Graduate Certificate Program in Alcohol and Drug Abuse

SPADA
FIELD PRACTICUM MANUAL

SPADA Field Practicum Coordinators

Kalamazoo – Main Campus
Grand Rapids
Metro-Detroit
Out of state/country

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INTRODUCTION

Recognizing an ever-increasing demand for professional services in the substance abuse area, Western Michigan University implemented the Graduate Certificate Program in Alcohol and Drug Abuse in 1973. The Specialty Program in Alcohol and Drug Abuse (SPADA) is an interdisciplinary program conducted at the graduate level, designed to prepare students for leadership roles in the substance abuse services field. The program provides substantive theoretical information for the development of skills necessary for professional functioning and service delivery.

Professional field practicum is an integral part of SPADA. The field practicum component is designed to be a total learning experience during which the trainee, with the guidance of those currently working in the substance abuse field, can apply some of the knowledge and information obtained in the academic setting to further develop and refine her/his skills. Since skills are acquired by the application of information, knowledge, and many hours of practice, field practicum is required of all students accepted into SPADA.

The keys to an effective field practicum experience are planning and cooperation. The student, field supervisor, placement agency, faculty coordinator, and SPADA staff all work together with the overall intent of coordinating the student’s experience so the field practicum goals and objectives are achieved. Although the student must assume a majority of the responsibility for attaining a meaningful field practicum experience, success requires the cooperation of all involved parties.

FIELD PRACTICUM IN SPADA

Design

Following completion of at least 12 credit hours of SPADA course work, SPADA students will contact their CHHS advisor and Field Practicum coordinator in order to register for the field practicum. This field experience requires a minimum of 360 clock hours. For students who engage in a counseling experience at a treatment facility, at least 180 of the 360 total hours must involve direct client contact. Students completing the prevention track must complete 360 total hours, with 180 hours of direct work with students, or people within the community. Students completing the administration or research focus must complete 360 total hours. Field practicum cannot be done as part of current, paid employment.

Academic credit for field experience can be completed in two ways. A student can enroll in either: (1) the field practicum course of the department or school in which the student is earning her/his graduate degree (e.g., Social Work, Counselor Education and Counseling Psychology) AND one credit of ADA 5700; or (2) three credits of ADA 6700, Field Practicum in Substance Abuse (master’s level), for students who are completing the certificate program independent of a graduate degree program.
Required Approval of Registration for ADA 5700 or 6700

You must obtain three approvals prior to practicum registration. Approval must be obtained from (1) your SPADA advisor, (2) your SPADA Coordinator and (3) the SPADA Director.

The SPADA advisor must confirm that you have completed the required number of hours in order to register for ADA5700/ADA6700. Please refer to the SPADA checklist on pages 38.

The SPADA Director must have the necessary documents (i.e., checklist, ethical codes, and proof of insurance) prior to ADA 5700 or ADA 6700 registration. The Director must confirm this with the Coordinator in order to obtain their approval for Field Practicum.

The SPADA Coordinator must approve the practicum site you are contracting with for the field experience and he or she must confirm that you have sent in the required materials to the Director. Please refer to the SPADA checklist on pages 38-39.

*Please note: Your practicum site must be approved ONE SEMESTER prior to expected enrollment in ADA 5700 or ADA 6700.

**SPADA Students**

Students pursuing only the SPADA certificate (and not enrolled in another graduate degree program requiring field experience) must enroll in ADA 6700 for three credit hours.

**Social Work Students**

Students pursuing completion of a Social Work graduate degree at the same time as the SPADA certificate must enroll in one credit hour of ADA 5700.

The experience must be approved by both the SWRK and SPADA programs. In addition, the requirements of both programs must be successfully completed. For example, a Social Work master’s degree student registering for three credit hours of SWRK 6710 will register for one credit hour of ADA 5700, if approved by both SWRK and SPADA programs. If approved, the student is still required to be under the supervision of both the SWRK 6710 supervisor and the assigned SPADA practicum supervisor.

Refer to your SWRK Field Manual for more information.

**Counselor Education and Counseling Psychology Students**

Students pursuing completion of a CECP graduate degree at the same time as the SPADA certificate must enroll in one credit hour of ADA 5700.

The experience must be approved by both the CECP and SPADA programs. In addition, the requirements of both programs must be successfully completed. For example, a Counselor
Education master’s degree student registering for four credit hours of CECP 6130 will also register for one credit hour of ADA 5700, if approved by both CECP and SPADA programs. If approved, the student is still required to be under the supervision of both the CECP 6130 supervisor and the assigned SPADA practicum supervisor.

Refer to your CECP handbook for more information, available at the following website: https://wmich.edu/cecp/student-resources/handbooks

All Other Students (e.g., Psychology, Occupational Therapy)

Students pursuing completion of another graduate degree at the same time as the SPADA certificate and the degree program requires a field experience, must register for one credit hour of ADA 5700. The experience must be approved by both programs. In addition, the requirements of both programs must be successfully completed. Consult with your coordinator for further information about coordinating field placements.

PROFESSIONAL LIABILITY INSURANCE

In order to be registered for ADA 5700 or ADA 6700, you must have obtained professional liability insurance. SPADA MUST have proof of coverage in your student file before you are registered for Field Practicum. Please email the “cover sheet” only, which outlines your $1,000,000/$3,000,000 (minimum) policy and effective dates, to the SPADA Director (Dr. Tiffany Lee) as soon as you have determined the location of your field placement. We do not need a copy of the whole policy document. A suggestion is to send the cover sheet when you send in your signed copy of the ethical code paperwork to the SPADA office.

The only requirements are that the policy must be a minimum of $1,000,000/$3,000,000 and be effective during the dates you are engaged in practicum duties. You can obtain the coverage from any entity you choose. When searching your options, keep in mind that most policies have a student insurance version. Some insurance companies could require you to also be a member of a professional association. Prices usually range from $35 to $60 per year. A few examples of companies you can browse are the Association for Addiction Professionals (NAADAC), Healthcare Providers Service Organization (HPSO), or American Counseling Association (ACA). Contact your Field Practicum coordinator (i.e., your ADA 6700 or ADA 5700 instructor) first with any questions you may have regarding the insurance.

