

# **SPADA PRACTICUM CHECKLIST**

## **To be completed during Field Practicum**

- \_\_\_\_\_ 1. Submit learning contract (Appendix D) to your field practicum supervisor within one week of start date.
- \_\_\_\_\_ 2. Submit mid-placement student feedback document (Appendix E) to your field practicum supervisor.
- \_\_\_\_\_ 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 email it to your field practicum supervisor.
- \_\_\_\_\_ 4. Participate in the mid-placement conference.
- \_\_\_\_\_ 5. Submit final student feedback document (Appendix G) to your field practicum supervisor.
- \_\_\_\_\_ 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 email it to your field practicum supervisor.
- \_\_\_\_\_ 7. Submit final field placement time log (Appendix H) to your field practicum supervisor.

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 Supervisors:**

**Kalamazoo/Grand Rapids/  
Out of state and country**

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**Traverse City  
Regional Location**

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