

PSYCH 1 RESEARCH REQUIREMENT INSTRUCTIONS
DUE BY Wednesday, December 11th 2013

All Psych 1 students are required to participate in psychology research experiments for a total of 4 hours. The 4 hours must be completed by the December 11th deadline in order to receive credit for the course. This research experience is not only required by the department as part of the Psychology 1 curriculum, but if you participate willingly, you will learn a great deal about how psychology works. Who knows, you may like what you see and become a psychology researcher!

Guidelines

- You have a total of **4 hours** to complete. (3.5 hours still earns you an incomplete)
- You can participate in each experiment only once.
- Create your SONA account within the first few weeks of the semester and log-on frequently; appointments may be hard to come by!
- If you cannot show up at your appointment, please inform your researcher! A 24-hour advance notice is required. Any student who does not provide 24-hour notice will need to make up the missed hours with the Alternative Assignment.
- Show up on time. Be respectful to the researchers. Follow all directions and guidelines.
- DO NOT** ask to do the Alternative Assignment after the deadline. **All research hours and Alternative Assignments must be completed by Wednesday, December 11th 2013**. Do not wait until the last couple of weeks to complete this assignment! **IMPORTANT:** A hard copy (emailed assignments will not be accepted) of the alternative assignment must be submitted to your instructor **no later than the due date (December 11th, 2013)** in order to receive full credit.

Frequently Asked Questions

Q: Can I do a combination of Research Studies and the Alternative Assignment?

A: Yes!

Q: Are all the studies held campus?

A: It depends on the study. Most will be on campus, but we do have studies off campus from time to time. Online studies are also available.

Q: How long are the studies?

A: The credit hours will be listed on the studies page in SONA. The research study credit hours are in 30 minute increments. Hence, there are studies that give you 30 minutes, 1 hour, 1.5 hours, etc.; studies typically last 30 minutes to 1 hour.

Q: What kinds of studies are available?

A: The research pool is open to all professors and students conducting psychological research. Thus, experiments represent various fields in psychology from social attitudes to human factors.

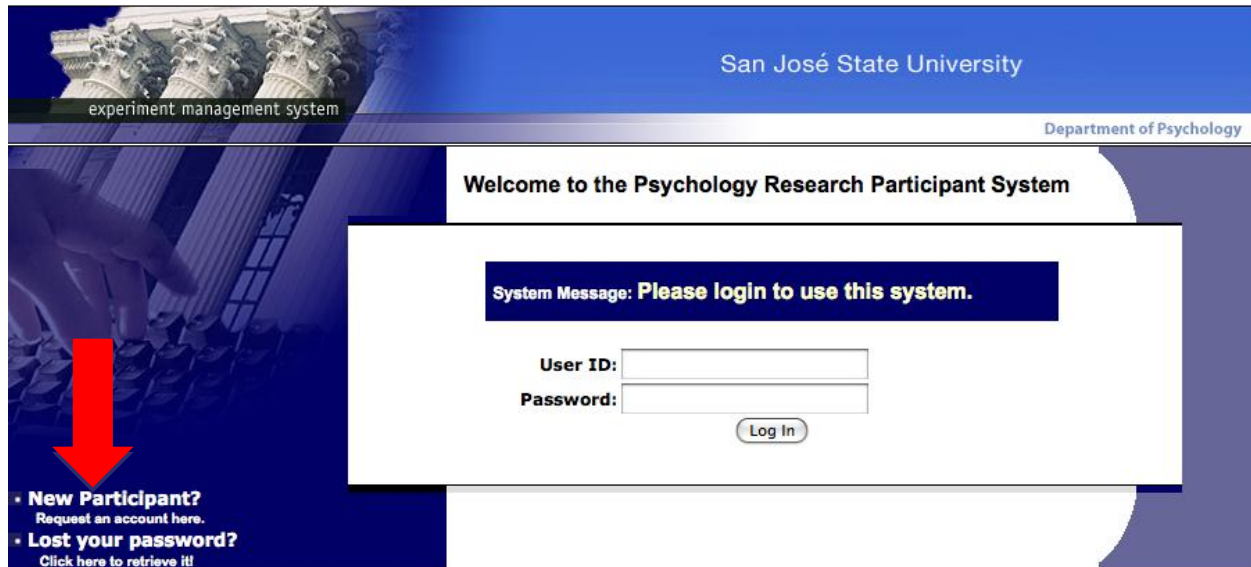
USING THE ONLINE RESEARCH PARTICIPANT SYSTEM

Creating Your Account

Type in the following URL address into your internet browser:

<http://sjsu.sona-systems.com/>

To set up a new account, click on the "Request an account here" link.