CLOCK HOUR REQUIREMENTS

Depending on the semester in which a student enrolls, the clock hours and contact hours can vary. For instance, a student completing practicum in one of the summer sessions will have to average 45 clock hours and 22.5 contact hours to complete the requirements. Please note, it is not unusual for students to take practicum for 2 or more semesters/sessions. Student obtain an “incomplete” until they finish the practicum requirements. Refer to the two tables below for a breakdown of hours by semester.
Clock Hour Requirements by Semester

<table>
<thead>
<tr>
<th></th>
<th>Fall or Spring Semester</th>
<th>Fall or Spring Semester</th>
<th>Summer I or Summer II Session</th>
<th>Summer I or Summer II Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Clock</td>
<td>24</td>
<td>360</td>
<td>45</td>
<td>360</td>
</tr>
<tr>
<td>Hours</td>
<td>Total Semester Clock</td>
<td>Weekly Clock</td>
<td>Total Session Clock</td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
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</tbody>
</table>

Contact Hour Requirements by Semester

<table>
<thead>
<tr>
<th></th>
<th>Fall or Spring Semester</th>
<th>Fall or Spring Semester</th>
<th>Summer I or Summer II Session</th>
<th>Summer I or Summer II Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Client</td>
<td>12</td>
<td>180</td>
<td>22.5</td>
<td>180</td>
</tr>
<tr>
<td>Contact Hours</td>
<td>Semester Client</td>
<td>Contact Hours</td>
<td>Total Session Client</td>
<td>Contact Hours</td>
</tr>
<tr>
<td></td>
<td>Hours</td>
<td>Contact Hours</td>
<td>Contact Hours</td>
<td></td>
</tr>
</tbody>
</table>

Michigan Certification Board for Addiction Professionals (MCBAP)

Students should be aware of the requirements by the state of Michigan with regard to certification. SPADA has designed the curriculum to correspond with these requirements in an effort to assist students in obtaining MCBAP certification. Students are responsible for applying for certification through MCBAP. Students interested in a MCBAP clinical credential or prevention credential should indicate the nature of their practicum (clinical or prevention) on the first page of the Learning Contract (Appendix C). The credit hours obtained with the SPADA certificate can be applied toward the education hours required for MCBAP.

Clinical Credentials

Post-graduation, students may be interested in pursuing one of two clinical credentials (i.e., CADC or CAADC). Please refer to www.mcbap.com for the requirements for the bachelors-level Certified Alcohol and Drug Counselor (CADC) credential and the master’s level Certified Advanced Alcohol and Drug Counselor (CAADC) credential. To assist with aligning with MCBAP requirements, SPADA requires a minimum of 10 hours in each of the 12 Core Functions and requires 360 clock hours.

Prevention Credential

MCBAP also offers the Certified Prevention Specialist (CPS) credential. For more information on the CPS credential visit MCBAP: http://www.mcbap.com/certifications/cps-certified-prevention-specialist/

For Students Not Interested in Obtaining MCBAP Credentialing

If you are not interested in working in the areas of prevention or treatment in the future, you have more options for placement. You may opt to take the prevention, clinical, or administration/research track at a non-licensed facility but you must still work with individuals
experiencing or at risk for substance use difficulties. In addition, you will not have to be concerned with the MCBAP requirements, and only the SPADA requirements. Please talk to your Field Practicum coordinator to express your interest in obtaining the requirements for MCBAP if you desire to get the CADC, CAADC, or CPS in the future.

Searching for a Licensed Substance Abuse Program in Michigan

To find a list of licensed substance abuse programs in Michigan, visit the Department of Licensing and Regulatory Affairs website at https://w2.lara.state.mi.us/VAL/License/Search or SPADA’s website at https://wmich.edu/addictionstudies/academics/grad.
RESPONSIBILITIES FOR FIELD PRACTICUM

Coordinator of SPADA Field Practicum

The SPADA Field Practicum coordinator is minimally responsible for the following:

1. To confirm student eligibility for Field Practicum
2. To determine appropriate placement of student at a site
3. To serve as liaison between agencies, program, other departments and schools, and students
4. To receive, review and approve all student documentation of field practicum (e.g., learning contract, mid-placement and final student evaluations and feedback documents, time log, etc.)
5. To participate with each student and student’s site supervisor(s) in a mid-placement interview, at the discretion of the SPADA Field Practicum coordinator
6. To participate in a final evaluation of student’s professionalism, service, competency, total hours, etc.
7. To engage, monitor, intervene (if necessary), and manage the student.
8. To issue each student’s grade (i.e., credit or no credit) for ADA 5700 or ADA 6700
Site Supervisor

The site supervisor is minimally responsible for the following:

1. To provide each student with information regarding agency policies, procedures and finances.

2. To provide each student with a comprehensive outline of agency services and the place of the agency within the network of community or county services.

3. To acquaint each student with the agency’s personnel and physical site.

4. To provide each student with information regarding the agency’s philosophy and approach to substance abuse problems.

5. To provide a significant and meaningful learning experience for each student.

6. To assist each student in developing goals and objectives for the field experience and a set of performance expectations by which attainment of objectives may be assessed.

7. To assist each student in the construction of a formal agreement regarding the inclusive dates of the field experience and the time commitment required per week.

8. To provide each SPADA student with approximately one hour of face-to-face supervision for each ten hours of practical training (other staff may assist in this task).

9. To participate with each student and the SPADA Field Practicum coordinator in a mid-placement interview and receive, review, and approve all student documents and evaluations.

