

# SPADA PRE-PRACTICUM CHECKLIST

## Complete Prior to Practicum Enrollment

**DIRECTIONS:** Initial by each item and send document to Dr. Tiffany Lee, SPADA Director. After obtaining this document and verifying eligibility, the student can obtain approval to register for field practicum.

- \_\_\_\_\_ 1. Read and sign the Professional Standards and Expectations document (Appendix A). Send to Tiffany Lee, PhD at the beginning of your SPADA courses.
- \_\_\_\_\_ 2. Read and sign the Code of Ethics (Appendix B or C). Send to Tiffany Lee, PhD at any time while enrolled in SPADA courses. (Sign the appropriate code based on chosen track: prevention or clinical)
- \_\_\_\_\_ 3. The Graduate College requires 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.
- \_\_\_\_\_ 4. Apply to the Graduate College and the Specialty Program in Alcohol and Drug Abuse (SPADA) graduate certificate program. This also must be completed for dual-enrolled students.
- \_\_\_\_\_ 5. Register and successfully complete at least 12 credit hours of SPADA coursework in order to be eligible for Field Practicum.
- \_\_\_\_\_ 6. Complete the information below to discuss with your program advisor.

### GRADUATE CERTIFICATE PROGRAM

(Place a check mark by the courses you have completed with a “C” or better)  
(3.0 average required for graduation)

| Course Title                               | Dept & Course Number                     | Place Check in Box       |
|--|--|--------------------------|
| Causes of Substance Abuse                  | ADA 6060 or<br>CECP 6340 or<br>SWRK 6530 | <input type="checkbox"/> |
| Recovery Oriented Systems of Care          | ADA 6340 or<br>CECP 6360 or<br>SWRK 6550 | <input type="checkbox"/> |
| Physical Aspects of Addictive Drugs        | ADA 6110                                 | <input type="checkbox"/> |
| Neuropsychopharmacology of Addictive Drugs | ADA 6115                                 | <input type="checkbox"/> |
| Diversity and Ethical Issues in Addiction  | ADA 6330                                 | <input type="checkbox"/> |
| Co-Occurring Disorders                     | ADA 6400 or<br>CECP 6390                 | <input type="checkbox"/> |
| Addiction in Family Systems                | ADA 6410                                 | <input type="checkbox"/> |

- \_\_\_\_\_ 7. Contact your SPADA program advisor to discuss the graduate certificate program outline above and your eligibility to enroll in ADA 5700/ADA6700. Academic Advising (269) 387-2656, [CHHS-advise@wmich.edu](mailto:CHHS-advise@wmich.edu). Write the name of the SPADA advisor and the date you obtained approval: \_\_\_\_\_
- \_\_\_\_\_ 8. Contact your SPADA Field Practicum coordinator one semester prior to enrollment in ADA5700/ADA6700 and secure advance approval of your field practicum site.
- \_\_\_\_\_ 9. Obtain and send in proof of professional liability insurance to Dr. Tiffany Lee. In order to enroll in ADA 5700 or ADA 6700 and begin the Field Practicum experience, you must have obtained professional liability insurance. **Please send the cover sheet only, which outlines your \$1,000,000/\$3,000,000 (minimum) policy and effective dates**, to the SPADA Director as soon as you have determined the location of your field placement.

Print Name \_\_\_\_\_

WIN \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**THE SPADA DIRECTOR MUST OBTAIN THIS SIGNED SPADA CHECKLIST PRIOR TO ENROLLMENT IN FIELD PRACTICUM CREDITS.**

YOU WILL NOT GET APPROVED FOR ADA5700/6700 UNLESS THIS IS IN YOUR FILE.

**SPADA Director**  
Tiffany Lee, PhD  
Specialty Program in Alcohol and Drug Abuse  
1903 W. Michigan Avenue, MS 5212  
Kalamazoo, MI 49008-5212  
[tiffany.lee@wmich.edu](mailto:tiffany.lee@wmich.edu)  
Phone: (269) 387-7321  
Fax: (269) 387-3348