Once you are directed to the next page, please fill out the following:

Account Information		EXAMPLE
First Name	<input type="text" value="Jane"/>	
Last Name	<input type="text" value="Doe"/>	
User ID	<input type="text" value="Jane.Doe"/>	To create your User ID, use the following format: firstname.lastname ; OR use the same User ID as your D2L ID
Email Address	<input type="text" value="janedoe@gmail.com"/>	
Email Address (re-enter for verification)	<input type="text" value="janedoe@gmail.com"/>	
Student ID Number	<input type="text" value="12345678"/>	
Telephone	<input type="text" value="408-555-1234"/>	
Course(s)	<input type="text" value="-- Select a Course --"/> <input type="text" value="Psyc 001:01-Ligda"/> <input type="text" value="Psyc 001:01-Macramalla"/>	Please select YOUR professor and section #
<input type="button" value="Request Account"/>		
(Your request may take a moment to process. Please click the Request Account button only once.)		

Once you have clicked request account, your password will be emailed to the email address you provided.

Please refer to the following instructions on how to use the system to sign up for experiments.

Logging In

Once you have your login information, go to the front page of the site and enter your user ID and password to login.

Once you login, you may be asked to review and acknowledge your SJSU's human subject policy for research. After you complete these tasks, you will see the Main Menu.

Your login (also known as a session) will expire after a certain period of inactivity, usually 20 minutes. This is done for security purposes. If this happens, you can always log in again. When you are done using the system, it is better to explicitly log out, to prevent any problems that may arise if someone uses your computer before the session expires. This is especially important if you are using a public computer lab.

Logging Out

When you are done using the system, choose Log Out from the toolbar on the left side to log out. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.

Retrieving a Lost Password

If you have forgotten or do not have your password, and the feature is enabled on the system, then you may choose to have your password emailed to you. You will see an option on the front login page if this feature is enabled. Your password will be emailed after you submit the form, and should arrive in your email box momentarily. If you provided an alternate email address (see the Email Address Options section of this documentation), it will be sent there. Otherwise, it will be sent to your main email address, which is derived from your user ID.

Changing Your Password and Other Information

If you would like to change your password or other information about yourself, choose My Profile from the top toolbar. If you would like to change your password, type your new password (twice, for confirmation) in the provided boxes. If you would *not* like to change your password, simply leave these boxes empty.

Studies

With the system, you may view studies and sign up for those that interest you and where you meet any special eligibility restrictions. You may cancel your sign-up through the system as well. YOU WILL ONLY BE ABLE TO VIEW STUDIES WITH OPEN APPOINTMENT TIMESLOTS.

You may see some studies that are online studies. You should read the details of these studies closely, but generally you may participate in them online. It is usually assumed you will

participate in the study shortly after you sign up for it, though you have until the Participation Deadline Date to participate.

Viewing Studies

To view a list of studies, click on Studies from top toolbar. You will see a list of studies. A brief description of each study will be listed, as well as any special requirements that may restrict your eligibility to participate in the study.

Studies that currently have available participation times (timeslots) will have "TIMESLOTS AVAILABLE" listed next to the name of the study. **If no studies have available timeslots, you may want to logon to the system a few days later to see if new timeslots have been added.** You may also select a specific date to view studies with available timeslots on that date.

To view more information about a study, click on the name of the study.

Two-Part Studies

Some studies are two-part studies, where you must sign up for both parts of the study at once, and the two parts must be scheduled a certain number of days apart. These studies will be clearly marked.

Online Survey Studies

Some studies may be online survey studies that are administered in the system. If you sign up for one of these studies, you will be taken immediately to the survey. As soon as you complete the survey, you will receive credit.

Signing Up For Studies

To sign up to participate in a study, find the study you would like to participate in.

Click on the study name for more information. You will see a list of any special restrictions or eligibility requirements, as well as a contact person if you have questions about the study. If the study has a principal investigator listed, you can click their name to view full contact details. In most cases, it is preferred to contact the person listed as the researcher if you have specific questions.

When you click on the study name, you will see a list of **special restrictions or eligibility requirements**. An example of an eligibility requirement is "Left-handed people only." If listed, then the system does *not* enforce this restriction, **but you should only sign up for the study if you meet this restriction.**

A study can also have other prerequisites or disqualifiers such as studies you must *not* have participated in to participate in this study and those may be listed. These restrictions are automatically enforced by the system. If you have signed up for a study with another study listed as a disqualifier study, then you will be prevented from signing up for the other study, since it is a disqualifier for a study you are currently signed up for.

If the study is not an online study, then the sign-up and cancellation deadlines for the study will be listed, and those are based on the date of each timeslot. If you are viewing a study which you

have signed up for in the past and already participated, and are not allowed to sign up for it again, then you will not see the list of timeslots for the study.

