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)
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  
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