10. To provide the SPADA Field Practicum coordinator with an evaluation of the student’s performance upon completion of the experience.
The Student

The learning experience is the major responsibility of the student. If the student believes there is inadequate guidance and supervision, too much or not enough work is being assigned etc., the student should attempt to communicate this to the site supervisor. It is good to remember that there is an initial period of adjustment to Field Practicum that might be difficult for everyone involved. Timely and honest communication can prevent many problems from developing.

Each student is minimally responsible for the following:

1. To secure admission into SPADA prior to enrollment in field experience. (Note: this is required even if you have already been admitted to a graduate degree program.)

2. To complete twelve credit hours of SPADA course work prior to enrollment in Field Practicum.

3. Meet/speak with SPADA advisor to confirm necessary coursework is completed and sign SPADA checklist. Send checklist to Dr. Tiffany Lee, SPADA Director via email, fax, or postal mail.

4. To contact the SPADA Field Practicum Coordinator at least one semester prior to the semester in which the student wishes to begin the field experience. You may contact Thomas Blackmon at (269) 275-0297 or thomas.blackmon@wmich.edu; or Carol Smith at 231-995-1846 or carol.1.smith@wmich.edu

5. To read and sign the professional code of ethics (Appendix A or B), and send to Dr. Tiffany Lee, SPADA Director, via email, fax, or postal mail.

6. Obtain and provide proof of professional liability insurance. 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. Please see page 3 of this manual for more details.

7. To secure approval of the SPADA Field Practicum coordinator for specific field placement arrangements (you may do this by phone or e-mail).

8. To collaborate with the site supervisor(s) on the preparation of a learning contract (Appendix C) WITHIN ONE WEEK OF STARTING PRACTICUM WORK and obtain the Field Practicum coordinator’s approval by sending it to:
Kalamazoo/Grand Rapids/Metro-Detroit/Out of State or Country students send to:
Thomas Blackmon
thomas.blackmon@wmich.edu

Traverse City students send to:
Carol Smith
WMU University Center
2200 Dendrinos Dr.
Traverse City, MI 49684
carol.1.smith@wmich.edu

8. To learn and refine clinical substance abuse techniques through significant interactions with the field supervisor(s) and agency personnel.

9. To provide quality service in assigned tasks.

10. To handle the material, information, and records involved in agency work in a professional and responsible manner.

11. To submit mid-placement and final student feedback documents (Appendixes D and F), mid-placement and final student evaluations (Appendix E), and time log and checklist (Appendixes G and H) to the SPADA Field Practicum coordinator. The mid-placement student feedback document and the student evaluation form are due prior to any mid-placement conference. The final student feedback document, the final student evaluation, and time log are due one week before the last day of the semester in which Field Practicum is completed.

12. To participate in a mid-placement interview and evaluation with the SPADA Field Practicum coordinator and site supervisor(s), if one is required.

In order for the student to receive possible credit for Field Practicum in any semester or session, the student must submit a time log documenting completion of 360 hours of field experience, including direct client contact hours. The learning contract, two student feedback documents, two student evaluations, time log, and checklist must be submitted by the appropriate deadlines in order for the Field Practicum coordinator to possibly grant credit; otherwise, the student will be issued an incomplete.

Occasionally, problems do develop during the course of the field experience. These problem areas typically take the form of conflict with the site supervisor, conflict with the training organization’s policies, or problems related to client contact. Students should attempt to resolve any conflicts within the field site agency; however, if a resolution of the problem cannot be satisfactorily achieved, the student and/or site supervisor should contact the SPADA Field Practicum coordinator.

We in SPADA sincerely hope that both the agency and trainee will find the Field Practicum experience mutually beneficial and rewarding.

Interested students may obtain information regarding state certification in addictions by contacting:

The Michigan Certification Board for Addiction Professionals
2111 University Park Drive, Suite 600
Okemos, MI 48864
(517) 347-0891
APPENDIX A
Michigan Certification Board for Addiction Professionals  
Counselors/Criminal Justice Code of Ethical Standards

**Principle 1: Non-Discrimination**

The counselor shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.

a. The counselor shall avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, the counselor guards the individual rights and personal dignity of clients.

b. The counselor shall be knowledgeable about disabling conditions, demonstrate empathy and personal emotional comfort in interactions with clients with disabilities, and make available physical, sensory and cognitive accommodations that allow clients with disabilities to receive services.

**Principle 2: Responsibility**

The counselor shall espouse objectivity and integrity, and maintain the highest standards in the services the counselor offers.

a. The counselor shall maintain respect for institutional policies and management functions of the agencies and institutions within which the services are being performed, but will take initiative toward improving such policies when it will better serve the interest of the client.

b. The counselor, as educator, has a primary obligation to help others acquire knowledge and skills in dealing with the disease of alcoholism and drug abuse.

c. The counselor, who supervises others, accepts the obligation to facilitate further professional development of these Individuals by providing accurate and current information, timely evaluations and constructive consultation.

d. The counselor, who is aware of unethical conduct or of unprofessional modes of practice, shall report such inappropriate behavior to the appropriate authority.

**Principle 3: Competence**

The counselor shall recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the counselor and of the profession as a whole. The counselor shall recognize the need for ongoing education as a component of professional competency.

a. The counselor shall recognize boundaries and limitation of the counselor’s competencies and not offer services or use techniques outside of these professional competencies.

b. The counselor shall recognize the effect of impairment on professional performance and shall be willing to seek appropriate treatment for oneself or for a colleague. The counselor shall support peer assistance programs in this respect.

**Principle 4: Legal and Moral Standards**

The counselor shall uphold the legal and accepted moral codes which pertain to professional conduct.

a. The counselor shall be fully cognizant of all federal laws and laws of the counselor’s respective state governing the practice of alcoholism and drug abuse counseling.
b. The counselor shall not claim either directly or by implication, professional qualifications/affiliations that the counselor does not possess.

c. The counselor shall ensure that products or services associated with or provided by the counselor by means of teaching, demonstration, publications or other types of media meet the ethical standards of this code.

