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).

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 Respective 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 <u>BEFORE</u> this request: PS	SY4911 PSY4940 PS	Y4905 PSY4949	PSY4970			
Do you plan to register for PSY4970: Honors Thesis? Yes No Unsure Total IW Credits						
INDICATE BELOW THE TERM AND NUMBER OF CREDITS YOU WISH TO ENROLL IN.						
Course for which you will TA:	Semester	Year Numbe	r of Credits			
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

INITIAL AND SIGN TO INDICATE YOU HAVE COMPLETED THE FOLLOWING:

I have completed the required training: FERPA Basics AND	Maintaining a Safe and Respectful Campus
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 <u>Psych-advising@ufl.edu</u>. 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: (If Applicable)		
Email	Phone	Email		
Signature	Date	Signature	Date	

Students must send completed form AND trainings to <u>Psych-advising@ufl.edu</u>. Hardcopies not accepted.