

**Introductory Psychology (1030H & 1101)
Fall 2017 Research Participation (RP) Information**

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**Research Participation Website: <http://uga.sona-systems.com>
Make sure the front-page banner says “Psychology Department” before you begin.**

Research Participation Requirement

This semester you will need to complete 6.5 hours of research credit.

There are two ways you can earn credit: One, you may participate in experiments conducted by the Psychology Department at the University of Georgia via the Sona System. Two, you may write short (one-to-two page) review papers of psychology articles (see page 6 of these guidelines for information about writing papers). You can do any combination of research participation and paper writing to get your credit.

The Research Participant Pool opens on Monday, August 21st.

The first day you can submit article summaries is Monday, August 21st.

The LAST day you can earn credit for experiments is Wednesday, December 6th.

The LAST day you can earn credit for papers is Wednesday, December 6th by 5pm.

How Do I Set Up a Sona Account?

Go to <http://uga.sona-systems.com>. On this website, you can sign-up for experiment sessions, view your experiment appointments, and check the number of credits you have earned.

To Set Up A New Sona Account:

1. Under “New Participant?” Click “Request an Account” to register.
 - a) **You will use your UGA e-mail as your User ID** (Note that the system automatically adds the @UGA.EDU for you, so you do not have to enter this information when entering your email address).
 - b) **For “Student ID Number” use the nine digit portion of the ID number on your UGACard that begins with 81x.**
 - a. For example, with a 16 digit number of: 627541 810 043 856 0, the nine digit personal identifier is 810 043 856. Note that it does not include the last digit of the 16-digit number.
2. Make sure to select your currently enrolled course(s).
3. Within a few hours you will receive your login and password information via email; go back to the website and enter this information in under “User ID” and “Password”. You have to do step #3 within 3 days after setting up your account or your account will automatically be deleted.

If You Have an Account from a Previous Semester:

1. Go to the main page and log on using your old User ID/Password.
2. In the next screen Select “My Profile” click “change course” and select the course(s) you are taking and click “save changes”

If you are earning research credits for a course you took in a previous semester, you should select the course titled INCOMPLETES

How do I sign up for experiments?

Before you can sign up for an experiment you must first register on the Sona System (see first page for instructions).

1. Sign into your account and then click on “Study Sign Up”.
2. Scroll down the list of experiments until you find one that interests you. **CLICK THE TITLE** of the experiment to find out more information (i.e., more detail about the study, how long it takes, how many credits you will receive).
3. Under the heading eligibility, make sure you fit the restrictions of what the study is asking. If the space is blank, there are no eligibility requirements and anyone can sign up for that study. *Some experiments have restrictions on who can participate.*
4. “Timeslots Available” will appear under the heading “Available?” if that study has times for you to sign up. If you would like to sign up for this study click “Timeslots Available” and then “View timeslots for this study” to see a list of available times the study is taking place.
5. Select the time you would like to participate and then click “sign up” to sign up for the study.

NOTE: Although Sona Systems will email you a reminder of your experiment appointment most of the time, occasionally this does not happen. Even if you are not emailed the appointment reminder you are **STILL RESPONSIBLE** for showing up and will receive an “unexcused no-show” if you do not show up. Not receiving a reminder email from Sona Systems is **NOT** an excuse for not showing up to the experiment.

Problems with waiting until the last minute to earn your credits.

Some students wait until the end of the semester to start earning their research credits. This can cause problems for two reasons:

1. There are fewer appointment times toward the end of the semester. Researchers know that they cannot run participants past the deadline, so they may not put up research times toward the end of the semester. They may also be done with their projects for the semester a few weeks before the deadline.
2. It can be very hard to complete 6.5 credit hours of research in a week or two. It may not seem difficult at the beginning of the semester but that will be a lot of work while you are trying to finish up coursework and study for finals.

What happens if I don’t earn the required credits?

If you fail to earn all the required 6.5 credits you receive an *Incomplete* in your psychology class. An incomplete is reported as an “I” on your report card. Basically, an incomplete means you will not have credit for the course until you complete the research requirement. **Once you get an**

incomplete you have THREE semesters, INCLUDING THE SUMMER SEMESTER, to make up however many credits you were short of the requirement. If you don't make up your remaining credits within three semesters you get an "F" for your psychology class grade. Although getting an incomplete doesn't sound like such a big deal it can be for a few reasons.

1. Getting an incomplete can threaten your HOPE scholarship.
2. Some students forget to finish up their credits and end up failing their psychology class.
3. An incomplete can interfere with graduation, transferring to another school, or getting an internship.

