

## 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](mailto: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).

**PSY4940: UNDERGRADUATE TEACHING ASSISTANT**

**INSTRUCTIONS:** This course is graded S/U only and may be taken for 0-3 credits per semester with an overall 4 credit maximum allowed. Completed forms should be submitted at least one day before the requested semester's Drop/Add period ends. Students are expected to complete 45 work hours this semester for each credit taken.

**IMPORTANT: BEFORE** registration, students **MUST** complete both (GET803) Maintaining a Safe and Respectful Campus and (PRV802): Family Educational Rights and Privacy Act (FERPA) training through myTraining system at <http://mytraining.hr.ufl.edu>.

**STUDENT AND REGISTRATION INFORMATION**

Name: \_\_\_\_\_ UF ID: \_\_\_\_\_ Phone: \_\_\_\_\_

UF Email: \_\_\_\_\_ Select Program:    UF Online    On-Campus    Innovation Academy

# of IW credits completed/IP **BEFORE** this request: PSY4911 \_\_\_\_\_ PSY4940 \_\_\_\_\_ PSY4905 \_\_\_\_\_ PSY4949 \_\_\_\_\_ PSY4970 \_\_\_\_\_

Do you plan to register for PSY4970: Honors Thesis? Yes \_\_\_\_\_ No \_\_\_\_\_ Unsure \_\_\_\_\_ Total IW Credits \_\_\_\_\_

**9 credit IW max**

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

Semester \_\_\_\_\_ Year \_\_\_\_\_ Number of Credits \_\_\_\_\_ Course for which you will TA: \_\_\_\_\_  
(Fall, Spring, Summer/A/B/C)    (20XX)

**STATEMENT FOR STUDENTS REGISTERING FOR ZERO (0) CREDIT:**

I understand that by registering for this course at zero credit, I may be assessed a tuition fee for 1 credit if I am not registered for any additional coursework during the requested term. Initial: \_\_\_\_\_

**ACKNOWLEDGMENT**

**By signing this form, you acknowledge that you have completed and understood the following requirements:**

- I have completed the required training: [FERPA Basics](#) AND [Maintaining a Safe and Respectful Campus](#) - See PSY4940 website.
- I agree to review the [Handbook for Undergraduate Teaching Assistants](#) and abide by the guidelines and policies specified in the handbook.
- I **MUST** submit my training along with the enrollment form to [Psych-advising@ufl.edu](mailto:Psych-advising@ufl.edu). Not doing so will delay my enrollment.
- There are **NO** holds on my account that will prevent the Undergraduate Psychology office from registering me.
- I have talked with my Course Instructor about the number of credits and TA responsibilities I will be doing for the semester.
- I have read and understand the Individual Work Enrollment Policy.

*Note: Students should contact Psychology Advisors if clarification is needed before signing this form.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FACULTY/COURSE INSTRUCTOR INFORMATION**

Psychology graduate students serving as the instructor must complete the "Course Instructor" section, and their Psychology Faculty Supervisor/Mentor must complete the "Sponsor" section.

Course Instructor:		Faculty Sponsor: <i>(If Applicable)</i>	
Email	Phone	Email	
Signature	Date	Signature	Date

**Students must send completed form AND trainings to [Psych-advising@ufl.edu](mailto:Psych-advising@ufl.edu). Hardcopies not accepted.**