



  
DEPARTMENT OF PSYCHOLOGY  
OFFICE OF UNDERGRADUATE STUDIES  
**PSYC 479 Application Instructions**  
Special Research in Psychology

These instructions are for applying for course credit related to supervised research activity within the Department of Psychology, such as working as a Research Assistant (RA) for a faculty member or graduate student. A faculty member must agree to supervise your research activity **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 Psychology degree.

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**Prereq:** All PSYC 479 students are required to complete an online course on basic research ethics<sup>1</sup> before they are permitted to enroll. This course only needs to be completed once every three years and takes about 2-4 hours to complete. Be sure you register as a UMD student and take the correct course: “Social & Behavioral Research Investigators” available at [www.citiprogram.org](http://www.citiprogram.org)

**Prereq:** Students must have at least 9 PSYC credits, a 2.8 overall GPA and a 3.0 PSYC GPA.

**Credits:** The number of credits you enroll for is determined by the number of hours involved.

1 credit = 45 hours      2 credits = 90 hours      3 credits = 135 hours

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### Student Instructions for Completing a PSYC 479 Application

- 1) Meet with your faculty mentor<sup>2</sup> (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 Research Project, the roles and responsibilities the student will have and what the student will learn from their involvement?
    - 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?
  - 2) After you have met with your faculty mentor, visit <http://ter.ps/instudy> to complete the application. 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.
  - 3) When you click submit on the application, a copy of your application content will be emailed directly to your faculty mentor. You will also receive an email confirming your submission. Be sure that your mentor is expecting the application email.
  - 4) Your mentor will review the application and approve it by forwarding that email to [PSYCforms@umd.edu](mailto: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.
  - 5) **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 479 under your faculty mentor’s section number. Section numbers can be found on the online application and on <http://ter.ps/issections>. If you do not register for the course by the end of schedule adjustment you will not be able to enroll for that semester.**
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If you have any questions please contact:

**The Office of Undergraduate Studies**  
1121 Biology-Psychology Building  
(301)405-5866  
[psycadvising@umd.edu](mailto:psycadvising@umd.edu)

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<sup>1</sup> Although the course was designed for those conducting Human Subjects Research, it provides a background on the history of ethics in psychology and the general guidelines that all researchers follow. **Faculty mentors supervising research not involving human subjects may identify an alternative ethics course/training for their students and inform the Office of Undergraduate Studies when submitting this application that course has been.**

<sup>2</sup> 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.