What should I do if I am currently making up my incomplete?

First, when you reactivate your account make sure to select "Incompletes" from the course list; do **not** select the name of the course you were originally registered for. After you finish making up your incomplete EMAIL THE RP COORDINATOR IMMEDIATELY at RP@uga.edu with your name, the last 4 digits of your 81x number, the class you got the incomplete in, and the professor of that class. The RP Coordinator will check out your credits and, if everything is in order, will send off the paperwork to remove your incomplete.

NOTE: It will take anywhere from 2-3 weeks to reach the registrar and change your grade once the RP Coordinator approves your research credits.

Some Common Problems with Registration and What to Do to Fix Them

The first thing you need to do is register yourself on the website. Do this by going to <http://uga.sona-systems.com> and follow the instructions given on the first page of this packet. The following are some common problems you may encounter while registering and what you should do.

It won't send me my password

If you have not received your login and password via email within a few hours of registering it means something has gone wrong. Sometimes students incorrectly enter their email address. Sometimes the system just glitches and doesn't send the information. Make sure to first check your e-mail's spam folder and then if it is not there, you should immediately email the RP Coordinator (rp@uga.edu) and give your full name, the last 4 digits of your 81x number, psychology class, class period, and the professor's name. The coordinator can then send you your login and password.

After I input my information it says I "already exist" and won't let me register

You may already have an account on the website from a previous semester. If so, use your old User ID and Password on the login page. If you don't remember this information, email the RP Coordinator. Some people, because they incorrectly enter some piece of information the first time, will try to register again. When you register the first time your account is immediately created, even if your inputted information is incorrect, and will stay on the website for 3 days waiting for you to activate it with your login and password. This is why you can't register again for that 3-day period because your account "already exists" in the system. You need to email the RP Coordinator.

I just can't seem to get into the website to register

Usually this means the site is overloaded with traffic and you should try to register at a less busy time (such as later in the evening or early morning).

Another common problem is when people use a “bookmark” to reach the site (you do this when you set it as one of your “favorites”). Occasionally, the site has changed its web address slightly (don't ask me why) and this makes your bookmark obsolete. Try typing in the <http://uga.sona-systems.com> address manually and you should get to the site.

Sometimes the trouble is with the computer you are using. Your computer may have a very slow internet connection or an outdated version of internet browser. Try registering on a different computer. Finally, make sure you use Microsoft Internet Explorer, Firefox, Safari, or any other frequently used browser.

Common Problems with Signing Up For Experiments and What to Do to Fix Them

It asks me for an “authorization code” and I don't have one

Some experimenters restrict who can sign up for their experiment by creating an “authorization code” (essentially a password) students use to sign up. Look at the information posted on the page that lists all the experiments. It may tell you to call or email someone to get the authorization code. Most likely this is so the experimenter can ask you a few questions to ensure you are eligible for the experiment. Other times the study you are trying to sign up for is the second part of a two-stage study and you have to go through the first stage before you get the authorization code to go through the second stage. In this case, find the first stage experiment and sign up for that.

I get a message about selecting a class before I can sign up

This means you did not indicate which psychology class(es) you are in this semester when first registering. To do this, go back to the your main page and click on “profile” and then “change courses”. Click on the class(es) you are taking and then click “save changes”. Now you can go back and sign up for your experiment. Remember that if you are earning research credit for a course previously taken, you should select “Incompletes” for your course.

I can't sign up for more online studies

The system is set to automatically limit participation for each person to two (2) hours of credit for online studies. Beyond that, you will need to complete research studies in labs or complete the papers option described later.

How do I cancel an experiment?

You may only cancel an experiment AT LEAST 24 hours before your appointment time. After signing into your account click “My Schedule & Credits” and then find the experiment you need to cancel. To cancel your appointment, just click on the “cancel” button. This will send you to a second page that asks “Are you sure you want to cancel this signup?” If you would still like to cancel, click the button “Yes, I want to cancel”. If you must cancel after the 24 hour cancellation period, contact the EXPERIMENTER (NOT the RP Coordinator) and ask the experimenter to cancel your session for you. You can find the experimenter's contact information by clicking on the study name under “study sign ups” on your “My Schedule and Credits” page.

What happens if I miss an experiment?

