

Upper-Level Psychology Course | Fall RESEARCH OPTION/REQUIREMENT | 2009

Each upper-level psychology has its own research option/requirement. Please see your instructor for specific option/requirement information. Some example options include:

PSYC 2443 → 2 required hours of research credit

PSYC 3319 → up to 4 points of research for extra-credit; see course WebCT for approved articles

PSYC 3310 → up to 4 points of research for extra-credit

Initial Registration and Account setup

The psychology pool administrator maintains the student credits in the department's online Sona system. Students are required to register with this online system to get their credits. The website address is: <http://uta.sona-systems.com/>. An account will be set up for you automatically using your UT ARLINGTON NetID. The password to your Sona account will be sent to your UT ARLINGTON e-mail account. (To determine what your UT Arlington e-mail account is, go to <https://webapps.uta.edu/oit/selfservice/>). The e-mail notification will include login instructions for the system. You will be assigned a default password, which you can change after your first login. As part of your first login, you **MUST** choose the section of the course or courses that you are enrolled in.

You may change your primary e-mail account to a non-UT Arlington e-mail. However, if you have junk mail (spam) filters configured for your email, please configure the filters to accept email from psycpool@uta.edu, as emails from the system will often be sent from that address.

Prescreening

Once you have your login information, go to the front page of the site and enter your user ID and password to login. You will be asked to participate in a prescreening survey, which is an online survey that you may participate in before you sign up for studies. The prescreening consists of a number of multiple-choice and/or free-answer questions. You must complete all sections in one sitting, as you are not allowed to resume at another time from where you left off. While you are participating, your responses will be stored in a temporarily holding area as you move through the sections, but they will not be permanently saved until you complete all sections and you are given a chance to review your responses. You may choose to decline to participate in the prescreening, but declining to participate in the test may limit the number of studies you are eligible to participate in. **Students who complete the prescreening by September 7, 2009 will be awarded 0.5 credits toward their research requirement.**

Studies

With the system, you may view studies and sign up for those that interest you and those for which you satisfy any special requirements. You may cancel your sign-up through the system as well. 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. **It is your responsibility not to double-book yourself (i.e., to sign up for two experiments at the SAME time).** If you do double-book yourself, you will receive a negative credit for the study that you do not show up for.

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.

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. Some restrictions are automatically enforced by the system. If the study has certain pre-requisites or disqualifiers (studies you must *not* have participated in to participate in this study), those will be listed, as well as a note about whether you meet those eligibility requirements.

The study may have other restrictions listed as Subject Restrictions. An example of a Subject Restriction 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. If you sign up for the study and you do not meet the restrictions, you will likely not receive credit for the study, and could face a penalty.

Some studies require a special password to sign up. If this is the case, it will be noted. The researcher should have given you this special password. It is *not* the same as the password you use to login to the system. You will need to enter the special sign-up password just before you click the Sign Up button to sign up for a timeslot.

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.

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 may receive an email confirmation as well, depending on how your email account is configured. You are now signed up for the study.

Canceling a Sign-Up

If it is more than 24 hours before the appointment: 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. Once you click Cancel to cancel your sign-up, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. If the cancellation will affect your ability to participate in another study you are signed up for, it is *your* responsibility to deal with this issue (usually by canceling the depending study as well). The system will warn you, but will not block the cancellation. Click “Yes” to cancel your sign-up and the sign-up will be canceled immediately. If you cancel the first part of a two-part study, the second part will also be canceled. If you cancel the second part of a two-part study, the first part will *not* be canceled, 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. However, depending on the requirements of the experiment, you may not be allowed to reschedule the second part. In addition, cancellation of the second part of a study may result in no credit for the experiment, even if you had participated in the first part.

If it is less than 24 hours before the appointment: Log onto your My Schedule and Credits page. You will see listed all the studies you have signed up for as well as their contact information. Under the contact information, you will see information for contacting the experimenter, which you should use to request a cancellation. NOTE: Contacting the experimenter and/or leaving a message for the experimenter is NOT sufficient to cancel the appointment. The appointment will not be canceled unless the experimenter expressly agrees to cancel it. If the experimenter does not agree to cancel it, you will incur a penalty if you fail to keep the appointment. If the experimenter agrees and cancels your appointment, the system will send you a confirming e-mail. Be aware that if you sign up for an appointment less than 24 hours before it is scheduled, you will not be able to cancel the appointment; the experiment can only be canceled if the experimenter agrees to it.

At the Experiment

When you arrive for an experiment, the experimenter will give you instructions and explain what he/she would like you to do. Feel free to ask questions about anything you do not understand. Participation is voluntary. If, after hearing the instructions, you decide that you would rather not participate, politely inform the experimenter and you may leave. If you begin an experiment ***in good faith***, and then decide that you prefer not to participate, you may leave an experiment at any time and still receive credit.

If an experimenter is more than 5 minutes later and has not called you at least the day before to cancel the experiment, double-check that you were in the right place at the right time before you assume that the experimenter is at fault. If the experimenter is at fault, you can claim credit for the experiment by sending an e-mail to the system administrator at: psycpool@uta.edu. The e-mail should identify the experiment, the location and the time of the appointment, and your name and ID number. This e-mail should be sent at the time of the appointment to establish that you were present and available for the appointment. There are computer terminals available for this purpose in the Central Library northwest of the psychology building. The administrator will investigate and award you credit if the claim is determined to be valid.

