

## **Psychology Department Research Participation Requirement for 100-level Courses Spring 2024**

Research is an integral part of psychology. Students learn about psychology by reading about it, participating in research studies, and by ultimately conducting their own studies. The objective of the Psychology Department's Research Participation Requirement is for students to gain a better understanding of how research is conducted and to provide faculty and advanced students with opportunities for conducting research. Without your participation, we could not continue our research programs.

### **BASIC DEFINITIONS**

- **Human Subjects Research:** any form of systematic study in which data are collected from living individuals. These studies include questionnaires, interviews, observations, and experiments.
- **Participant Pool:** students in 100-level psychology courses who are required to participate in research.
- **Credit:** a unit of research participation; 1 credit = up to 30 minutes of participation in a study.
- **No-show:** failure to show-up for a scheduled research study or follow-through with a scheduled online study
  - "Excused" no-show: participant notified researcher about desire or need to cancel study sign-up before deadline.
  - "Unexcused" no-show: participant failed to notify researcher about canceling study sign-up before its deadline. This type of no-show carries a penalty.

**THE REQUIREMENT:** Accumulate **4 credits** of department-approved research studies in Sona-Systems.

**One research credit = 30 minutes**

**Total Requirement = 2 hours**

There search participation credits may be earned by participating in human subjects research and/or completing the alternative activity (see below for a full description of the alternative activity). If you are currently enrolled in more than one 100-level PSYC course, you must complete the requirement for only one of the courses; the requirement will have no effect on your other course(s).

**Exemption from the requirement:** Students who have successfully completed the research participation requirement twice in the past (i.e., in two Dickinson College 100-level psychology courses, in two separate semesters) are not required to participate. You will receive an email from the Academic Technician ([dixits@dickinson.edu](mailto:dixits@dickinson.edu)) verifying your exemption from this requirement after the add/drop period ends.

If you foresee needing accommodations due to other extenuating circumstances that add undue burden on your learning this semester, you may be eligible to waive this requirement. Please contact the Psychology Department Academic Technician ([dixits@dickinson.edu](mailto:dixits@dickinson.edu)) by **12pm Noon EST on FRIDAY, FEBRUARY 9, 2024** with your request.

**DEADLINE: MONDAY APRIL 29, 2024 BY 12:00 PM NOON EST**

No studies or credits will be offered after that day. There is no guarantee that studies and timeslots will be available late in the semester, so it is in your interest to act as early as possible. Extra course credit will **not** be given for earning more than the required number of credits.

**THE PENALTY:** If you **fail to earn the required 4 credits, your grade in your 100-level PSYC course will be lowered by 2 levels** (i.e., from a B to a C+; from a C to a D+). If you are taking this course pass/fail you would need at least a B- in the class in order to pass if you receive this grade penalty (B- lowered 2 levels becomes a C, which is the lowest passing grade).

**What to do if there is a problem with your credit:** In the unlikely event that there was an error with credit granting,

it is your responsibility to contact the Psychology Academic Technician ([dixits@dickinson.edu](mailto:dixits@dickinson.edu)) **within one week** of each participation including proper documentation to address the issue. After a week, no guarantee can be made about verification of your participation in a study.

**How to keep track of your research participation credits:** View your credits at any time by logging in to <http://dickinson.sona-systems.com/> , where you can see your participation history and current total.

## WHAT HAPPENS IN RESEARCH STUDIES

Each study has a unique purpose and set of activities, but there are certain general features.

A study can either be:

1. **A traditional lab study**, where you will go to a physical location, meet face-to-face with a researcher, and complete any number of tasks under the researcher's supervision; or
2. **An online study**, where you will sign up for and complete a study using Dickinson's online survey platform.

All studies, irrespective of presentation medium, will follow this same general format:

- Receive and acknowledge your rights as a participant (thereby agreeing to participate)
- Receive information that describes the specific nature and objectives of the study.
- Receive explicit instructions specific to your study
- Complete specific research task (e.g., read/watch/listen to something, complete a questionnaire, respond to computer-presented stimuli, etc.) and receive a debriefing statement that describes the specific nature and objectives of the study.

**LAB STUDIES:** Will have a location listed in Sona-Systems, often the Research Suite (Kaufman 157B-L) or a classroom in Kaufman. Please check the location prior to your appointment. Once you arrive for your appointment, you will be met by a Research Assistant who will provide an introduction, so you'll know what to expect as a participant.

**ONLINE STUDIES:** You will be given a web link to the online study that you can complete on your own. **If you do not complete the online study within one to two weeks (depending on the study) of signing up, you will be granted an unexcused no-show.** You are expected to participate in the study immediately upon signing up, work alone in a quiet, distraction-free environment (e.g., no cell phones, TV, computer programs), and complete the study honestly, accurately, and to the best of your ability. Be sure that you click through the entire survey and hit "submit" at the end of the study to earn credit. If you start a study and decide that you no longer want to participate, you can exit it, but you must notify the researcher or Academic Technician by email ([dixits@dickinson.edu](mailto:dixits@dickinson.edu)) immediately with your **Sona Identity Code** so that you can get credit for participating.

