College of Health and Human Services
Specialty Program in Alcohol and Drug Abuse
WESTERN MICHIGAN UNIVERSITY

Graduate Certificate Program in Alcohol and Drug Abuse

SPADA
FIELD PRACTICUM MANUAL

SPADA Field Practicum Coordinators

Kalamazoo-Main Campus
Battle Creek
Grand Rapids
Regional Locations

Mr. Thomas Blackmon
Western Michigan University
1903 W. Michigan Ave.
SPADA Department
Kalamazoo, MI 49008-5212
(269) 275-0297
thomas.blackmon@wmich.edu

Dr. Carol Smith
Western Michigan University
2200 Dendrinos Drive
SPADA Department
Traverse City, MI 49684
(231) 995-1846
carol.l.smith@wmich.edu

Out of state/country students and Lansing/Metro-Detroit Regional Locations

Mr. William Epling
Western Michigan University
32820 Woodward Ave
SPADA Department
Royal Oak, MI 48073
(248) 935-2111
william.epling@wmich.edu

Revised May 2015
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 the SPADA program. The field practicum component is designed to be a total learning experience during which the trainee, with the guidance and assistance of those persons who are 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 advisor, 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 nine credit hours of SPADA course work, SPADA students will contact their advisor 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 employed job responsibilities.

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.
The SPADA advisor will register you for Field Practicum after you have completed your program outline paperwork with the advisor. Please note: Your practicum site must be approved ONE SEMESTER prior to enrollment by Thomas Blackmon, (Kalamazoo, Battle Creek, and Grand Rapids,), Carol Smith (Traverse City), or William Epling (out of state/country students and Metro-Detroit/Lansing regional locations).

**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: http://www.wmich.edu/coe/cecp/academics/forms/masters2010.pdf

**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 advisor for further information about coordinating field placements.

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. Refer to the two tables below for a breakdown of hours by semester.

Clock Hour Requirements by Semester

<table>
<thead>
<tr>
<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><strong>Weekly Clock Hours</strong></td>
<td><strong>Total Semester Clock Hours</strong></td>
<td><strong>Weekly Clock Hours</strong></td>
<td><strong>Total Session Clock Hours</strong></td>
</tr>
<tr>
<td>24</td>
<td>360</td>
<td>45</td>
<td>360</td>
</tr>
</tbody>
</table>

Contact Hour Requirements by Semester

<table>
<thead>
<tr>
<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><strong>Weekly Client Contact Hours</strong></td>
<td><strong>Semester Client Contact Hours</strong></td>
<td><strong>Weekly Client Contact Hours</strong></td>
<td><strong>Total Session Client Contact Hours</strong></td>
</tr>
<tr>
<td>12</td>
<td>180</td>
<td>22.5</td>
<td>180</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 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).

Clinical Credential

To earn the required hours for advanced certification as an Advanced Alcohol and Drug Counselor (CAADC), MCBAP requires applicants to have a master’s degree and have completed a total of 300 documented clinical hours at a licensed program, with a minimum of 10 hours in each of the 12 Core Functions (e.g., screening, assessment, treatment planning, and consultation). To assist with aligning with MCBAP requirements, SPADA requires 10 hours in each of the 12 Core Functions and requires 360 clock hours. To find a list of licensed substance abuse programs in Michigan, visit the Department of Licensing and Regulatory Affairs (https://w2.lara.state.mi.us/VAL/License/Search), click on Business and select "substance abuse" under license type.
Prevention Credential

To earn a certification as a Certified Prevention Specialist (CPS), MCBAP does not require a master’s degree; however, MCBAP requires applicants to have 120 hours of direct supervision at a licensed program performing ATOD prevention functions related to the IC&RC Prevention Performance Domains. To find a list of licensed substance abuse programs in Michigan, visit the Department of Licensing and Regulatory Affairs (https://w2.lara.state.mi.us/VAL/License/Search), click on Business and select "substance abuse" under license type.

MCBAP Education Requirements

In addition to contact hours, MCBAP requires contact hours from education. For the CAADC, MCBAP requires 180 contact hours of education related to treatment; one college credit is equivalent to 15 contact hours. Therefore, students obtaining the SPADA certificate will complete the contact hour requirement of education for the CAADC certification.

