

SPADA PRE-PRACTICUM CHECKLIST

Complete Prior to Practicum Enrollment

DIRECTIONS: Initial by each item and send document to Dr. Tiffany Lee, SPADA Program Coordinator. 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. 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.
- _____ 4. Register and successfully complete at least 12 credit hours of SPADA coursework in order to be eligible for field practicum.
- _____ 5. 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 CECP 6340 or SWRK 6530	
Recovery Oriented Systems of Care	ADA 6340 or CECP 6360 or SWRK 6550	
Physical Aspects of Addictive Drugs	ADA 6110	
Neuropsychopharmacology of Addictive Drugs	ADA 6115	
Diversity and Ethical Issues in Addiction	ADA 6330	
Co-Occurring Disorders	ADA 6400 or CECP 6390	
Addiction in Family Systems	ADA 6410	

- _____ 6. 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. Write the name of the SPADA advisor and the date you obtained approval: _____

- _____ 7. Contact your SPADA field practicum supervisor one semester prior to enrollment in ADA5700/ADA6700 and secure advance approval of your field practicum site.
- _____ 8. 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 Program Coordinator as soon as you have determined the location of your field placement.

Print Name _____

WIN _____

Signed _____

Date _____

**THE SPADA PROGRAM COORDINATOR MUST OBTAIN THIS SIGNED SPADA
PRE-PRACTICUM CHECKLIST PRIOR TO
ENROLLMENT IN FIELD PRACTICUM CREDITS.**

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

SPADA Program Coordinator

Tiffany Lee, PhD

Specialty Program in Alcohol and Drug Abuse

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