SPADA CHECKLIST  
(Revised May 2017)

Failure to complete any of the steps listed below can delay or cancel your receipt of your graduate certificate.

1. Read and sign the code of ethics and return to C. Dennis Simpson  
   (sign the appropriate code based on chosen track: prevention or clinical)

2. The Graduate College recommends that all new graduate students complete the Responsible Conduct for Research (RCR) -- Basic Course that is online. Completing this course aligns WMU graduate students with national expectations for higher education and post-graduate careers. It is not an alternative to the Collaborative Institutional Training Initiative (CITI) training required by the WMU Office of the Vice President for Research.

3. Register and successfully complete the 15 credit hours of required coursework, and 3 credit hours of elective coursework, and 3 credit hours of field practicum.

4. After you have completed two courses and registered for a third, you need to secure advance approval of your field experience from the SPADA field practicum coordinator.

**GRADUATE CERTIFICATE PROGRAM OUTLINE**—**PROGRAM REQUIREMENTS**

(please fill out as you complete each course):

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dept &amp; Course Number</th>
<th>Semester or Session Elected</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Causes of Substance Abuse</td>
<td>ADA 6060 or CECP 6340 or</td>
<td></td>
<td>3 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SWRK 6530</td>
<td></td>
<td></td>
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<tr>
<td>Recovery Oriented Systems of Care</td>
<td>ADA 6340 or CECP 6360 or</td>
<td></td>
<td>3 credits</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>SWRK 6550</td>
<td></td>
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<tr>
<td>Physical Aspects of Addictive Drugs</td>
<td>ADA 6110</td>
<td></td>
<td>3 credits</td>
<td></td>
<td></td>
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<tr>
<td>Neuropsychopharmacology of Addictive Drugs</td>
<td>ADA 6115</td>
<td></td>
<td>3 credits</td>
<td></td>
<td></td>
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<tr>
<td>Diversity and Ethical Issues in addiction (formally Special Populations in Addictions)</td>
<td>ADA 6330</td>
<td>3 credits</td>
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<tr>
<td>Elective (choose one):</td>
<td>ADA 6400 or ADA 6410 or</td>
<td></td>
<td>3 credits</td>
<td></td>
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<tr>
<td>Co-Occurring Disorders</td>
<td>ADA 6420</td>
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<tr>
<td>Addiction in Family Syst</td>
<td>ADA 6700 or ADA 5700</td>
<td></td>
<td>3 credit</td>
<td></td>
<td>1 credit</td>
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<tr>
<td>Clinical Sup Add Services</td>
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</tbody>
</table>

*Note: Counselor Education or Counseling Psychology students should choose the CECP course number. Social Work students should choose the SWRK number. All other students will register using the ADA course number.

5. Prior to enrolling in ADA 6700, Field Practicum (or 1 credit of ADA 5700; e.g., CECP or SWRK students), contact your program advisor to complete the graduate certificate program outline. Academic Advising (269) 387-2656 CHHS-advise@wmich.edu.
6. Requirements of ADA 6700, Field Practicum:
   a. submit learning contract (Appendix C) to your field practicum coordinator within one week of start date.
   b. submit mid-placement student feedback document (Appendix D) to your field practicum coordinator.
   c. provide your site supervisor a copy of the field practicum student evaluation form (Appendix E) to complete for mid-placement evaluation. Review the evaluation form with your site supervisor, sign the document, and then send it to your field practicum coordinator.
   d. participate in the mid-placement conference.
   e. submit final student feedback document (Appendix F) to your field practicum coordinator.
   f. provide your site supervisor a copy of the field practicum student evaluation form (Appendix E) to complete for final evaluation. Review the evaluation with your site supervisor, sign the document, and then send it to your field practicum coordinator.
   g. submit final field placement time log (Appendix G) to your field practicum coordinator.

7. Apply to receive graduate certificate
   http://www.wmich.edu/registrar/graduation-graduate-certificate

Contact Information

For questions, visit: www.wmich.edu/hhs/spada

All other questions, contact:
C. Dennis Simpson, Ed.D.
c.dennis.simpson@wmich.edu
(269) 387-3350

To schedule an appointment with your academic program advisor, contact:
Academic Advising
CHHS-advise@wmich.edu
(269) 387-2656

For field placement, contact SPADA Field Practicum Coordinators:

**Kalamazoo/Grand Rapids/Battle Creek**
Thomas Blackmon
thomas.blackmon@wmich.edu
(269) 275-0297

**Traverse City**
Carol Smith
carol.1.smith@wmich.edu
(269)-995-1846

**Out of state/country students/Metro-Detroit students**
C. Dennis Simpson, Ed.D.
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