## YOUR RESPONSIBILITIES:

### Set up new account

1. Go to <http://dickinson.sona-systems.com/> and click the green button “Dickinson Gateway Log In”
2. Log in to Dickinson Gateway using your normal credentials
3. Now click “Request Account” on the Sona page. Read the instructions and choose your course.
4. Request account and then log in to Sona.
5. Read and acknowledge the Human Subjects information
6. Complete the Pre-screen questionnaire
7. If you create your account and complete the Pre-screen by **FRIDAY, FEBRUARY 9, 2024 AT 12:00 PM NOON EST**, you will earn 1 early-bird research participation credit
8. **Make note of your Sona-Systems Identity Code (5-digit number under My Profile).** This is the ONLY way that researchers can identify you; you will need to provide this number to the researcher at your study appointment.

--OR--

#### **Log onto existing account**

1. Go to <http://dickinson.sona-systems.com/> and click the green button labeled **Dickinson Gateway Log In**
2. Log in to Dickinson Gateway using your normal credentials.
3. You should now be logged into Sona. Once able to access the system appropriately: Read and acknowledge the Human Subjects information
4. Complete the Pre-screen questionnaire
5. If you sign into your account and complete the Pre-screen by **FRIDAY, FEBRUARY 9, 2024 AT 12:00 PM NOON EST**, you will earn 1 early-bird research participation credit
6. **Make note of your Sona-Systems Identity Code (5-digit number under My Profile).** This is the ONLY way that researchers can identify you; you will need to provide this number to the researcher at your study appointment.

#### **Registering for studies:**

- a. You should receive an email from the Academic Technician each time a new study becomes available.
- b. Sign into your Sona-Systems account (using the green “Dickinson Gateway Login” button)
- c. Click “View Available Studies”
  - i. A table will show all the current active studies. Check the “Timeslots Available” button to see the options that are available to you.
  - ii. Underneath the study name, you will see how many credits the study is worth, if it is in-person or online, and the study’s brief abstract.
  - iii. For *traditional lab* studies:
    1. Click on the different studies’ names in the “Study Information” column
    2. Click “View Time Slots for this Study”
    3. Find a date & time that works for your schedule
    4. Click “Sign Up” and it helps to save this appointment in your personal calendar.
  - iv. For *online* studies:
    1. Click on the different studies’ names in the “Study Information” column
      - a. Note: Will say “(Online Study)” under it
    2. Click “View Time Slots for This Study”
      - a. Note: There will only be one “Participation Deadline”
    3. Sign up for the study & take the study immediately
      - a. If you do not take the study within a week, you will be granted an “unexcused” no-show (and the associated penalty).
- d. It is ***your*** responsibility to keep track of your Sona-Systems Identity Code, the date and time of studies that you sign up for, and credits that you have earned.

#### **Study timeliness:**

- a. **Tardiness:** researchers often have multiple sign-ups in a row; your lateness affects more than just you. If time does not allow the researcher to fit you in because you are late, you will be given an unexcused no-show; the researcher is not required to make any accommodation for you.
- b. **Follow-through:** there are only a certain number of participant sign-ups available for each study. Please

commit to the studies for which you signed up, complete them, or cancel your sign-up if you will not take the study. You could be taking up another student's slot by not following through with your sign-up.

- c. Canceling in advance: if you cannot attend your appointment, you must notify the researcher (by signing into Sona-Systems and removing your name from the timeslot) **before** the cancellation deadline. Failure to cancel a scheduled appointment before the deadline will generally result in an unexcused no-show.
- d. Unexcused No-shows: if you accrue **two** unexcused no-shows for a study, you automatically lose the opportunity to participate **in that study** in the future.

#### **Alternative to research participation:**

- a. Why? Some students either do not wish to participate or cannot do so legally (i.e., they are under 18 years old).
- b. What is the alternative activity? You will be asked to read a scientific journal article relevant to a topic within our 100-level psychology courses and answer basic questions about it. One complete alternative activity is worth one credit.
- c. How? The Academic Technician will notify you of opportunities for the alternative activity via email. This will occur after mid-terms and again near the end of the semester.

**DEADLINE FOR ALTERNATIVE ACTIVITY: MONDAY, APRIL 29, 2024 BY 12:00 PM NOON EST**

#### **YOUR RIGHTS:**

##### **As a participant you are entitled to:**

1. Ask and receive answers to your questions about the study's procedures and tasks before the study begins, so you can make an informed decision about whether to participate;
2. The assurance that the information you provide in the study will **NOT** be
  - associated personally with you unless you explicitly grant your consent that it may be;
  - reported or published in ways that can be used to identify you;
  - used for any purpose except **bona fide** research.
3. Stop participating at any time, for any reason, without forfeiting credit toward the research requirement;
4. Receive credit for a study that cannot be finished because of technical problems (e.g., locked doors) or experimenter absence IF you notify the Academic Technician about the problem within one week of the appointment (Credit Correction forms are available from the Academic Technician and must be turned in **within one week** to be considered);
5. Ask and receive answers to your questions once the study is concluded;
6. Withdraw your permission for the researcher to use the information you've provided in the study, without penalty; and
7. The assurance that the researcher will provide participation credit promptly.