

## **SPADA PRACTICUM CHECKLIST**

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

- \_\_\_\_\_ 1. Submit learning contract (Appendix D) to your field practicum coordinator within one week of start date.
- \_\_\_\_\_ 2. Submit mid-placement student feedback document (Appendix E) to your field practicum coordinator.
- \_\_\_\_\_ 3. Provide your site supervisor a copy of the field practicum student evaluation form (Appendix F) to complete for mid-placement evaluation. Review the evaluation form with your site supervisor, sign the document, and then email it to your field practicum coordinator.
- \_\_\_\_\_ 4. Participate in the mid-placement conference.
- \_\_\_\_\_ 5. Submit final student feedback document (Appendix G) to your field practicum supervisor.
- \_\_\_\_\_ 6. Provide your site supervisor a copy of the field practicum student evaluation form (Appendix F) to complete for final evaluation. Review the evaluation with your site supervisor, sign the document, and then email it to your field practicum coordinator.
- \_\_\_\_\_ 7. Submit final field placement time log (Appendix H or I) to your field practicum coordinator.

After all requirements for the SPADA Clinical Addiction Certificate are completed, **you must apply to receive the certificate** at: <http://www.wmich.edu/registrar/graduation-graduate-certificate>

### **Contact Information**

**For questions, visit:** [www.wmich.edu/addictionstudies](http://www.wmich.edu/addictionstudies)

**To schedule an appointment with your academic program advisor, please visit the website:**  
<https://wmich.edu/hhs/advising>  
(269) 387-2656