

## Independent Study/Practicum Agreement & Registration Form

Independent Study, Independent Research and Practicum are designed to provide an opportunity for the student to complete academic work independently under the general guidance and direction of a faculty member. In an independent study a student has the opportunity to create their own study on a topic of choice. However, during an independent research, the student investigates the creation of a theory or contribution to a discipline. A practicum specializes in the field of study, it allows the students to practice the application of the current field of study. No department or instructor is under any obligation to offer Independent Study, Independent Research or Practicum, and it will not be offered simply as a convenience for the student who has outside work or other conflicting commitments.

**The following procedures apply to all Independent Study, Independent Research and Practicum experiences in the Nicholson School of Communication and Media (NSCM):**

1. Complete attached Independent Study/Independent Research Practicum form. The form must indicate:
  - a) Contact information, including UCF PID
  - b) Major
  - c) Cumulative GPA
  - d) Class rank (Freshman, Sophomore, Junior, Senior)
  - e) Previous independent study, independent research and practicum hours completed
  - f) Term and year, you plan to complete the independent study/practicum (summer registration is typically for session "C" only)
  - g) The number of credits you wish to enroll (maximum of 3 hours per semester)
2. See a faculty member in your major to ensure that you are qualified to complete independent study, independent research or practicum for credit. Discuss your topic of choice with your faculty member. They will develop a syllabus with specific assignments, evaluation methods and due dates. **We recommend that you begin meeting with faculty one to two months prior to the registration deadline.**
3. Obtain the faculty member's signature and bring completed form along with the required syllabus to the Nicholson Academic Student Services Center (NASSC) in NSCM 130. The form will be forwarded by NASSC to the department assistant director for approval. After the form is signed by the assistant director, it will be enrolled through myUCF and will appear on your schedule. It is the student's responsibility to ensure that the course is enrolled correctly by the university registration deadlines as outlined in the UCF Academic Calendar.
4. **Deadline:** Completed forms must be turned in to NASSC before the registration deadline. Regular Registration is typically defined by the university as the business day prior to the start of the Add/Drop period. Please consult the current UCF academic calendar at <https://www.ucf.edu/services/s/academic-calendar/> for specific dates.
5. **Late Registration Fee:** UCF policy states that students who **are not enrolled in any courses and who register for the first time** (meaning that you did not enroll in any courses prior to add/drop week) during Late Registration and Add/Drop period will be assessed a Late Registration Fee of \$100. Internship registration should be completed prior to the start of Add/Drop to avoid the late fee. All registration activity must be completed by 11:59 p.m. on the last day of Late Registration and Add deadline. No late adds or drops will be permitted. This may not apply to you if you are enrolled in courses before add/drop begins.

**You may contact NASSC with any questions at (407) 823-2681.**

# Independent Study/Independent Research/Practicum Registration Form

## 1. STUDENT INFORMATION

Name: \_\_\_\_\_ PID # \_\_\_\_\_ Phone: \_\_\_\_\_  
                         (Print-Last)                        (First)

Major: \_\_\_\_\_ UCF E-mail: \_\_\_\_\_@ucf.edu

Term: \_\_\_\_\_ Year: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Total Hours Completed: \_\_\_\_\_

## 2. COURSE INFORMATION

Title	Class #	Prefix	Course #	Credits	To be graded as
	Office Use Only				
Independent Study	_____	_____	4906	_____	_____
Independent Research	_____	_____	4912	_____	_____
Practicum	_____	_____	3942L	_____	_____

## 3. ATTACH SYLLABUS (COMPLETED BY FACULTY OF RECORD)

**Instructor:**

\_\_\_\_\_ (Print name) \_\_\_\_\_ (Signature)

**Dept. Chair (or designee):**

\_\_\_\_\_ (Print name) \_\_\_\_\_ (Signature)

**REQUIRED STUDENT SIGNATURE:**

I AGREE to the terms outlined above for completion of this course by Independent Study/Practicum. I accept responsibility for payment of my semester tuition and fees by the published deadline. I understand that if I fail to pay my tuition and fees by the deadline, I will be charged a \$100 late payment fee, my records will be put on hold, my account will be referred to a collection agency, and I may incur other financial consequences. **I understand if I am not enrolled in any course prior to add/drop week, I will be assessed a late registration fee of \$100.** I UNDERSTAND that if I am not enrolled in other coursework when enrolled in 0 credits for 4912, I will be charged for 1 credit hour of tuition plus fees.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NASSC Signature: \_\_\_\_\_ Date: \_\_\_\_\_