**Principle 5: Public Statements**

The counselor shall honestly respect the limits of present knowledge in public statements concerning alcoholism and drug abuse.

a. The counselor, in making statements to clients, other professionals, and the general public, shall state as fact only those matters, which have been empirically validated as fact. All other opinions, speculations and conjecture concerning the nature of alcoholism and drug abuse, its natural history, its treatment or any other matters, which touch on the subject of alcoholism and drug abuse, shall be represented as less than scientifically validated.

b. The counselor shall acknowledge and accurately report the substantiation and support for statements made concerning the nature of alcoholism and drug abuse, its natural history, and its treatment. Such acknowledgments should extend to the source of the information and reliability of the method by which it was derived.

**Principle 6: Publication Credit**

The counselor shall assign credit to all who have contributed to the published material and for the work upon which the publication is based.

a. The counselor shall recognize joint authorship and major contributions of a professional nature made by one or more persons to a common project. The author who has made the principal contribution to a publication must be identified as first author.

b. The counselor shall acknowledge in footnotes or in an introductory statement minor contributions of a professional nature, extensive clerical or similar assistance and other minor contributions.

c. The counselor shall in no way violate the copyright of anyone by reproducing material in any form whatsoever, except in those ways which are allowed under the copyright laws. This involves direct violation of copyright as well as the passive assent to the violation of copyright by others.

**Principle 7: Client Welfare**

The counselor shall promote the protection of the public health, safety and welfare and the best interest of the client as a primary guide in determining the conduct of all counselors.

a. The counselor shall disclose the counselor’s code of ethics, professional loyalties and responsibilities of all clients.

b. The counselor shall terminate a counseling or consulting relationship when it is reasonably clear to the counselor that the client is not benefiting from the relationship.

c. The counselor shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.

d. The counselor shall not use or encourage a client’s participation in any demonstration, research or other non-treatment activities when such participation would have potential harmful consequences for the client or when the client is not fully informed. (Principle 9)
e. The counselor shall take care to provide services in an environment which will ensure the privacy and safety of the client at all times and ensures the appropriateness of service delivery.

**Principle 8: Confidentiality**

The counselor working in the best interest of the client shall embrace, as a primary obligation, the duty of protecting client’s rights under confidentiality and shall not disclose confidential information acquired in teaching, practice or investigation without appropriately executed consent.

a. The counselor shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client in any areas likely to affect the client’s confidentiality. This includes the recording of the clinical interview, the use of material for insurance purposes, the use of material for training or observation by another party.

b. The counselor shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The counselor shall ensure that data obtained, including any form of electronic communication, are secured by the available security methodology. Data shall be limited to information that is necessary and appropriate to the services being provided and be accessible only to appropriate personnel.

c. The counselor shall adhere to all federal and state laws regarding confidentiality and the counselor’s responsibility to report clinical information in specific circumstances to the appropriate authorities.

d. The counselor shall discuss the information obtained in clinical, consulting or observational relationships only in the appropriate settings for professional purposes that are in the client’s best interest. Written and oral reports must present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort shall be made to avoid undue invasion of privacy.

e. The counselor shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

**Principle 9: Client Relationships**

It is the responsibility of the counselor to safeguard the integrity of the counseling relationship and to ensure that the client has reasonable access to effective treatment. The counselor shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

a. The counselor shall inform the client and obtain the client’s agreement in areas likely to affect the client’s participation including the recording of an interview, the use of interview material for training purposes, and/or observation of an interview by another person.

b. The counselor shall not engage in professional relationships or commitments that conflict with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.

c. The counselor shall not exploit relationships with current or former clients for personal gain, including social or business relationships.

d. The counselor shall not under any circumstances engage in sexual behavior with current or former clients.

e. The counselor shall not accept as clients anyone with whom they have engaged in sexual behavior.

**Principle 10: Interprofessional Relationships**

The counselor shall treat colleagues with respect, courtesy, fairness and good faith and shall afford the same to other professionals.
a. The counselor shall refrain from offering professional services to a client in counseling with another professional except with the knowledge of the other professional or after the termination of the client’s relationship with the other professional.

b. The counselor shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

c. The counselor shall not in any way exploit a relationship with a supervisor, employee, student, research participant, or volunteer.

**Principle 11: Remuneration**

The counselor shall establish financial arrangements in professional practice in accord with the professional standards that safeguard the best interests of the client first, and then of the counselor, the agency, and the profession.

a. The counselor shall inform the client of all financial policies. In circumstances where an agency dictates explicitly provisions with its staff for private consultations, clients shall be made fully aware of these policies.

b. The counselor shall consider the ability of a client to meet the financial cost in establishing rates for professional services.

c. The counselor shall not engage in fee splitting. The counselor shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.

d. The counselor, in the practice of counseling, shall not at any time use one’s relationship with clients for personal gain or for the profit of an agency or any commercial enterprise of any kind.

e. The counselor shall not accept a private fee for professional work with a person who is entitled to such services through an institution or agency unless the client is informed of such services and still requests private services.

**Principle 12: Societal Obligations**

The counselor shall to the best of his/her ability actively engage the public policy and legislative processes, educational institutions, and the general public to change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by alcoholism and drug abuse.
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
Phone: (269) 387-7321
Fax: (269) 387-3348
Principle 1: Non-Discrimination

1. The Certified Prevention Specialist/Certified Prevention Consultant (CPS/CPC) must not discriminate against service recipients, colleagues, or the general public based on race, religion, age, gender, national ancestry, sexual orientation, marital status, political beliefs, HIV/AIDS status, socioeconomic or handicapping conditions.

2. The CPS/CPC should broaden his/her understanding and acceptance of cultural and individual differences in order to render services and provide information sensitive to those differences.

Principle 2: Personal Responsibility

1. The CPS/CPC shall exercise competent professional judgment when dealing with service recipients, colleagues, or the general public and shall maintain their best interest at all times.

