### II. *Supervisor (Primary):*

Name and Title (please print)	Signature	Date
Certification held: ____ BCBA ____ BCBA-D ____ Pepperdine Alum ____ Yes ____ No		

### III. *Supervisor (Secondary):*

Name and Title (please print)	Signature	Date
Certification held: ____ BCBA ____ BCBA-D ____ Pepperdine Alum ____ Yes ____ No		

### IV. *Supervisor (Tertiary):*

Name and Title (please print)	Signature	Date
Certification held: ____ BCBA ____ BCBA-D ____ Pepperdine Alum ____ Yes ____ No		

V. ***Supervisee:***

Name (please print)	Signature	Student ID Number	Date
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**\*\*Supervisee: Please note that you must notify the Program Administrator prior to terminating at your practicum site\*\***

VI. ***Practicum Instructor (Semester I) at Pepperdine University:***

Name and Title (please print)	Signature	Date
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VII. ***Practicum Instructor (Semester II) at Pepperdine University:***

Name and Title (please print)	Signature	Date
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VIII. ***Practicum Instructor (Semester III) at Pepperdine University:***

Name and Title (please print)	Signature	Date
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\* REMINDER to the Supervisee: Please have Sections I, II, III and IV (above) completed by the appropriate parties and submit the original to the Program Administrator for approval and signature. It is your responsibility to retain a copy of this “4-Way Agreement” for your records.