

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).