2. The CPS/CPC shall serve as a responsible role model in applying prevention concepts to public and professional relationships.

Principle 3: Professional Competence

1. The CPS/CPC shall provide competent, professional service to all in keeping with State of Michigan standards. Competent professional service requires:
   a) thorough knowledge of alcohol, tobacco and other drug abuse prevention;
   b) skill in presentation and education techniques;
   c) thoroughness and preparation reasonably necessary to assure the highest level of quality service, and
   d) willingness to maintain current and relevant knowledge through on-going professional education.

2. The CPS/CPC shall assess personal competence, recognize personal boundaries and limitations, and not offer services beyond his/her skill or training level.

3. The CPS/CPC shall comply with and follow all laws, codes, rules, and regulations which apply to substance abuse prevention professional conduct.

Principle 4: Professional Standards

1. CPS/CPC shall maintain the highest professional standards and:
   a) shall not claim either directly or by implication professional knowledge, qualifications or affiliations that the CPS/CPC does not possess;
   b) shall not lend his/her name to, or participate in any professional and/or business relationship which may knowingly misrepresent or mislead the public in any way;
   c) shall not misrepresent his/her certification to the public or make false statements regarding his/her qualifications to the Michigan Certification Board for Addiction Professionals (MCBAP);
   d) must ensure that any materials or products with which he/she is associated in developing or promoting, whether for commercial sale or other use, are presented in a professional and factual way,
   e) shall recognize the effect of substance use on professional performance and must be willing to seek appropriate treatment or to support a colleague in need of treatment services;
   f) must fairly and accurately report appropriate prevention information to service recipients, colleagues, and the general public, acknowledging and documenting sources, materials, and techniques used;
   g) must not misrepresent the work of others, and
   h) must not misrepresent one’s own prevention work for personal or professional recognition, funding, or other gain.
Principle 5: Public Statement

1. The CPS/CPC must respect the limits of current knowledge in public statements concerning the effectiveness of prevention initiatives, prevention programs, prevention research, and alcohol, tobacco and other drug information.

2. The CPS/CPC who conducts training in prevention must indicate to the audience the requisite training/qualifications required to properly implement the material, program, or techniques presented/taught in the training.

Principle 6: Material Credit

1. The CPS/CPC who participates in the writing, editing, development or production of professional papers, videos/films, pamphlets, books, or any other prevention materials, must acknowledge and document any published or unpublished materials, techniques, or sources used in creating these materials.

2. The use of copyrighted materials without first receiving author approval is against the law and in violation of professional ethics.

Principle 7: Recipient Welfare

1. The CPC/CPS shall maintain objectivity, integrity and the highest professional standards in:
   a) delivering prevention services;
   b) providing a supportive environment;
   c) protecting the welfare and upholding the best interest of both individual recipients and the public;
   d) maintaining an objective, non-possessive relationship with those they serve and not exploiting them sexually, financially, or emotionally, and
   e) maintaining an ability and willingness to make appropriate referrals.

2. The CPS/CPC shall not engage in any action that violates the civil or legal rights of recipients.

Principle 8: Confidentiality

1. The CPS/CPC has the responsibility to be aware of and to be in compliance with all applicable state and federal statutes, guidelines, regulations, and agency policies. These include:
   a) notification of recipient rights;
   b) reporting child abuse and neglect;
   c) reporting misconduct by individuals or agencies, and
   d) maintaining recipient confidentiality and safeguarding from disclosure confidential information acquired during service delivery.

Principle 9: Professional Integrity

1. The CPS/CPC should:
   a) never knowingly make a false statement to the appropriate licensing/certification disciplinary authority;
   b) promptly alert a colleague to potentially unethical behavior so that colleague can take corrective action, and
   c) report violations of professional conduct by other prevention professionals to the appropriate licensing/certification disciplinary authority when there is knowledge that the professional has violated professional standards.

2. The CPS/CPC shall practice with integrity which can accommodate inadvertent error and the honest difference of opinion but not intentional deceit or subordination of principle.

3. The CPS/CPC shall not practice under a false name or under a name other than the name in which his/her certification is held.
Principle 10: Remuneration

1. The CPS/CPC must establish financial arrangements in professional practice in accordance with the professional standards that safeguard the best interests of service recipients, colleagues, and the public.

2. The CPS/CPC must not send or receive any commission or rebate or any other form of remuneration for referral of service recipients for professional services.

3. The CPS/CPC must not exploit the public’s trust nor his/her relationship with service recipients to promote personal gain or the profit of any agency or commercial enterprise of any kind.

Principle 11: Societal Obligations

1. The CPS/CPC should:
   
   a) advocate for consistent health promotion and awareness messages to the general public,
   b) provide factual state-of-the-art alcohol, tobacco, and other drug prevention information to recipients of prevention services, and
   c) advocate public policy that would help strengthen the overall health and well-being of the community.

Principle 12: Professional Obligations

In addition to adhering to the obligations stated above, the CPS/CPC should strive to maintain and promote the integrity of certification within the State of Michigan, nationally and internationally, and the advancement of the alcohol, tobacco and other drug prevention profession.
Michigan Certification Board for Addiction Professionals
Prevention Code of Ethical Standards

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
Phone: (269) 387-7321
Fax: (269) 387-3348
APPENDIX C
The Learning Contract must be completed within one week of your placement. Failure to submit this contract will result in a grade of an incomplete.

Student’s name ___________________________ WIN __________________

Student’s home address __________________________________________

______________________________________________________________

WMU e-mail address: ___________________________________________

Name of agency/placement site __________________________________

Address of placement site _________________________________________

Agency telephone number _______________________ Home telephone number _______________

Cell phone number __________________________

Placement focus: Treatment __ Prevention ______ Research ______ Administration _______

** I understand that in order for my Field Practicum to be considered by MCBAP for the appropriate MCBAP credential, I will need to have met the MCBAP required number of hours in the core functions outlined by MCBAP.