For the CPS credential, 120 hours of education in prevention are required, with the option of having 45 hours being specific to multicultural and diversity awareness. At least two-thirds (80) of the contact hours must be specific to prevention and the remaining one-third (40) may be related to prevention. Education is defined as formal classroom instruction (workshops, seminars, institutes, in services and college/university coursework) or home study courses. A maximum of 90 contact hours can be from home study coursework.

Please refer to www.mcbap.com for more information and forms to review, as well as Appendix G in this manual.

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 CAADC or CPS in the future.
RESPONSIBILITIES FOR FIELD PRACTICUM

Coordinator of SPADA Field Practicum

The SPADA field practicum coordinator is minimally responsible for the following:

1. To determine 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., ethical codes, 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 nine credit hours of SPADA course work prior to enrollment in field practicum. (Note: There is an exception to this policy for MSW students, who are required to complete the ninth credit hour of SPADA course work before they finish their SPADA field experience.)

3. 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; Carol Smith at 231-995-1846 or carol.l.smith@wmich.edu; or William Epling at (248) 935-2111 or william.epling@wmich.edu.

4. To read and sign the professional code of ethics (Appendix A or B), and return it to:

   C. Dennis Simpson, Ed.D., Director, SPADA
   College of Health and Human Services
   Western Michigan University
   1903 W. Michigan Ave.
   Kalamazoo, MI 49008-5212

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

6. 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/Battle Creek students send to: Thomas Blackmon
   Specialty Program in Alcohol and Drug Abuse
   Western Michigan University
   1903 W. Michigan Avenue
   Kalamazoo, MI 49008-5212
To learn and refine clinical substance abuse techniques through significant interactions with the field supervisor(s) and agency personnel.

To provide quality service in assigned tasks.

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

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.

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 a grade 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 submit a grade; 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
www.mcbap.com
Michigan Certification Board for Addiction Professionals
Certified Advanced Addictions Counselor
(CAAC)
Code of Ethical Conduct

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.
Michigan Certification Board for Addiction Professionals
Certified Advanced Addictions Counselor
(CAAC)
Code of Ethical Conduct

Print Name______________________________________
Signed _________________________________________
Date____________________________
APPENDIX B
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**

1. 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
Certified Prevention Specialist
(CPS)
Code of Ethical Conduct

Print Name______________________________________

Signed ________________________________ Date _____________
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.

Name of student ____________________________________________________________

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. _________ Thu. _________

Fri. ____________ Sat. _________ Sun. _________

Number of hours per week of direct supervision ______________

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

____________________________________________________________________________
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 __________________________________________________________
   Objective a _____________________________________________________
   Objective b _____________________________________________________
   Objective c _____________________________________________________

   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 ________________________________ 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, and Battle Creek students), Carol Smith (Traverse City students), or William Epling (out of state/country students, Metro-Detroit and Lansing students).
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 ________________

Name of student ________________________________

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, ability to utilize available resources, knowledge and performance as they pertain to your role in the placement site, your assets and deficiencies, etc.

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

Student  ________________________________ 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, Battle Creek, and Grand Rapids), Carol Smith (Traverse City), or William Epling (out of state/country students, Metro-Detroit and Lansing 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 Name: ________________________________________________________________

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.  
   |     |                |                   |             |           |
## 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.  
    |     |                |                   |             |           |
## 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

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.
### 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</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.

<table>
<thead>
<tr>
<th>Practicum Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Practicum Supervisor Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Supervisor Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WIN</th>
<th>Student’s home address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>______________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field site name and address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency telephone number</th>
<th>Home telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell phone number</th>
<th>Name of site supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Clock hours completed to date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervision hours completed to date</th>
<th></th>
</tr>
</thead>
</table>
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 ____________________________ 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, Battle Creek, and Grand Rapids), Carol Smith (Traverse City), or William Epling (out of state/country students, Metro-Detroit and Lansing students).
SPADA FIELD PRACTICUM TIME LOG  
Treatment 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 Twelve Core Counseling Functions. A total of 300 hours must be documented for MCBAP CADC or CAADC certification, with a minimum of 10 hours in each Core Function listed (MCBAP, 2011).

