

## DEPARTMENT OF PSYCHOLOGY

## THE UNIVERSITY OF MEMPHIS

## PSYC 4503 (SPECIAL PROBLEMS) OR 4504 (DIRECTED RESEARCH) LEARNING CONTRACT

This course is intended for students who wish to advance their knowledge and/or research skills in an area of psychology not covered in other courses. In this course, students may (a) read intensively in a specialized area, (b) conduct psychological research, and/or (c) obtain field experience in community institutions where psychological principles are applied.

PSYC 4503 is available for one, two, and three hour sections, for a total of six hours per semester. PSYC 4504 is available for three hour sections only. PSYC 4503 and 4504 may be repeated for a combined total of nine hours to be used toward graduation. PSYC 4503 is generally used for students to participate in a research lab, while PSYC 4504 is generally used for independent research.

Students may enroll in any number of hours from one to six hours each semester. Fifty (50) hours of work is required for each hour of credit earned. For example, 150 hours is needed to complete a three-hour course. PSYC 4503 and 4504 may be designated as honor sections. Please note if an honors section is requested.

Psychology Honors Program students MUST defend the thesis proposal by the end of their PSYC 4504 course.

Students Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_@memphis.edu Phone #: \_\_\_\_\_

Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Instructor of Record: \_\_\_\_\_ Instructor's UID # \_\_\_\_\_

Field Supervisor: \_\_\_\_\_

Date work will begin: \_\_\_\_\_ & end \_\_\_\_\_ Project Title: \_\_\_\_\_

In the space below, briefly specify the activities required for completion of the course. The courses listed above are graded with a regular letter grade or IP (In Progress). See the paragraph on Grading on the reverse for more information.

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

***This form must be returned to the Instructor of Record (faculty member) for a grade to be posted.***

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use: Call Number: \_\_\_\_\_ Section Number: \_\_\_\_\_ Permit Entered: \_\_\_\_\_

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**Grading:** PSYC 4503 and 4504 receive S (Satisfactory) or U (Unsatisfactory) grades. If the course requirements are not fulfilled during the semester in which the student is enrolled in the course, the student will receive a grade of I (Incomplete). Change of Grade forms must be turned in to the Office of the Registrar.

After this contract is completed, and signed by the student and faculty member below, it must be returned to the Academic Advising & Resource Center (AARC) in the Psychology Department (room 205). A section will be created and a permit will be entered. The original contract will be available in the AARC for the student to pick up. Once the permit is entered, the **student must register** for the course to be enrolled and receive course credit.

**Student Responsibilities****Contract Initiation**

To initiate a contract and enroll in the course, select a faculty supervisor and discuss and agree upon the activities required to complete the project. This learning contract must be approved prior to the semester in which the project is to be conducted.

You are expected to devote 50 hours of work for every credit hour you receive. For example, to receive 3 hours of credit you must work 150 hours total. This is equivalent to eight to ten hours per week during a regular 15 week semester and 30 hours per week during a five-week summer term.

Once a permit is issued, **the student must activate the permit by registering for the course.**

**Contract Completion**

At the end of the semester, the contract and log of hours should be signed by the field supervisor\* (if applicable) and given to the faculty member issuing the grade. The faculty member may keep this contract for their records.

Certification of course work completion: \_\_\_\_\_  
Field Supervisor's\* Signature (if applicable)

\*A Field Supervisor can be a graduate student or a project supervisor off campus. If the student does not work directly with the faculty member who will issue the grade, the Field Supervisor completes this area and forwards it to the faculty member (instructor of record) to issue the grade.

Grade to be Issued: \_\_\_\_\_ Date: \_\_\_\_\_