________________________________________________________________________

Student Signature

Dual Enrollment (if completing an internship for a graduate program concurrent with the SPADA Field Practicum, please identify the graduate program):

_______ MSW _______ CECP _______ Other: ____________________________

Name of field placement supervisor ______________________________________

Semester enrolled _______ Credit hours _______ Contact hours _________________

Inclusive dates of the contract, from __________________ to __________________

Days and hours of the week: Mon._________ Tues._________ Wed._________ Thurs._________

Fri._________ Sat._________ Sun._________

Number of hours per week of direct supervision __________

Agreed upon days off (holidays, WMU breaks, other) ____________________________

________________________________________________________________________

22
On a separate sheet of paper, please provide the following information:

1. **Trainee goals, objectives, and assessment criteria**

   This information is to be provided by the student with the guidance and approval of his/her site supervisor and should be at least one page long with four to five primary goals. An acceptable format for this information would be:

   **Goal**

<table>
<thead>
<tr>
<th>Objective a</th>
<th>Objective b</th>
<th>Objective c</th>
</tr>
</thead>
</table>

   Assessment criteria for successful completion of this goal and these objectives:

   ____________________________________________________

2. **Agency/placement site expectations**

   This information should be provided by the site supervisor and should be at least one page long. Information should include:

   a. expected outcomes
   b. agency policies
   c. state regulations
   d. federal regulations

   Some of this information might be included in the agency’s policies and procedures manual and can simply be attached to your learning contract.

At the end of your learning contract, there should be a signature block like the one below:

**Student’s name** ___________________________ **WIN** _____________ **Date:** ____________

**Site supervisor** ___________________________________________ **Date:** ____________

**SPADA Field Practicum coordinator** ___________________________ **Date:** ____________

*Keep a copy of the learning contract for your records. Your site supervisor should also retain a copy. Mail the original to Thomas Blackmon (Kalamazoo, Grand Rapids, out of state/country students and Metro-Detroit students) or Carol Smith (Traverse City students),*
APPENDIX D
The mid-placement student feedback document should be received by the SPADA Field Practicum coordinator at least five working days before any scheduled mid-placement conference. *Failure to submit this document will result in a grade of an incomplete.*

Date ________________

Student’s name ____________________________ WIN ________________________

Student’s home address ________________________________

____________________________________________________

Agency/placement site name and address __________________________

____________________________________________________

Agency telephone number ___________ Home telephone number ___________

Cell phone number ________________________________

Name of field site supervisor ________________________________

Semester ________________________________

Clock hours completed to date ________________________________

Supervision hours completed to date ________________________________
On a separate sheet of paper, provide the following information:

1. List of goals and objectives (these may be photocopied from the learning contract).

2. Self-evaluation regarding how successful you have been in meeting goals and objectives.

3. Agency/placement site activities in which you have been involved (to include in service meetings, etc.).

4. Your comments relating to the following:
   a. the agency/placement site and staff (If you have experienced any special challenges or difficulties during your experience, it is important to include them as part of your mid-placement evaluation.)
   b. your interest and investment in the experience
   c. the value of the experience for you
   d. the value of the assignments you have been given
   e. the pertinence of SPADA course work to the field experience

5. Your summary impression of your professional growth and development. Include information regarding your work habits, assets and deficiencies, ability to utilize available resources, knowledge and performance as they pertain to your role in the placement site, etc.

At the end of your mid-placement document, there should be a signature block like the one below:

Student’s name ___________________________ WIN _________________ Date: __________

Site supervisor ________________________________ Date: __________

SPADA Field Practicum Coordinator __________________________ Date: __________

Keep a copy of the mid-placement document for your records. You should also give a copy to your site supervisor. Mail the original to Thomas Blackmon (Kalamazoo, Grand Rapids, out of state/country students and Metro-Detroit students) or Carol Smith (Traverse City students).
APPENDIX E
FIELD PRACTICUM STUDENT EVALUATION
Western Michigan University
Specialty Program in Alcohol and Drug Abuse (SPADA)

The student is to provide the following information:

Student’s name ___________________________ WIN __________________________
Student Phone: ________________________ Student WMU Email: _________________________
Student Address: _________________________________________________________________
SPADA Practicum Supervisor Name: _________________________________________________
Field Supervisor Name: ____________________________________________________________
Field Supervisor Phone: _____________ Field Supervisor Email: ____________________________
Field Supervisor Address: ___________________________________________________________
Agency: ________________________________________________________________________
Date of Evaluation: __________________________ (circle one)       Mid-Placement       Final

FIELD SUPERVISOR: Respond to the items listed below to evaluate your practicum student. Use the descriptors below as a guide for your evaluation. Provide comments in the boxes below, if desired.

Not Applicable: The student has not had the opportunity to perform this skill, task, or role.

Unsatisfactory: Demonstrates limited ability to perform this skill, task, or role, although not on a consistent basis. Shows minimal understanding of the concepts needed to perform this skill, task, or role. Is rarely prepared to perform this skill, task, or role.

Needs Improvement: Demonstrates some ability to perform this skill, task, or role. Shows some understanding of the concepts needed to perform this skill, task, or role. Is occasionally prepared to perform this skill, task, or role.

Proficient: Demonstrates the ability to perform this skill, task or role. Shows an understanding of the concepts needed to perform this skill, task, or role. Is usually prepared to perform this skill, task, or role.

Exemplary: Demonstrates the ability to consistently perform this skill, task or role at a higher than expected level. Shows a strong understanding of the concepts needed to perform this skill, task, or role. Is consistently prepared to perform this skill, task, or role in the agency setting.
## STUDENT EVALUATION

<table>
<thead>
<tr>
<th>Competencies</th>
<th>N/A</th>
<th>Unsatisfactory</th>
<th>Needs Improvement</th>
<th>Proficient</th>
<th>Exemplary</th>
</tr>
</thead>
</table>

### FOUNDATIONS

1. Demonstrates a commitment to professional development and continually makes efforts to increase skills and abilities relative to professional work.