<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>
</tbody>
</table>

**Total Hours**  __________________________

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, and Battle Creek), Carol Smith (Traverse City), or William Epling (out of state/country students, Metro-Detroit and Lansing students).*

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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>Education and Skill Development</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>
</tbody>
</table>

**Total Hours**

_________________________

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, and Battle Creek), Carol Smith (Traverse City), or William Epling (out of state/country students, Metro-Detroit and Lansing students).
SPADA FIELD PRACTICUM TIME LOG
Administration/Research Placement Focus

Student’s name ___________________________ WIN ______________

Student’s address ____________________________________________

Field site name and address __________________________________

Write the total number of hours of supervised practical experience.

<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, and Battle Creek), Carol Smith (Traverse City), or William Epling (out of state/country students, Metro-Detroit and Lansing students).
SPADA CHECKLIST

Failure to complete any of the steps listed below can delay or cancel your receipt of your graduate certificate.

1. Read and sign the code of ethics and return to C. Dennis Simpson (sign the appropriate code based on chosen track: prevention or clinical)

2. Register and successfully complete the 15 credit hours of required coursework, and 3 credit hours of elective coursework, and 3 credit hours of field practicum.

Complete the following 5 courses:

___ * Causes of Substance Abuse: ADA 6060 or CECP 6340 or SWRK 6530 (3 credits)

___ * Recovery Oriented Systems of Care: ADA 6340 or CECP 6360 or SWRK 6550 (3 credits)

*Note: Counselor Education or Counseling Psychology students should choose the CECP course number. Social Work students should choose the SWRK number. All other students will register using the ADA course number.

___ Physical Aspects of Addictive Drugs: ADA 6110 (3 credits)

___ Applied Neuropsychopharmacology of Addictive Drugs: ADA 6115 (3 credits)

___ Diversity and Ethical Issues in Addictions: ADA 6330 (3 credits)

Complete 1 of the following 3 elective courses:

___ Co-Occurring Disorders and Addictions: ADA 6400 (3 credits)

___ Addiction in Family Systems: ADA 6410 (3 credits)

___ Clinical Supervision of Addiction Services: ADA 6420 (3 credits)

Complete field practicum: (see #3 below)

___ Field Practicum: ADA 6700 (3 credits) or ADA 5700 (1 credit)

3. After you have completed two courses and registered for a third, you need to secure advance approval of your field experience from the SPADA field practicum coordinator.

4. Contact your program advisor to complete the graduate certificate program outline and enroll in ADA 6700, Field Practicum (or 1 credit of ADA 5700; e.g., CECP or SWRK students).
5. **Requirements of ADA 6700, Field Practicum:**

______ **a.** submit learning contract (Appendix C) to your field practicum coordinator within one week of start date.

______ **b.** submit mid-placement student feedback document (Appendix D) to your field practicum coordinator.

______ **c.** 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.

______ **d.** participate in the mid-placement conference.

______ **e.** submit final student feedback document (Appendix F) to your field practicum coordinator.

______ **f.** 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.

______ **g.** submit final field placement time log (Appendix G) to your field practicum coordinator.

6. **Apply to receive graduate certificate (application is available online at**

[www.wmich.edu/registrar/~file/wmu-grad-certificate-application.pdf](http://www.wmich.edu/registrar/~file/wmu-grad-certificate-application.pdf)
Contact Information

For questions, visit:  www.wmich.edu/hhs/spada

All other questions, contact:

C. Dennis Simpson, Ed.D.
c.dennis.simpson@wmich.edu
(269)-387-3350

To schedule an appointment with your academic program advisor, contact:
Academic Advising
(269)-387-2656

For field placement, contact:  SPADA Field Practicum Coordinators

Kalamazoo/Grand Rapids/Battle Creek:
Thomas Blackmon
thomas.blackmon@wmich.edu
(269) 275-0297

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

Out of state/country students
Metro-Detroit / Lansing students:
William Epling
william.epling@wmich.edu
(248) 935-2111