

SPADA PRE-PRACTICUM CHECKLIST

Complete Prior to Practicum Enrollment

DIRECTIONS: Initial by each item and send document to Dr. Tiffany Lee, SPADA Program Director. After obtaining this document and verifying eligibility, the student can obtain approval to register for field practicum.

- _____ 1. Apply to the Graduate college and the Specialty Program in Alcohol and Drug Abuse (SPADA) Clinical Addiction Certificate Program. This also must be completed for dual-enrolled students.
- _____ 2. Read and sign the Professional Standards and Expectations document (Appendix A). Send to Tiffany Lee, PhD at the beginning of your SPADA courses.
- _____ 3. Read and sign the Code of Ethics (Appendix B or C). Send to Tiffany Lee, PhD at any time while enrolled in SPADA courses (Sign the appropriate code based on chosen track: prevention or clinical).
- _____ 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.

CLINICAL ADDICTION CERTIFICATE PROGRAM

Place a check mark by the courses you have completed with a “C” or better”
(3.0 average required for graduation)

Course Title	Dept & Course Number	Place Check in Box
Introduction to Substance Use and Addiction	ADA 6200	
Cultural Humility and Social Justice in the Addiction Field	ADA 6330	
Approaches to Addiction Services	ADA 6350	
Co-Occurring Disorders	ADA 6400 or CECP 6390	
Addiction in Family Systems and Primary Relationships	ADA 6410	

List other SPADA Coursework:		
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- _____ 6. Contact your SPADA program advisor to discuss the Clinical Addiction Certificate program outline above and your eligibility to enroll in ADA 6700. Academic Advising: wmich.edu/hhs/advising. 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 ADA 6700 and secure advanced 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 6700 and begin the field practicum experience, you must have obtained professional liability insurance. **Please send the cover sheet only, which outlines your \$1,000,000/\$3,000,000 (minimum) policy and effective dates,** to the SPADA program director as soon as you have determined the location of your field placement

Print Name: _____ WIN: _____

Signed: _____ Date: _____

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

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

SPADA Program Director
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