



PSYC 478 Application Instructions

Independent Study (IS) in Psychology

These instructions are for applying for course credit related to independent study (IS) activity within the Department of Psychology, such as completing a self-designed course or serving as a Teaching Assistant (TA) for a faculty member or graduate student. A faculty member must agree to supervise your independent study **before** you can apply for course credit.

Please note that students may not accumulate more than 9 combined PSYC 478/479 credits, and that PSYC 478/479 do not count towards the 35 credits required for a degree in Psychology.

Regardless of whether or not course credit is involved any undergraduate student involved as a teaching assistant must complete an online tutorial on the Family Educational Rights & Privacy Act (FERPA) here: <http://ter.ps/ferpa>

Prereq: EDUC 388 (& EDCI 498) are prerequisites for receiving PSYC 478 credit as a teaching assistant. If this is your first time TAing for course credit you must take the EDUC course instead. Visit <http://www.cte.umd.edu/teaching/utaprograms.html> for more information.

Recommendations: We advise faculty to limit enrollment to students with at least 9 PSYC credits, a 2.8 overall GPA and a 3.0 PSYC GPA. Faculty can email psycadvising@umd.edu with questions.

Credits: The number of credits you enroll for is determined by the number of hours involved.
1 credit = 45 hrs 2 credits = 90 hrs 3 credits = 135 hrs

Student Instructions for Completing a PSYC 478 Application

1) Meet with your faculty mentor¹ (and appointed supervisor) to discuss your learning objectives and course requirements and prepare detailed written answers to the following questions:

- A. What is the nature of this IS and the specific learning objectives the student will achieve?
- B. What are the specific responsibilities and how many hours per week will each require?
- C. How will your faculty mentor assess performance and determine a final grade?
- D. All PSYC 478 students must complete a final paper or project and submit it via Canvas by the last day of classes for the semester. What are the faculty mentor's expectations of this assignment (e.g., content, length, format)?

¹ Only Department of Psychology faculty may sign academic contacts and assign grades. A supervisor (e.g., staff, graduate student) may be appointed for daily oversight and training, but the faculty mentor is the instructor of record and is responsible for learning assessment.

- 2) After you have worked out the IS details with your faculty mentor, visit https://umdsurvey.umd.edu/jfe/form/SV_9Lk1dDSO9hgzhQ1
 - 3) to complete the online application form. Be sure to submit this at least **48 hours prior to the last day of schedule adjustment** for the semester. Late applications will not be accepted.
 - 4) When you click submit on the online application, a copy of your application content will be emailed directly to your faculty mentor. You will also receive an email confirming that your application has been submitted. Be sure that your mentor is expecting the application email.
 - 5) Your faculty mentor will review the application and indicate their approval by forwarding that email to PSYCforms@umd.edu. We must receive that email by 10:00am on the last day of schedule adjustment in order to process it in time. Late applications will not be accepted.
 - 6) When we receive the approval email from your faculty mentor we will manually remove the registration block. Give us at least 24 hours from receiving the email to do that, and then log on and register for PSYC 478 under your faculty mentor's section number. Section numbers can be found on the online application and on <http://ter.ps/issections>. Please note that if you do not register for the course by the end of schedule adjustment you will not be able to enroll for that semester.
- At the end of the semester you will have access to a Canvas page (www.elms.umd.edu) where you can upload your final project. The deadline to upload your project for that is the last day of classes for the semester.**

If you have any questions please contact:

The Office of Undergraduate Studies
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