I. THE BASICS

As part of this course, you are required to acquire first-hand knowledge about psychological research by completing 8 Research Credits. There are three ways to do this:

1. Volunteer to serve as a participant in ongoing psychological research during this semester. For each 30 minutes of service you will earn .5 credits.
2. Writing assignments (1 credit each) designated in section IX of this guide.
3. Some combination of 1) and 2) above.

If you fail to earn the full 8 credits, you will receive an incomplete in Psychology 101. Please familiarize yourself with the university’s policy for incompletes (http://www.csuohio.edu/enrollmentservices/registrar/grades/grades.html). In particular, please note the following: If you fail to complete the requirement for which you were given an incomplete within a short period of time, the Incomplete becomes an F.

II. RESEARCH PARTICIPATION WEBSITE

Research Participation Website: http://csuohio.sona-systems.com/
Research Participation Coordinator: psyrsps@csuohio.edu

III. EARLY-PARTICIPATION BONUS CREDIT!

To encourage students to participate throughout the semester, rather than procrastinating and bottle-necking the system during the last few weeks, we are offering a “5 at 10” bonus credit incentive.

1. Students who have earned 5 credits by the end of week 10 will be granted 1 “free” bonus credit.
2. Be sure to participate early and often to take advantage of this great incentive!

IV. HOW TO VOLUNTEER

Please read the information below to begin volunteering for research.

A video tutorial is available here: https://www.youtube.com/watch?v=_1OnT2ZU6QQ.

Accessing the research participation website
1. Studies are available at the website: http://csuohio.sona-systems.com/
2. Your user name and password for the website will be automatically created based on the class roster, as of the first day of class. Shortly after the start of the semester, you
should receive an email to your university email address with your logon and password information.

3. If you do not receive an email with your Username and Password within the first 10 days of the semester, you should notify the Research Participation Coordinator (psyrps@csuohio.edu); include your first and last name, course section, instructor name, and university email address.

Signing up for a study
1. Throughout the semester, researchers will post a page describing their experiments, including the date, time and location of each available timeslots, or appointment times.
2. Choose a timeslot that fits into your schedule, and click the button to register for that timeslot. Note that signing up for a timeslot is an appointment to appear, and research labs will prepare accordingly (scheduling staff, preparing materials, etc). Check your schedules carefully, and keep your appointments.
3. In some instances, a study investigator may contact you because you meet the eligibility requirements for a particular study. In that event, you will be sent an invitation email with special information about scheduling an appointment for that study.
4. You have until the last day of classes (see CSU academic calendar) to participate in studies, but don't wait until the last minute. If all researchers are finished with running studies earlier, no studies would be available later in the semester.

Study locations
5. Most experiments will be conducted in the Union Building. Other studies may be conducted online.
6. Note that only 25% of your total credits may be earned via online studies. This means that only 2 credits earned by participating in studies conducted over the internet may be applied to your research requirement.

Keeping track of your appointments
1. You can keep track of your upcoming appointments, and your history of participation, in your account information at the website at any time.

Mobile scheduling (free)
1. The research participation website has app for Android phones and tablets; download it here: https://play.google.com/store/apps/details?id=com.sona_systems.mobile or simply search for "Sona Systems" or "Sona Mobile" in the Google Play store.
2. The iOS (iPhone/iPad) version is available at https://itunes.apple.com/us/app/sona-mobile/id562898091?mt=8 or simply search for "Sona Systems" or "Sona Mobile" in the App Store.

V. HOW TO RECEIVE CREDIT

Researchers will grant you credits from experimenters via the website within 1 week of your participation. See the “My Schedule/Credits” tab on the website to monitor your credit status.
1. What if I have the option to allocate credits?
   a. If you are also enrolled in another, non-PSY101 course, in the Psychology Department, you may have been offered the opportunity to participate in research for extra-credit. If that is the case, you will need to allocate your earned credits either to your PSY101 course or to your non-PSY101 course.
   b. Note also that each credit can be used only for one course. For example, if you are enrolled in another course that requires 1 research credit, then you need to earn the total of 9 credits (8 credits for PSY101 and 1 credit for the non-PSY101 course). In this example, if you assign all 9 credits to PSY101, then you will not get the benefit of the additional credit in your other course.

