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 <u>maximum of 9 credits total of IW courses</u>. 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).

PSY4970: HONORS SENIOR THESIS

COURSE INFORMATION: This course is graded on a Satisfactory/Unsatisfactory (S/U) basis and taken for 1-3 credits per semester, with an overall maximum of 4 credits allowed. Credit(s) taken can only apply to the additional psychology electives. Students must develop a written proposal, at least 7-8 pages in length (longer proposals are often appropriate), double-spaced, and consisting of sections representative of the actual thesis.

PROPOSAL: Generally, the proposal should include the following:

1. Specific aims or purpose of the project.
2. Review of pertinent literature.
3. Type and number of subjects to be tested: if applicable.
4. Apparatus or materials to be used: if applicable.
5. Techniques or procedures for data collection.
6. Methods of data analysis.
7. Possible outcomes of the study and their interpretations for the senior thesis.

STUDENT AND REGISTRATION INFORMATION

Name:_____ UF ID:_____ Phone:_____ UF Email:_____

Select Program: UF Online   On-Campus   Innovation Academy

ENTER PRIOR IW CREDITS: PSY4911 _____ PSY4940 _____ PSY4905 _____ PSY4949 _____ PSY4970 _____ Total_____

SELECT TERM AND # OF CREDITS YOU WISH TO ENROLL: Term_____ Year_____ Credits_____

STUDENT ASSURANCE: INITIAL AND SIGN TO THE FOLLOWING:

_____I understand that I should register for at least 1 credit hour in any course before the drop/add period to avoid a non-refundable late fee. Additionally, I acknowledge that I may be fee-liable for credit registered after financial aid has been disbursed. *Students should contact UF Student Financial Aid and Scholarships for assistance.*

_____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.*

_____I have read and understand the American Psychological Association's Ethical Principles related to this project.

_____I understand that I will need to arrange for a thesis defense before the final day of class and obtain a thesis defense form from the Psychology Advising website before the defense.

_____I acknowledge that failure to submit a final written report or progress report may result in a "U" grade being assigned.

Student Signature_____   Date_____

THESIS COMMITTEE REQUIREMENTS

Thesis committees must have three members knowledgeable in the area of research the student plans to defend their thesis. A UF Department of Psychology faculty member must serve as Chair or Co-Chair. Graduate students cannot serve on thesis committees; however, with the Chair's approval, they can attend the thesis defense as an outside non-voting member. Thesis students working with non-psychology or non-psychology affiliated faculty must find a Psychology Faculty member knowledgeable in the research area to serve as the Co-Chair.

LIST THE NAMES OF ALL THREE COMMITTEE MEMBERS BELOW.

Committee Chair	Email	Signature	IRB/IACUC Approved # *(If required)*	Date
Second Committee Member OR Co-Chair Check if the Chair is Non-UF Psychology Faculty	Email	Signature		Date
Third Member	Email	Signature		Date

Students must email enrollment form and typed proposal to the Psychology Undergraduate Coordinator, copying psych-advising@ufl.edu, BEFORE the mid-point of the semester in which they will defend their thesis. Hard copies will not be accepted.

Revised: 07/26/2024