

INDIVIDUAL WORK (IW) ENROLLMENT POLICY

The Department of Psychology Individual Work (IW) Courses are: **PSY4905 Independent Study, PSY4911 Research Assistant, PSY4940 Teaching Assistant, PSY4949 Internship, and PSY4970 Honor Thesis.**

Only Department of Psychology Faculty or affiliate members of the Department may serve as Faculty Sponsors. Graduate Psychology students teaching a course or managing research for a faculty member in Psychology must have their faculty sign as the sponsor.

Students working with non-psychology or non-affiliated faculty must locate a Psychology Faculty Supervisor who is knowledgeable in the research you will be conducting. For a list of Psychology Faculty: <https://psych.ufl.edu/directory/faculty/>

INDIVIDUAL WORK CREDIT

The Psychology Department, College, and University have established non-negotiable credit restrictions for IW courses for policy and protocol reasons. The following rules are detailed below.

OVERALL IW CREDITS ALLOWED

Students can only take a maximum of 9 credits total of IW courses. This limit cannot be exceeded under any circumstances.

SINGLE COURSE CREDIT LIMIT

- Students can enroll in up to 4 credits, maximum of 3 credits within a semester, per IW course.
- Once students have reached the 4-credit limit for the course, they may only enroll in 0 credits.

EXCEPTIONS:

- PSY4905 and PSY4970 require at least 1 credit
- PSY4911: Research Assistant: Students may utilize all nine allotted IW credits if no other IW course has been undertaken.

IMPORTANT NOTE

- For students intending to enroll in PSY4970 Honors Thesis, it is mandatory to reserve at least 1 of the IW 9 overall credits permitted.
- IW courses apply to the 3k Additional Psych Electives and cannot fulfill the 4k Psychology Electives requirement.

RESPONSIBILITY

STUDENT RESPONSIBILITY

- Complete the enrollment registration form and required training as specified. Electronically submit both at least one day before the conclusion of the Drop/Add period for the desired semester to psych-advising@ufl.edu.
- To avoid a non-refundable late fee of \$100.00, students must register for at least one credit hour in any course **before** the Drop/Add period starts.
- Students who plan to enroll in PSY4970 must preserve at least 1 of the 9 overall credits to be eligible.
- Clear current registration holds.
- Ensure their schedule has space for IW credit. Note: UF allows students to enroll in up to 18 credits per term.
- Responsible for contacting the advising office about registration inaccuracies.

PSYCH ADVISING RESPONSIBILITY

- Manage all IW courses.
- Responsible for enforcing IW credit limit.
- Ensure students submit all enrollment documents before enrollment.
- Enroll students for the requested credit(s) and in the correct IW section(s).

PSY4911: PSYCHOLOGY UNDERGRADUATE RESEARCH ASSISTANT

Information: This course is graded S/U only and may be taken for 0-3 credits per semester. Students must work 45 hours for each credit they are enrolled in during the semester.

- Only Department of Psychology Faculty or affiliate members of the Department may serve as Faculty Sponsors. Graduate students in Psychology must have their faculty sign as the sponsor.
- Students working with non-psychology or non-psychology affiliated faculty must find a Psychology Faculty member knowledgeable in the area of research to serve as the faculty sponsor. Psychology Faculty list: <https://psych.ufl.edu/directory/faculty/>

STUDENT AND REGISTRATION INFORMATION

Name: _____ UF ID: _____ UF Email: _____

Select Program: On-Campus Student _____ UF Online Student _____ Innovation Academy Student _____

Enter # of IW credits completed prior to this request: PSY4911 _____ PSY4940 _____ PSY4905 _____ PSY4949 _____ PSY4970 _____

Do you plan to enroll in PSY4970: Honors Thesis in the future? _____ Total # of IW Credits: _____

Enter Name of Research Lab: _____

INDICATE BELOW THE TERM AND NUMBER OF CREDITS YOU WISH TO ENROLL IN.

Semester: Fall: _____ Spring: _____ Summer A: _____ Summer B: _____ Summer C: _____ Year: _____ Credits: _____

Statement for students who registered for zero (0) credits: Students who register for this course at zero credits, may be assessed a tuition fee for 1 credit if they are not registered for any additional coursework during the requested term.

ACKNOWLEDGMENT

INITIAL AND SIGN TO INDICATE YOU HAVE COMPLETED THE FOLLOWING:

_____ I have completed the required training: UF SEXUAL HARASSMENT (GET803V) AND PRIVACY TRAINING (PRV802) training through UF myTraining system.

_____ There are NO holds on my account that will prevent the Psych Advisors from registering me for credit.

_____ I have talked with my faculty member about the number of credits and the type of laboratory work or research I will be doing for the semester.

_____ I have read and understand the Individual Work Enrollment Policy. Students should contact psych-advising@ufl.edu if clarification is needed before signing this form.

Student Signature _____ Date _____

FACULTY SUPERVISOR INFORMATION

BY SIGNING, YOU ARE CONFIRMING THAT YOU HAVE CHECKED THAT THE STUDENT HAS COMPLETED SEXUAL HARASSMENT (GET803V) AND PRIVACY TRAINING (PRV802).

Project Supervisor	Area of Study	Faculty Sponsor <i>(if applicable)</i>	Area of Study
Email	Phone	Email	
Signature	Date	Signature	Date

Students must send completed form to Psych-advising@ufl.edu. Incomplete forms will be returned for completion. Hard copies not accepted.