

## SPADA CHECKLIST – To be completed during Field Practicum

- \_\_\_\_\_ 1. Submit learning contract (Appendix D) to your Field Practicum coordinator within one week of start date.
- \_\_\_\_\_ 2. Submit mid-placement student feedback document (Appendix E) to your Field Practicum coordinator.
- \_\_\_\_\_ 3. Provide your site supervisor a copy of the Field Practicum student evaluation form (Appendix F) 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.
- \_\_\_\_\_ 4. Participate in the mid-placement conference.
- \_\_\_\_\_ 5. Submit final student feedback document (Appendix G) to your Field Practicum coordinator.
- \_\_\_\_\_ 6. Provide your site supervisor a copy of the Field Practicum student evaluation form (Appendix F) to complete for final evaluation. Review the evaluation with your site supervisor, sign the document, and then send it to your Field Practicum coordinator.
- \_\_\_\_\_ 7. Submit final field placement time log (Appendix H) to your Field coordinator.

After all requirements for the SPADA Graduate Certificate are completed, you must apply to receive the certificate at: <http://www.wmich.edu/registrar/graduation-graduate-certificate>

### **Contact Information**

**For questions, visit:** [www.wmich.edu/addictionstudies](http://www.wmich.edu/addictionstudies)

**To schedule an appointment with your academic program advisor, contact:**

Academic Advising  
[CHHS-advise@wmich.edu](mailto:CHHS-advise@wmich.edu)  
(269) 387-2656

**For field placement, contact SPADA Field Practicum Coordinators:**

**Kalamazoo/Grand Rapids/  
Metro-Detroit/Out of state and country**

Thomas Blackmon  
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**Traverse City  
Regional Location**

Carol Smith  
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