Independent Study/Practicum Agreement & Registration Form

Independent Study/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. No department or instructor is under any obligation to offer Independent Study/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/Practicum experiences in the Nicholson School of Communication (NSC):

1. Complete attached Independent Study/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/practicum hours completed
   f) Term and year you plan to complete the independent study/practicum (summer registration for session “C” only)
   g) The number of credits you want to enroll

2. See a faculty member in your major to ensure that you are qualified to complete an independent study or practicum for credit. If you are qualified, the faculty member will develop specific assignments, expectations and due dates to follow. **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 to the Nicholson Academic Student Services Center (NASSC) in NSC 143. The form will be forwarded to the Director of the Nicholson School of Communication for approval. After the form is signed by the Director, it will be returned to NASSC and you will be contacted when it is ready to be picked up and brought by you to the College of Sciences Academic Services office (COSAS) for registration. Registration must be done in person by COSAS in CSB, Room 250.

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 [http://www.registrar.sdes.ucf.edu/calendar/academic](http://www.registrar.sdes.ucf.edu/calendar/academic) 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.
Name: ____________________________ PID # ______________________

Major: ___________________________ Knight’s E-mail: ____________________________ @knights.ucf.edu Phone: ____________________________

Term: __________________ Year: __________ GPA: __________ Rank: (circle one) Freshman Sophomore Junior Senior

Previous Independent Study / Practicum Hours Completed: ____________________________

File form at least 48 hours prior to last day Regular Registration (BEFORE Add/Drop period)

(Note: Late Registration Fee policy)

<table>
<thead>
<tr>
<th>Title</th>
<th>Office Use Only</th>
<th>Prefix</th>
<th>Course #</th>
<th>Credits</th>
<th>To be graded as</th>
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<tbody>
<tr>
<td>Independent Study</td>
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<td>S/U or Letter</td>
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<td>Independent Research</td>
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<td>Practicum</td>
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<td>S/U or Letter</td>
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State briefly your reason(s) for requesting to complete course work through Independent Study / Practicum:
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________

Course Goal: To provide students with an opportunity to gain or enhance knowledge and explore interests in a specialized area of study related to their academic degree program

Course Description: Directed independent research and/or field study

Course Requirements: Per degree program

Method of Evaluation: See below

Assignment 1: ____________________________ Date Due: _____________ % of Grade: _____________
(First evaluation should be conducted before withdrawal deadline)

Assignment 2: ____________________________ Date Due: _____________ % of Grade: _____________

Assignment 3: ____________________________ Date Due: _____________ % of Grade: _____________
(Last day of classes in term, or the above date)

Consultation Policy: ____________________________
________________________________________________________________________________________
________________________________________________________________________________________

Description of Required Work:
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________

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 Advisor Signature: __________________________________________ Date: _____________