

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 MUST complete 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: _____

(if summer, indicate A/B/C)

Previous TOTAL # of PSY 4940 credits _____

Course for which you will TA: _____

"By signing below, I agree to read the Handbook for 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 each 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, **bring this completed form to the Psychology Undergraduate Advising Office in Room 135 of the Psychology Building** 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: _____