PSY 4940: Introduction to Teaching in Psychology Registration Form

Department of Psychology, University of Florida

NOTE: Registration and completion of this form must be completed by the mid-point of the desired semester of enrollment. Students must have registered for at least one credit hour in ANY course before the Drop/Add period begins, or they will be assessed a $100.00 late fee when they are registered. You may be registered manually for PSY 4940 through the Drop/Add period. Once the Drop/Add period has ended, you must register through the Course Schedule Adjustment form.

This course is graded S/U only. **Only Department of Psychology Faculty or affiliate members of the Department may serve as Faculty Sponsors for PSY 4940.** Please type or print neatly, or you will not be registered.

IMPORTANT: Prior to registration, you <u>MUST</u> complete avoiding sexual harassment and Family Educational Rights and Privacy Act (FERPA) training through the my.ufl.edu portal. You should print your Training Summary and attach it to this form as proof of completion. Detailed instructions can be found at psych.ufl.edu/~undergrad → Teaching Experience.

STEP 1: STUDENT & REGISTRATION INFORMATION

Name: _____   UFID: _____ - _____

Email Address: _____   Phone: _____

I understand it is my responsibility to clear all registration holds before submitting this form: **your initials** [____]

I understand that I will NOT be registered for this course if I have current registration holds: **your initials** [____]

Semester: _____Year:_____ Credits:_____   **Course for which you will TA**: _____
(if summer, indicate A/B/C)   ***"By signing below, I agree to read the Handbook for***
Previous TOTAL # of PSY 4940 credits _____   ***Undergraduate Teaching Assistants and abide by the***
     guidelines and policies specified in the handbook."

Student Signature: _____   Date: _____

STEP 2: FACULTY SUPERVISOR INFORMATION

Meet with the Course Instructor with whom you want to be a TA. Discuss the number of credits and TA responsibilities to be completed during the semester you plan to work. For <u>each</u> credit taken, you are expected to complete 45 hours of work during this semester. **1-3** credits may be taken per semester, and a maximum total of **4** credits can count toward your major.

_____   _____
Course Instructor (Please Print)   Instructor's Signature   Date

Email Address: _____   Phone: _____

_____   _____
Faculty Sponsor, if Different (Please Print)   Sponsor's Signature   Date

STEP 3: DEPARTMENT APPROVAL & REGISTRATION

After completing Steps 1 & 2, **email this completed form to the Psychology Undergraduate Advising Office** at psych-advising@ufl.edu for review. Once the form is completed correctly, you will be registered by the advising staff.

_____
Undergraduate Coordinator Signature   Date Processed

UPDATED 07/23/2014 KAS
FILE PATH:

- - - **For Office Use Only. Do Not Mark!** - - -

TNG Harassment:_____   **TNG FERPA:**_____

SECTION: _____   **REGISTERED BY:** _____

If project supervisor = grad student: ADD TO EXCEL:_____

IF AFTER DROP/ADD: CHECK BOX [____]   ADD Dept/Ctl:_____   ADD Comment/Except:_____