RESEARCH PARTICIPATION SUMMARY

❖ Earn six (6) research credits.

❖ If a student either shows up on time in the correct place or cancels ahead of time for all of the first five credits, then the sixth credit is waived.

❖ Sign up for studies online using the Experiment Management System at https://udayton.sona-systems.com. You will be notified of your appointment via email.

❖ You may not participate in a given study more than once.

❖ You will not receive more than two credits for participation in online studies.

❖ For your own protection, record the time, date, place, and name of the study when you sign up. You can check your status on-line at https://udayton.sona-systems.com.

❖ Come to the study on time.

❖ If you are unable to attend, cancel the appointment online by 9 p.m. prior to your scheduled study at https://udayton.sona-systems.com.

❖ If you have a valid excuse and cannot cancel your appointment online, please call the Psychology main office at (937) 229-2713.

❖ The administrator reserves the right to deactivate your account if you have excessive unexcused no shows. At that point, you would need to talk to your professor about an alternative research project.

❖ You may leave any study at any time without penalty.

❖ Start early. The Psychology Department does not guarantee that there will be sufficient studies at the end of the semester to fulfill all participation requirements.

❖ Bring your student identification number to each study.

❖ You may write reports instead of participating in studies. See your instructor for details.

❖ Failure to complete two research credits by midterm will result in a lowering of your semester grade by one grade level (e.g., drops a B- to a C+). Failure to complete the entire requirement by the end of the term will result in a two-grade-levels drop in your semester grade (e.g., drops from C+ to C-).

❖ Students who are under 18 cannot participate in studies without their parent's consent. To have their parent or legal guardian grant consent, they should have their parent/guardian visit and follow the instructions at:

https://www.udayton.edu/artssciences/academics/psychology/additional_resources/images_and_files/minor_consent.pdf

If the student's parent or legal guardian does not give consent, then the student should see his or her professor for information on how to complete the alternative research project.

UNDERGRADUATE RESEARCH PARTICIPATION

Purpose: Your participation in research serves as a unique way to acquaint you with ongoing research in psychology. In the same way that laboratory experiments in the natural sciences supplement reading and lectures, direct involvement in psychological research provides a meaningful and essential introduction to the science of psychology. This experience will be made relevant through actual research participation and through information given at the end of the study that concerns the nature and purposes of the study.

Requirement: Each student in this course will be asked to earn six (6) research credits by participating in research conducted by members of the psychology department. (Again, students who show up on time in the correct place or cancel ahead of time for all of the first five credits, will be permitted to waive the sixth credit.) Studies lasting up to 30 minutes are worth ½ credit. Studies lasting from 31 minutes to one hour are worth one credit and so on. Students will not receive more than two credits for participating in online studies.

At your option, any or all of the required research credits may be fulfilled by writing reports to be handed in to the professor. The subject of these reports must be discussed in advance with your professor.

Deadline for Completion and Time Limit: You have until midterm to complete two of the required credits either by participating in a study, doing a paper, or some approved combination of the two. If two are not completed by midterm, your semester grade will be lowered by one grade level (e.g., drop from B- to C+). You have until the end of the term in which you are enrolled in PSY 101 to complete your remaining research requirement either by participating in a study, doing a paper, or some approved combination of the two. If the requirement is not completed by the end of term, your semester grade will be dropped two grade levels (e.g., drop from C+ to C-). This will be an additional drop if your grade was already dropped due to missing the midterm deadline.

Procedure: The Psychology Department will be using an online experiment management system developed by Sona Systems Ltd. (See enclosed instructions.) The research management system provides an easy method for you to sign up for studies and track your progress throughout the term. Everything is done through the software web-based interface, so you can access the system at any time, from any computer with a standard web browser. You log onto the system at https://udayton.sona-systems.com. You will be emailed your user ID and password via UD email. Your user ID will be your UD porches username and your initial password will be a random number.

For the most part, studies are offered throughout the semester. However, since individual researchers decide when to schedule their studies, there is no guarantee that any studies will be offered at any given point in the semester. The Psychology Department cannot tell researchers when to conduct their research. Therefore, if you wish to complete your research requirement by participating in studies, you are urged to keep checking https://udayton.sona-systems.com and sign up for studies when they are being offered. If you decide to postpone your participation until the last few weeks of the semester, there may not be enough studies offered to allow you to earn six credits.

Instructions For
Online Experiment Management System by Sona Systems

To Log On
1. Go to your web browser and type in the URL: https://udayton.sona-systems.com
2. Type in your user ID (which will be your UD porches username) and your password. Your initial password will be a random number, which will be sent to your UD e-mail address.
3. On your initial login, you will be asked to review and acknowledge human subject policy for research.