2. Demonstrates an awareness of personal values, attitudes, and beliefs as they affect professional activities.

3. Makes efforts to become aware of issues of diversity and culture in the agency setting.

4. Demonstrates respect for and acceptance of clients, colleagues, and community members from diverse backgrounds.

5. Has necessary knowledge base to perform duties within the agency setting (e.g., counseling theory, counseling techniques, etc.).

6. Is able to provide developmentally and culturally appropriate services to clients.

**Comments:**

### CONTEXTUAL DIMENSIONS

7. Demonstrates and models effective stress management and coping skills when dealing with emotional and physical demands of job duties.

8. Promotes, models, and maintains positive relationships with clients, colleagues, and members of the community.

9. Advocates for and protects the rights of clients as appropriate and necessary.

10. Models ethical, just, and fair behavior in all professional activities.

11. Has the ability to manage crisis situations when they arise.

**Comments:**

### SKILL REQUIREMENT FOR COUNSELORS

12. Accesses the professional literature when designing interventions.

13. Demonstrates effective clinical skills in individual, group, and couple and family counseling sessions (or those treatment modalities that the student had an opportunity to engage in).

14. Utilizes technology when appropriate and is committed to improving skills in this area.
| 15. | Demonstrates good time management skills including starting and ending appointments on time. |
| 16. | Develops and maintains effective therapeutic relationships with clients from all racial, ethnic, and cultural backgrounds. |
| 17. | Is open to input, feedback, and supervision from others. |
| 18. | Effectively coordinates services, collaborates with other professionals, and makes referrals to community resources. |
| 19. | Provides valuable and meaningful input when asked to consult with colleagues on clinical issues. |
| 20. | Asks for consultation, collaboration, assistance, and advice from colleagues and supervisors when needed. |

Comments:

**PROFESSIONAL BEHAVIOR**

| 21. | Follows agency policies and procedures. |
| 22. | Maintains appropriate professional appearance (attire, grooming, etc) while at the agency. |
| 23. | Maintains records in accordance with agency standards. |
| 24. | Performs duties in accordance with ethical standards for the profession (e.g., American Counseling Association). |
| 25. | Understands and maintains appropriate confidentiality of client information at appropriate times. |

Comments:

**SUBSTANCE ABUSE**

<p>| 26. | Incorporation of information from supervision and consultation into assessment findings. |
| 27. | Knows the stages of change and readiness for treatment. |
| 28. | Uses assessment information to individualize the client’s treatment goals. |
| 29. | Documents the referral process accurately. |
| 30. | Knows the federal, state, and agency regulations that apply to addiction counseling. |
| 31. | Knows the confidentiality rules and regulations. |
| 32. | Knows the clients’ rights and responsibilities. |
| 33. | Assesses and engages the client’s and client’s system’s strengths and resources. |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>34.</td>
<td>Assesses for immediate concerns regarding safety and potential harm to others.</td>
</tr>
<tr>
<td>35.</td>
<td>Knows the regulations pertaining to client records.</td>
</tr>
<tr>
<td>36.</td>
<td>Knows the essential components of client records, including release forms, assessments,</td>
</tr>
<tr>
<td></td>
<td>treatment plans, progress notes, and discharge summaries and plans.</td>
</tr>
<tr>
<td>37.</td>
<td>Composes timely, clear, complete and concise records that comply with regulations.</td>
</tr>
<tr>
<td>38.</td>
<td>Documents information in an objective manner.</td>
</tr>
</tbody>
</table>

Comments:

**Course Evaluation:**

Earning a grade of a B or above is passing and will receive credit. Grades of CB or below are considered no credit.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 – 100%</td>
</tr>
<tr>
<td>BA</td>
<td>85 – 91 %</td>
</tr>
<tr>
<td>B</td>
<td>80 – 84 %</td>
</tr>
<tr>
<td>CB</td>
<td>75 – 79 %</td>
</tr>
<tr>
<td>C</td>
<td>70 – 74 %</td>
</tr>
<tr>
<td>DC</td>
<td>65 – 69 %</td>
</tr>
<tr>
<td>D</td>
<td>60 – 64 %</td>
</tr>
<tr>
<td>E</td>
<td>59 % and below</td>
</tr>
</tbody>
</table>

_____ This student receives CREDIT for the Field Practicum

_____ This student DOES NOT receive credit for the Field Practicum

By signing this form, I confirm that I have discussed this review in detail with my supervisor and have received a copy for my records. Signing this form does not necessarily indicate that you agree with this evaluation.

Practicum Student Signature ______________________ Date __________

Practicum Supervisor Signature ______________________ Date __________

Field Supervisor Signature ______________________ Date __________

This student must be provided a copy of this form for his/her records and SPADA must retain a copy of this form for the student’s file. For more information please contact:

Specialty Program in Alcohol and Drug Abuse
Western Michigan University
1903 W. Michigan Avenue
Kalamazoo, MI 49008-5212
Phone: 269-387-3340; Fax: 269-387-3348
APPENDIX F
If the final student feedback document is not received one week prior to the last day of the semester, you will receive an incomplete. The incomplete will be removed when the required materials have all been submitted. The University allows up to one year to have an incomplete changed to a grade or credit.