Tracking Your Progress

It is your responsibility to track 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. Non-study credit is also listed, when applicable. Non-study credit is usually granted for writing a paper or some other special situation.

Penalties: If you fail to keep an appointment, or if you are more than 5 minutes late for an appointment, not only will you fail to earn the credits applicable to that experiment, but that number of credits will actually be ***subtracted*** from your previous credit total. Penalties thus increase the total number of credits you must earn to satisfy your participation requirement, so it is in your interest not to miss scheduled appointments. These penalties will be displayed in your progress report, and the penalty will be deducted from your current credit earnings. It is possible you might end up with a negative value for the number of credits you have earned. Next to each credit or penalty, you can also see any comments the researcher left regarding the study and your credit for it.

Pending Credit: If credits or penalties have not yet been assigned for a past appointment, the experiment status will be listed as "Pending Credit" in the list of your experiments that you can view by clicking "View Your Appointments". **Allow up to a week after your appointment for the credit or penalty to appear.** Contact the experimenter after that time if the status is still listed as pending credit, using the contact information listed for the experiment.

Reassigning Credits

If you belong to multiple courses, you may reassign a credit from one course to another. To do this, simply use the Reassign link that appears when you view your progress. The link appears under the course entry for each item in your progress listing. You can only use the credit once. A credit will not count for more than one class; attempts to re-use credits are considered academic dishonesty and will be dealt with accordingly.

Research Article Report

Please see your instructor for a list of approved articles. For each article you choose to review, you will be required to write a 1-2 page paper on the approved summary paper form, which you are required to e-mail as an attachment to psycpool@uta.edu. Each review is worth 1 credit. Only electronic versions of papers on the approved form will be accepted. If you choose to write reviews, you are not to collude or plagiarize. Reviews will be scanned for academic dishonesty such as plagiarism or collusion (i.e., copying from each other's paper

or copying from published sources). If you are caught colluding or plagiarizing papers, the appropriate academic actions will be taken.

Deadlines

The number of experiments available depends on how many researchers are running experiments. We cannot guarantee that there will be enough experiments to accommodate everyone who wishes to take this option to fulfill the research requirement. If you wait until the end of the semester to sign-up, you may have trouble finding experiments to participate in. ***The deadline for all paper summaries is November 20, 2009. No late papers will be accepted (no exceptions).***

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What do I do if I have a question/problem regarding using Sona or participating in research?

1. Read the Handout to make sure that your question is not covered in the handout.
2. Check the FAQs on Sona for an answer to the most frequently asked questions.

If your question cannot be answered via routes 1 & 2:

3. Contact Robyn Petree-Schatz, the participant pool coordinator at the following email address: psycpool@uta.edu.
4. For emergencies, you can call her at 817-272-1330. Please note that she cannot return calls to long-distance numbers.
5. For a face-to-face meeting, you can see her ONLY during her office hours in the LS427. Her office hours are Tuesday- 10:00 am - 12:00 pm and Wednesday- 10:00 am - 12:00 pm

Please do not DISTURB Robyn Petree-Schatz or her office mate outside of office hours. That is, **under no circumstance are you to go to her office outside office hours. This is disruptive to not only her, but also to her office mate. Both Robyn and her office mate are students who have their own coursework to complete.** If it is NOT her office hours and you need to get in touch with someone, please e-mail her or call and leave her a voice mail to set up an appointment.

What is the proper format for writing an e-mail?

- Subject line in an e-mail:
 - Include a meaningful subject line which highlights the purpose of your e-mail to help the reader know the e-mail's content
 - Do not write an entire e-mail in the subject line.
- Addressing an e-mail:
 - Always begin your e-mail with a greeting like Dear Dr. Jensen-Campbell or Dear Robyn Petree-Schatz.
- Grammar in an e-mail:
 - Always use whole words
 - Use standard spelling, punctuation, and capitalization.
 - Do not write an entire e-mail in ALL CAPS
- Content of an e-mail:
 - Write professional e-mails. Make sure your e-mail is direct and to the point.
 - Consider the audience of your e-mail:

- Professionals and those in academic institutions see their e-mail accounts as business.
- Do not write unnecessarily long e-mails or waste the recipient's time.
- Be friendly and cordial in your e-mail.
- Return responses to an e-mail:
 - Thoroughly read over an e-mail before you write a return response. Often time questions have already been previously answered.
- Thoughts to keep in mind:
 - There are over hundreds of undergraduates in introductory psychology. Psycpool answers e-mails from all of these students plus those of many additional upper level psychology students. Although e-mails are most often answered on a daily basis, some e-mails make take a day or two to be answered. Around important due dates such as those for the paper summaries, e-mails make take longer to respond to. Please do not send additional e-mails concerning the same topic. If it has been over a week and you have not received a response, chances are psycpool has not received your e-mail.
- Sample e-mail:

Dear Dr. Jensen-Campbell or Robyn Petree-Schatz,

I am unable to login to my SONA systems account. I am currently enrolled in Developmental psychology with Dr. Jensen-Campbell. If you could please help me or let me know how this problem can be fixed I would appreciate it.

Thanks,

Joe Smith
Student id: 1000-00-0000

Note: Information displayed on this page was found at the Purdue University OWL website