To Sign up for Studies
1. Click on the green **VIEW AVAILABLE STUDIES** button. You will see a list of studies—the study name, study information, the availability of timeslots, and study restrictions. You can click on study name to see detailed study information.
2. Click on *Timeslots Available* for the given study. You will then see detailed study information. Scroll down below the study information and click on *View Timeslots for this Study.*
3. Examine the timeslots to see if one suits your availability. If you wish to sign up, click on the *Sign Up* button for the specific time slot, otherwise click on *Studies* on the top toolbar to return to view other studies.
4. When you sign up, you will be sent an email reminder.

To Cancel Study (up to 9:00 PM on day prior to study appointment)
1. Click on *My Studies/Credits* on the top toolbar or select 'View or cancel my study appointments' under the blue *My Schedule and Credits* button after initial login.
2. Find appropriate study and click on *Cancel* button.
3. On the next screen, confirm by clicking on the red *Yes I want to cancel* button or the green *No, I do not want to cancel* button.

To Check on Credit Status, Credit History, or Review Research Appointment Times
1. Click on *My Studies/Credits* on the top toolbar or 'View studies or credits' under *My Schedule and Credits* after initial login. You will see your credit status, credit history, and can review your appointment times (Day, Time, Room).

To Change Your Password or Email Forwarding Address
1. Click on *My Profile* on the top toolbar or under 'My Profile' after initial login. Enter an email forwarding address or enter a new password in the appropriate spaces.
2. Click on the green *Update* button.

To Logout
1. Click on *Logout* on the top, right-hand side of the toolbar. It is important to logout so no other person has access to your information.

RESEARCH REVIEW AND ETHICS COMMITTEE

The Department of Psychology maintains a Research Review and Ethics Committee to oversee the administration of the Undergraduate Subject Pool. As participants in the Subject Pool, you should be aware of the existence of the Research Review and Ethics Committee and your rights as a participant:

1.   If you show up for a study but the researcher is not there, wait 10 minutes. The researcher may be running a little behind. If he/she is still not there, check with the Experiment Management System coordinator, Michelle Phares, (SJ329, x92713) to see if the researcher is in that day. If the researcher has failed to show up, <u>you are entitled to credit</u> for the study. Ms. Phares will adjust your record accordingly; please confirm this with her. It is your responsibility to show up on time and at the correct location.

2.   When a researcher describes the study to you, if it sounds like something that would upset you or cause you anxiety, embarrassment or distress, you do not have to continue. Explain your position to the researcher and leave. <u>YOU WILL NOT LOSE CREDIT.</u> You do not have to participate in a given study against your will. If you hear about a study from a friend and it sounds distressing, then you may call and cancel. To avoid having to earn the sixth credit, you must show up, but can decline to participate. Be assured, however, that all studies must be approved in advance by the Research Review and Ethics Committee. Studies deemed unethical are not permitted. It is very unlikely that anyone will do anything upsetting to you. Be aware that you have the option of leaving should you deem it necessary.

3.   During any study, if you were made to feel embarrassed, upset, distressed, etc., or if the researcher was rude, nasty, disrespectful, etc. to you, inform the researcher that you are leaving the study for ethical reasons and report it to your professor. You will receive credit for any time served in the study. You are not "guinea pigs." You are human beings and deserve to be treated with courtesy and respect. It is unlikely that this will be a problem, but should it arise, see your professor.

A primary function of the Research Review and Ethics Committee is to hear complaints from students concerning alleged abuses and to investigate such charges. Therefore, a student who feels that he/she has been abused while participating in a study as part of his/her research requirements should address such allegations in writing to the Chairperson of the Psychology Department who will immediately bring the matter to the attention of the Research Review and Ethics Committee. A form for reporting an alleged abuse can be obtained in St. Joseph, Room 329.

RESEARCH PARTICIPATION RECORD

Student Name: _____ Psychology: _____ Sec.: _____

Student Number: _____ Instructor: _____

Every time you sign up for a study, record all of the following information. Keep this sheet until you have received your PSY 101 final grade.

Study 1:   Name of Researcher: _____
            Name of Study: _____
            Date & Time of Study: _____
            Number of Credits for Study: _____
            Researcher's Signature: _____

Study 2:   Name of Researcher: _____
            Name of Study: _____
            Date & Time of Study: _____
            Number of Credits for Study: _____
            Researcher's Signature: _____

Study 3:   Name of Researcher: _____
            Name of Study: _____
            Date & Time of Study: _____
            Number of Credits for Study: _____
            Researcher's Signature: _____

Study 4:   Name of Researcher: _____
            Name of Study: _____
            Date & Time of Study: _____
            Number of Credits for Study: _____
            Researcher's Signature: _____

Study 5:   Name of Researcher: _____
            Name of Study: _____
            Date & Time of Study: _____
            Number of Credits for Study: _____
            Researcher's Signature: _____

Study 6:   Name of Researcher: _____
            Name of Study: _____
            Date & Time of Study: _____
            Number of Credits for Study: _____
            Researcher's Signature: _____