Date ____________________

Student’s name __________________________ WIN _______________________

Student’s home address ____________________________________________

_______________________________________________________________

Agency/placement site name and address ______________________________

_______________________________________________________________

Agency telephone number ____________ Home telephone number __________

Cell phone number ______________________________________________

Name of field site supervisor _______________________________________

Semester _________________________________________________________

Clock hours completed to date ______________________________________

Supervision hours completed to date __________________________________
On a separate sheet of paper, please provide the following information:

1. List of goals and objectives (These can be photocopied from the learning contract)

2. List of work activities, including the number and nature of assignments (Attach a copy of your time log.)

3. Assessment and discussion of performance:
   a. progress to date (How successful have you been in meeting goals and objectives?)
   b. your attitude toward Field Practicum and investment in the learning process
   c. your professional growth and development
   d. your assets and deficiencies as they relate to the field experience
   e. suggestions for further professional development and improvement

At the end of the final student feedback document, there should be a signature block like the one below:

Student’s name ___________________________ WIN _______________ Date: __________

Site supervisor _______________________________ Date: __________

SPADA Field Practicum Coordinator ___________________________ Date: __________

Keep a copy of the final evaluation for your records. Give a copy to your site supervisor. Mail the original to Thomas Blackmon (Kalamazoo, Grand Rapids, out of state/country students and Metro-Detroit students) or Carol Smith (Traverse City students),
Write the total number of hours of supervised practical experience for each of the Twelve Core Counseling Functions. A total of 360 hours must be documented for your SPADA certification requirements.

<table>
<thead>
<tr>
<th>Function</th>
<th>Number of Supervised Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screening</td>
<td></td>
</tr>
<tr>
<td>Intake</td>
<td></td>
</tr>
<tr>
<td>Orientation</td>
<td></td>
</tr>
<tr>
<td>Assessment</td>
<td></td>
</tr>
<tr>
<td>Treatment planning</td>
<td></td>
</tr>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Case management</td>
<td></td>
</tr>
<tr>
<td>Crisis intervention</td>
<td></td>
</tr>
<tr>
<td>Client education</td>
<td></td>
</tr>
<tr>
<td>Referral</td>
<td></td>
</tr>
<tr>
<td>Record keeping</td>
<td></td>
</tr>
<tr>
<td>Consultation</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

Beginning date ______________________  Ending date ______________________

Name (printed) and signature of site supervisor ______________________  Date ______________________

Keep a copy of the time log for your records. Give a copy to your site supervisor. Mail the original to Mail the original to Thomas Blackmon (Kalamazoo, Grand Rapids, out of state/country students and Metro-Detroit students) or Carol Smith (Traverse City students),
SPADA FIELD PRACTICUM TIME LOG  
Prevention Placement Focus

Student’s name ___________________________ WIN _______________________

Student’s address ____________________________

Field site name and address ___________________________

Write the total number of hours of supervised practical experience for each of the Five Prevention Performance Domains. A total of 120 hours must be documented for MCBAP CPS certification, with a minimum of 10 hours in each domain listed (MCBAP, 2011). SPADA requires a total of 360 supervised prevention hours, with a total of 180 direct contact hours.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Number of Supervised Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and Evaluation</td>
<td>___________________________</td>
</tr>
<tr>
<td>Prevention Education Service Delivery</td>
<td>___________________________</td>
</tr>
<tr>
<td>Community Organization</td>
<td>___________________________</td>
</tr>
<tr>
<td>Public and Organizational Policy</td>
<td>___________________________</td>
</tr>
<tr>
<td>Professional Growth</td>
<td>___________________________</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td>___________________________</td>
</tr>
</tbody>
</table>

Beginning date ___________________________    Ending date ___________________________

Name (printed) and signature of site supervisor ___________________________    Date ___________________________

*Keep a copy of the time log for your records. Give a copy to your site supervisor. Mail the original to Thomas Blackmon (Kalamazoo, Grand Rapids, out of state/country students and Metro-Detroit students) or Carol Smith (Traverse City students),*
## SPADA FIELD PRACTICUM TIME LOG
### Administration/Research Placement Focus

<table>
<thead>
<tr>
<th>Function</th>
<th>Total Number of Supervised Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td></td>
</tr>
</tbody>
</table>

Beginning date ________________       Ending date ________________

Name (printed) and signature of site supervisor       Date

Keep a copy of the time log for your records. Give a copy to your site supervisor. Mail the original to Thomas Blackmon (Kalamazoo, Grand Rapids, out of state/country students and Metro-Detroit students) or Carol Smith (Traverse City students),
APPENDIX H
SPADA 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 code of ethics and return to Tiffany Lee, PhD at any time while enrolled in SPADA courses. (Sign the appropriate code based on chosen track: prevention or clinical)

2. 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.

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)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dept &amp; Course Number</th>
<th>Place Check in Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Causes of Substance Abuse</td>
<td>ADA 6060 or CECP 6340 or SWRK 6530</td>
<td></td>
</tr>
<tr>
<td>Recovery Oriented Systems of Care</td>
<td>ADA 6340 or CECP 6360 or SWRK 6550</td>
<td></td>
</tr>
<tr>
<td>Physical Aspects of Addictive Drugs</td>
<td>ADA 6110</td>
<td></td>
</tr>
<tr>
<td>Neuropsychopharmacology of Addictive Drugs</td>
<td>ADA 6115</td>
<td></td>
</tr>
<tr>
<td>Diversity and Ethical Issues in Addiction</td>
<td>ADA 6330</td>
<td></td>
</tr>
<tr>
<td>Co-Occurring Disorders</td>
<td>ADA 6400 or CECP 6390</td>
<td></td>
</tr>
<tr>
<td>Addiction in Family Systems</td>
<td>ADA 6410</td>
<td></td>
</tr>
</tbody>
</table>
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 coordinator 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 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
Phone: (269) 387-7321
Fax: (269) 387-3348
SPADA CHECKLIST – To be completed during Field Practicum

_____ 1. submit learning contract (Appendix C) to your Field Practicum coordinator within one week of start date.

_____ 2. submit mid-placement student feedback document (Appendix D) to your Field Practicum coordinator.

_____ 3. 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.

_____ 4. participate in the mid-placement conference.

_____ 5. submit final student feedback document (Appendix F) to your Field Practicum coordinator.

_____ 6. 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.

_____ 7. submit final field placement time log (Appendix G) 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

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/
Metro-Detroit/Out of state and country

Thomas Blackmon
thomas.blackmon@wmich.edu
(269) 275-0297

Traverse City
Regional Location

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