Step-By-Step Guide in Applying to ELOPsy:

Before you apply, take some time to think about what you’d like to do for your ELOPsy experience. To learn more about each type of experience, read the course descriptions below and consult the subsequent chart on page 3. Once you’ve decided to apply, follow the steps outlined on page 3.

Course Descriptions:

**390/492** -390/492 is Collaborative Research: Lab Learning. In Lab Learning, students are involved in the central core of activity in a psychological research laboratory. Students cannot register for this course on PAWS; instead, when accepted to a lab, the faculty member running the lab will request the student’s registration.

**391/393/493** – 391 is independent study less than one unit, 393 is independent research, and 493 is senior independent study. Individual students work with a faculty member on a discrete literature-based or empirical research project.

**396/496** – 396 is the Senior Honors Thesis I and 496 is Senior Honors Thesis II. Students enrolled in Senior Honors Thesis must complete both components (PSY 396 and PSY 496) to have this count toward their Senior Experience and to graduate with honors in Psychology.

**397** - 397 is the Instructional Internship (II). Instructional Interns learn about the teaching of psychology.

**399/499** – 399/499 are courses in which students enroll in internships. Students enrolled in Internship in Psychology engage in an extensive real-world learning experiences in an organizational context relevant to Psychology.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Experience  Name | Course Number | Requires Application | Grade Level and GPA Requirement | Specialized Course | Senior Experience | Psychology Option | Can Enroll Multiple Times | Website |
| Collaborative Research: Lab Learning | 390/492 | Yes | Sophomore/ 2.5 GPA | 390 | 492 | 390 | Yes | [Click here](http://psychology.tcnj.edu/student-research/research-opportunities-and-internships/psy-390492-collaborative-research-lab-learning/) |
| Independent Research | 393/493 | Yes | Sophomore/ 2.5 GPA | 393 | 493 | 393 | Yes | [Click here](http://psychology.tcnj.edu/student-research/research-opportunities-and-internships/psy-393493-independent-research/) |
| Senior Honors Thesis | 396/496 | Yes | Junior (396)/Senior (496), 3.3 GPA,  Minimum B in 299 | 396 | 496 | 396 | No | [Click here](http://psychology.tcnj.edu/student-research/elopsy/senior-honors-thesis/) |
| Instructional Internship | 397 | Yes | Sophomore/ Minimum B in class for which student will intern | 397 | No | 397 | May be an II twice, must be in 2 different classes | [Click here](http://psychology.tcnj.edu/student-research/elopsy/instructional-internship/) |
| Internship | 399/499 | Yes | Sophomore/2.5 GPA  For 499: completion of 299 | 399 | 499 | 399 | Yes | [Click here](http://psychology.tcnj.edu/student-research/elopsy/instructional-internship/) |

\*\*Please note, 390/492 do not complete an application through the ELOPsy system. Students should apply through the Lab Common Application.\*\*

\*\*While you can retake ELOPsy experiences, only 3 can count toward the major (the remainder are electives).  You can count 1 ELOPsy course as a specialized 300-level course, 1 ELOPsy as the Psychology Option, and 1 ELOPsy as the 400-level course\*\*

\*\*More information on each type of ELOPsy experience can be found by clicking the link provided. Sample documents and application information can be found on the websites\*\*

Application Procedure

1. The first step is to decide what exactly you’d like to do for your ELOPsy experience.
   1. For Collaborative Research (PSY390/492), complete the Lab Common Application on the Psychology Department website. The remainder of this guide pertains to the other ELOPsy options shown in the table above.
2. Identify and contact a faculty member about sponsorship. Once you discuss your project with your faculty sponsor, you are ready to fill out an application submitted through the ELOPsy portal. Since you will be submitting your application during registration period, it is recommended that you begin this process in advance – in October or February depending on semester.
3. Select which program you’re applying for and upload your application and supporting documents. When you submit the application and documents, your status should change to “submitted.”
4. When an application is submitted, the ELOPsy system sends an email to your sponsor asking them to approve your project. Once the faculty sponsor approves your application, your status will change to “faculty sponsor approved.” You will get an email notifying you when your faculty sponsor approves your project, and the appropriate ELOPsy chair will receive an email alerting her to your application.
5. After your faculty sponsor approves your project, your project will go through the ELOPsy committee approval process. The committee will review your application and make necessary comments and revisions to your application. At this time, the application is marked as “approved” or “requires revisions.”
6. At this point, the student and faculty sponsor will both receive an email regarding the status of the application. You will also be able to see the chair’s feedback.
7. **If your application requires revision, go back into the original application and edit it there. Do not create a new application.**
8. When your edited application is ready to be submitted, submit it online and the process will begin again.
9. When your application is approved, an email will be sent to Records and Registration with your name, PAWS ID, course number, faculty sponsor, number of units, and semester. Records and Registration will register you for the class, so be sure to leave a spot open in your schedule.
   1. If you are registering for the fall or spring semester, you are allowed a maximum of 4.5 course units (without requesting permission to take additional units).
   2. Confirm in PAWS that you are registered for a maximum of 3.5 units. Otherwise, Records and Registration cannot register you for the class.

10. Confirm that you are registered for the correct ELOPsy course in PAWS. Check the course name, course number, and number of units. If any of this information is incorrect, contact your faculty sponsor immediately.