



**PSYC 4402: DIRECTED STUDY  
RESEARCH EXPERIENCE – APPLICATION**

**PSYC 4402: Directed Study Research Experience: Course Description**

This directed study offers students hands-on research experience in psychology. Under the guidance of a faculty member, students engage in activities that promote research in the field of psychology and align with the faculty member's area(s) of expertise. Students explore a variety of topics related to psychological research. Potential topics include research design and methodology, literature review, data collection, data analysis, research ethics, lab techniques and equipment, collaboration and teamwork, and communication of scientific findings.

**Instructions:**

Submit this application with the required attachments to the Department via DocuSign by the appropriate deadline. Review and processing of directed study research applications generally takes 5-10 business days. If approved, you will be notified via KSU email with registration instructions.

Deadlines			

**PSYC 4402: Research Experience Requirements:**

- Minimum institutional GPA of 3.00
- Instructor approval
- Department Chair approval

**Credit-to-Field Hour Equivalencies:**

- 1 credit hour = 45 field hours
- 2 credit hours = 90 field hours
- 3 credit hours = 135 field hours

**Notes about Directed Study Credit Hours:**

- Maximum of 3 hours of directed study in a semester (includes PSYC 4400, 4401, 4402, 4403, 4404)
- Maximum of 6 hours of PSYC 4400, 4401, 4402, and 4403 used towards the upper division major elective requirements
- Maximum of 9 hours of Directed Study used towards degree requirements overall

**Attachments to Include:**

- Directed study syllabus with all KSU required syllabus elements
- Confidentiality and responsibility agreement

**Student & Course Information:**

Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

KSU ID#: \_\_\_\_\_

KSU NetID: \_\_\_\_\_

Institutional GPA: \_\_\_\_\_ PSYC GPA: \_\_\_\_\_

Major: \_\_\_\_\_

Term Requested: \_\_\_\_\_ Credit Hours Requested: \_\_\_\_\_ Prior Directed Study Hours Earned: \_\_\_\_\_

Faculty Supervisor for PSYC 4402: \_\_\_\_\_

Low Cost/No Cost: \_\_\_\_\_

**Agreement/Approval Signatures:**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

## Acknowledgment of Professional Confidentiality and Responsibility

This statement is to be signed by students serving as undergraduate research assistants in the Department of Psychological Science who may have access to student records.

Student records are maintained under the protection of the Family Educational Rights and Privacy Act of 1974, as amended affords students the right to have their personal information and educational records held in confidence with limited exceptions.

One exception involves directory information. Directory information may be released by the university without the student's written consent. Directory information consists of name, field of study (Major), participation in recognized activities and sports, weight and height of athletic participants, dates of attendance and degrees received. Students may deny the release of directory information by requesting in writing to the registrar that such information not be released each semester they are enrolled. When a student has filed a written request with the Registrar that his/her directory information be withheld and kept confidential, a flag will be set in Banner that causes a warning message to be displayed whenever someone accesses that student's records stating that information about this person is confidential. In that case, the student's directory information should not be released.

Although I, the undergraduate research assistant, will have limited access to student records, it is important to note that all student data is protected, in particular, students' grades, grade point averages, hours enrolled, schedule of classes, and social security number. This information should not be released to anyone, including the student's parents, without the express written permission of the student.

By my signature, I acknowledge that I am aware that the student records are confidential and that I must keep them confidential. This acknowledgement is not intended to interfere with the normal operation of my duties as an undergraduate research assistant at Kennesaw State University.

All students serving as undergraduate research assistants in the Department of Psychological Science are required to attend a virtual directed study bootcamp.

\_\_\_\_\_ I understand that if my application is approved, I will need to meet this requirement.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
KSU ID#

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

I understand that this student must be [CITI certified](#) and included on approved IRB applications before having any contact with participants or participant information, including access to SONA.

\_\_\_\_\_  
Faculty Supervisor Name

\_\_\_\_\_  
Faculty Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair/Designee Signature

\_\_\_\_\_  
Date

### FOR DEPARTMENT OFFICE USE ONLY

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Department Signature: \_\_\_\_\_ Approved? \_\_\_\_\_ Yes \_\_\_\_\_ No

Last Modified: 01/07/2026