You may only sign up for a timeslot up until a certain time before that timeslot is scheduled to occur. The system will not show a Sign Up button for timeslots where it is too late to sign up. If you sign up for a timeslot and you already have another signup in the system that conflicts with that appointment time, the system will warn you of the scheduling conflict (though it will not prevent the sign-up).

Once you have determined you meet all the requirements, click on View Timeslots for This Study and you will see a list of available timeslots. Choose a timeslot that is convenient for you, and click Sign Up.

After you click Sign Up, you will see information displayed confirming the time and location of the study you plan to participate in. You will receive an email confirmation as well.

Canceling a Sign-Up

If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page. Choose the My Schedule/Credits option from top toolbar. You will see listed all the studies you have signed up for, as well as those you have completed. Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them. There is a time limit before the study is to occur, when it is too late to cancel (usually 24 hours). This restriction may be listed at the bottom of the page, or can be found by clicking on the study name and viewing the study details.

Once you click Cancel to cancel your sign-up, you will see a confirmation page.

Click Yes to cancel your sign-up, and the sign-up will be cancelled immediately. If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will *not* be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date.

Tracking Your Progress

You may track your progress at any time by choosing the My Schedule/Credits option from the top toolbar. When you view this page, you will see at the top a list of the number of credits you are required to earn, and how many you have earned so far. You may also have an option to view how many credits you have earned for each course. Below that, if you have signed up for any studies, those are listed as well. In the list of studies, you will see information about your credit status.

Frequently Asked Questions

Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?

Your web browser is not properly configured to accept cookies. You should turn on cookies in your web browser, use a different web browser (for example, try Firefox if you are currently using Internet Explorer), or try a different computer. Detailed instructions can be found if you go to the site and enter the url "cookie_help.asp" in place of "default.asp" in the address bar of

the browser, when you are on the front page of the site.

Another easy thing to try is simply to use another computer. Usually the computers in university computer labs are configured correctly.

I participated in a study, but I have yet to receive credit. How do I receive credit?

The researcher must grant you credit. This is usually done shortly after your participation. If it has been some time and you have still not received credit (more than 3 days), contact the researcher or the research pool coordinator (sjsuspc@yahoo.com)

Who can see the information about my sign-ups? I don't want everyone to know which studies I signed up for.

Only the researcher and principal investigator of the study may see that you have signed up for it, along with the subject pool coordinator. No other users, including other researchers or your instructor, may see this information.

NO-SHOW POLICY

If you know in advance that you are unable to make a scheduled research study appointment, please cancel as soon as possible. The sooner you cancel, the more likely the researcher will be able to find another student to fill that spot.

It is your responsibility to cancel your appointment 24 hours prior to the scheduled appointment. If you are unable to make an appointment and can only give last minute notice, it will be up to the researcher whether or not they will consider you an "unexcused no-show."

If you make no attempt to cancel your appointment and do not show up, you will be categorized as an unexcused no show. ALL unexcused no shows will need to complete the alternative assignment for the amount of credit that you missed. **YOU MAY NOT MAKE UP THE TIME YOU MISSED WITH ANOTHER STUDY.** You MAY however, complete your remaining hours with research studies or alternative assignments.

Example: You missed a 2-hour appointment without giving the researcher any notice. The researcher then marks you as an unexcused no show for that appointment. **THE ONLY WAY TO MAKE UP CREDIT FOR THE MISSED HOURS WILL BE TO COMPLETE AN ALTERNATIVE ASSIGNMENT,** in this case for 2 hours worth. **If you do not make up the missed hours in alternative assignment, you will get an incomplete for the class!** You cannot make up hours for missed appointments by signing up for another appointment either. Please note, the alternative assignment will count towards your 4 hour requirement. You MAY however, complete your remaining 2 hours with research studies or alternative assignments.

How Unexcused No-Shows are Tracked

If you miss an appointment and the researcher marks you as an unexcused no show, the online system will send an email to the subject pool coordinator. The subject pool coordinator will then follow up with you, reminding you of the alternative assignment requirement. You will have

until the research requirement deadline (December 11th) to complete the alternative assignment for your missed hours. All alternative assignments will be collected by your professor.

Please note that students who have missed appointments, and consequently will need to complete the alternative assignment, **WILL BE TRACKED**. If you miss a 2 hour appointment and decide to sign up for another 2 hour study instead, you will not receive credit for the course. **MISSED APPOINTMENTS CAN ONLY BE MADE UP BY COMPLETING THE ALTERNATIVE ASSIGNMENT**. Students who fail to complete the alternative assignment for missed appointments will receive an incomplete in the class and will need complete the 4 hours all over again the next semester.