

PSYCH 490/491 COVER SHEET & APPLICATION

Instructions for STUDENTS

Please Read & Fill Out Before Applying for a PSYCH 490/491 Position

- Before applying for a PSYCH 490 position, please contact the faculty member with whom you are interested in working to see if they are accepting PSYCH 490 applications. PSYCH 491 positions will be announced through the Advising email list serv as they become available.
- Please keep in mind that a PSYCH 490/491 position is highly competitive and therefore you do not want to wait until the last minute to apply! The key is to apply early, before the start of the semester!
- If you apply to more than one PSYCH 490 position, you **must fill out a different PSYCH 490 application for each professor** (for example, if you are applying to three PSYCH 490 positions, then you will need to fill out three applications).
- Once you fill out an application, put the application in an envelope and place it in the faculty member's mailbox (5030 Cherry St. Room 356). If you are applying for a 491 position, please follow the directions outlined by the research supervisor to complete the application process.
- Please keep in mind that you can only enroll in one PSYCH 490/491 section at a time each semester.
- After two weeks, if you have not heard back from faculty member, please send an email to him or her to check the status of your application.
- Please keep in mind the following rules-of-thumb for how credit hours translate to hours worked within the faculty member's research lab during a 16-week semester:
 - 1 credit hour → 3 hours per week working in the lab
 - 2 credit hours → 6 hours per week working in the lab
 - 3 credit hours → 9 hours per week working in the lab

Instructions for FACULTY

If you would like to accept this undergraduate student for a PSYCH 490 position, please email the Administrative Assistant the following information:

- The student's name
- The student's ID number
- The number of credit hours (between 1 and 3) you'd like to approve the student to take

If a graduate student is requesting approval for a PSYCH 490 student on behalf of his/her mentor, please be sure to cc the mentor on the email to the Administrative Assistant.

Faculty members/graduate students do not need to provide the Administrative Assistant with a copy of this application. It is for you to retain/discard at your discretion.

Requests to approve continuing PSYCH 490 students should be made each semester, and use the same format described above. If an Administrative Assistant is not available to help, 490 students can enroll in the class through an Add Form. The Psychology Advising Office can help you with this.

Please rate your skill level in the following computer software programs and applications, using a 6-point rating scale, where 1 = None → 6 = Proficient.

	None			Proficient		
11. Word processing	1	2	3	4	5	6
12. Excel	1	2	3	4	5	6
13. Access	1	2	3	4	5	6
14. MS Graphs	1	2	3	4	5	6
15. Power Point	1	2	3	4	5	6
16. SPSS	1	2	3	4	5	6
17. Internet use	1	2	3	4	5	6

18. Please describe other computer and/or technological skills you have, including programming languages and your level of skill with each:

19. List specific skills, area of knowledge, type of experiences, etc. you would like to gain from enrolling in this course. Please be as specific as possible (write on back of page if needed).

20. Which faculty member are you interested in working with? _____

21. How many credits are you applying for? _____

22. Employment status: How many hours do you work per week? (If none please write 00) _____

23. Please indicate the times you are available to work on research and attend research meetings on the form below.

Please indicate **ALL the times you are available** to do research activities & attend meetings.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am					
9:00					
10:00					
11:00					
12:00 pm					
1:00					
2:00					
3:00					
4:00					
5:00					