2. Can I apply more than the required credits toward my PSY101 course for “extra-credit”?
   a. No. Although you can participate in as many experiments as you would like, and although the website will allow you to apply your earned credits to any course you like, applying credits to your PSY101 research course beyond the required 8 credits will not result in “extra-credit” in your PSY101 course.

VI. CANCELLATIONS & NO-SHOWS

When you sign-up for an experiment you are making a commitment to appear and your space in the session is reserved. That means that other students will not be able to utilize that space, and researchers will spend time and money to prepare the lab for your appointment. Because of this, your commitment will impact your classmates, the researchers, and will consume time/resources, so it is very important that you keep your scheduled session.

Unexcused no-shows

1. Failing to appear on time to your scheduled research appointment wastes valuable time and resources, and can negatively impact your classmates’ opportunities to participate in research.
2. Students who fail to cancel their session in advance will be given an “unexcused no-show.”
3. Two “unexcused no-shows” will result in your participation account becoming “limited.”
4. Students with a “limited” account are BLOCKED from signing up for any further studies. This means that after 2 unexcused no-shows, you will not be able to sign up for research studies, and will have to fulfill the research component of the course by completing the writing options (i.e., writing a series of short papers).

Here are some tips to avoid problems

1. Check your schedule carefully before signing up for a study.
2. Do not sign-up unless you are sure that you can attend the session.
3. If a conflict arises and you find that you cannot uphold your commitment to attend the research session, then you should cancel via the website, or email the experimenter IMMEDIATELY and AT LEAST 24 HOURS BEFORE your scheduled session in order to cancel your appearance. The researcher can then mark you as “excused absence”
from the session (if you cancel by leaving a voicemail message, you should spell out your name in your message).

VII. YOUR RIGHTS AS A RESEARCH PARTICIPANT

If you choose to participate in research…

1. What should I expect?
   a. When you arrive for an experiment, an experimenter will describe the basic procedures or tasks that you will be asked to perform. You will then be briefed about your rights in more detail and asked to give your consent to participate.

2. What if I don’t consent to a specific study?
   a. You are free to leave any session – at any time during the session – if you are concerned about the procedures, without fear of recourse or any other penalty. You may leave the session at any time without the approval of the experimenter.

3. What happens if an experimenter no-shows?
   a. If you appear at the right time and place for an experiment but the experimenter does not appear (after you wait a minimum of 10 minutes), you are entitled to receive .5 credit for that experiment. In such an event, email the SRAC Coordinator (psyrps@csuohio.edu); you must report such an event on the same day that it happened.

4. What if I don’t want to participate in any research at all?
   a. Your participation in any ongoing psychological research or pre-screen questionnaire is voluntary. If you choose not to serve as a participant, then you may earn an equivalent amount of credit by completing the assignments designed by your PSY101 instructor. See your instructor or TA for more information.

VIII. CONTACT INFORMATION

Student Research Activity Committee:

Chair
Kenneth Vail
257 Union Building
Email: ke.vail@csuohio.edu

SRAC Coordinator
psyrps@csuohio.edu

CSU Institutional Review Board (IRB):

218 Parker Hannifin
Tel. 216-687-3624
Email: b.r.strong@csuohio.edu
IX. ALTERNATIVE CREDIT OPTION – RESEARCH SUMMARIES

1. Research summaries are worth 1 credit per summary.

2. You must select an article from the journal Psychological Science, which can be located in PsycINFO (accessible on campus by way of the University Library website, limit the search to “linked full text”). The off campus URL is: http://tinyurl.com/csupsycinfo

3. Read the selected article carefully. After reading the article, you should write a summary of the article. The summary should be approximately one page long, double-spaced, 1” margins, and using 12-point font. Make sure your name and CSU ID number appear at the top of the page. At a minimum, your summary should answer the following questions:

   a. What topic was investigated by the author(s)?
   b. What methods (e.g., experiment, survey, etc.) were used to explore the various topics of interest?
   c. What were the findings/conclusions of the authors?

4. You must print (or photocopy) the first page of the selected article and hand it in along with your summary.

5. You are to SUMMARIZE the article – DO NOT copy from the article. Cite any ideas that are not your own. If you copy from the article, YOU WILL NOT RECEIVE CREDIT. (In addition, plagiarism will be dealt with according to University policy.)

6. Papers are due on the last day of classes (see CSU academic calendar). Papers will be accepted any time until the deadline. You should hand your paper directly to your PSY101 Instructor, either at class or during office hours.