If you miss your scheduled appointment without notifying the experimenter, you will receive an “unexcused no-show.” **If you obtain 3 “unexcused no-shows” your account will become locked and you will no longer be able to complete your research requirement by participating in experiments.** The credits you have earned thus far will still count, but you will have to complete whatever remaining credits you need by writing research article summaries. This is different from an “excused no-show” when your absence from the experiment is excused by the researcher (e.g., you provide a doctors note, contact the researcher ahead of time, etc.), Excused no-shows do not count against you. Please do not miss an experiment. It means more work for you and wasted time for the experimenter.

But what if I missed an experiment because of some emergency?

An emergency is defined as some event BEYOND YOUR CONTROL that requires your immediate attention. If you miss an experiment because of an emergency please contact THE EXPERIMENTER (not the RP Coordinator) as soon as possible and advise him or her of the situation. You can find the experimenter’s contact information by clicking on the study name under “study sign ups” on your “My Schedule and Credits” page. In most cases, the experimenter will simply cancel your appointment to avoid giving you an “unexcused no-show.” In other cases the experimenter may ask you to reschedule your appointment. Please be aware the experimenter may ask for documentation as evidence of your emergency.

How do I check my total number of earned credits?

To check your credit balance, simply log into your account. Then click “My Schedule and Credits” at the top of the page and it will tell you how many credits you have earned. This page will also tell you how many “unexcused no-shows” you have obtained and also which credits are “still pending”. Still pending means the experiment you signed up for has already taken place but the experimenter has yet to give you credit for it. **This is normal and you should receive credit within a few days.** If an experiment is “still pending” after a couple weeks contact the experimenter and ask him or her to give you credit. You can find the experimenter’s contact information by clicking on the study name under “study sign ups” on your “My Schedule and Credits” page.

If you are making up an incomplete, **hours you completed in a previous semester will be archived on the Sona System.** You will be able to look at the credit report and see that there are archived credits present. **They will still count towards your course requirement.** For instance, if you have two hours of archived credit and you are making up an incomplete, you will only need to complete an additional 4.5 hours of credit for that semester.

What if I notice my credits are incorrect?

If your credits are incorrect please contact the RP Coordinator at rp@uga.edu and explain the situation. The coordinator will then take steps to see that the credits are corrected.

Guidelines for Writing Research Article Summaries

EVEN IF YOU ONLY WRITE ARTICLE SUMMARIES YOU MUST *STILL* REGISTER ON SONA SYSTEMS

The option for earning research participation credit by writing summaries of research articles is designed primarily for students who are not able or do not wish to participate in psychological studies. Each two-page, double-spaced paper written will get you 1 credit toward completion of the research requirement. You may also write a one-page, double-spaced paper to receive .5 credit. You must adhere to the following guidelines carefully; work of poor quality will not be accepted. **NOTE: The most credit you can earn PER PAPER is 1 credit, writing a 3+ page summary for one article will only get you 1 credit.**

IMPORTANT: IF YOU DO NOT FOLLOW THE GUIDELINES FOR THE PAPERS, YOU WILL NOT BE GIVEN CREDIT. You may be asked to re-write the papers if they are unacceptable (i.e. have adjusted margins, poor quality, or the article is inappropriate).

What type of article should I read?

The idea is to do some in-depth reading about psychological research—beyond the coverage in your textbook. It is recommended that you choose a recent article (within the last five years or so) from the magazine Psychology Today or Scientific American. Be careful, because the article must be related to psychological research in some way (e.g., an article discussing findings from a study). **You may not use Internet articles as your sources UNLESS the internet article is the same article that appears in a published magazine or journal format (e.g., a Psychology Today internet article).**

NOTE: All articles must be at least 3 pages in length. Do not use short blog posts for your summary papers.

You can also use full journal articles that you find on Galileo to write summary papers. You can find these by searching the PsycINFO database through the main library website (www.libs.uga.edu).

What information should I include with the paper?

- **A copy of the article you read** sent as a PDF attachment.
- **A title page (which does not count toward page length) with the following:**
 - Semester, Year, Psychology Course, and Professor of the course for which you're submitting this work (please make sure this information is correct, especially if this work is making up for an Incomplete).
 - Your full name, the last 4 digits of your 81x number, and the current semester
 - Your UGA email address
 - Article information: title, author, magazine or journal, and page numbers
 - The proposed number of credits the paper is worth (1 or .5 credit)

1. The purpose of the paper is to demonstrate that you have read and have understood the research article. It should be partly a summary and a description of what you got out of the article. Papers that contain simple phrases like “I didn’t like the article” or “it didn’t make much sense” will not be accepted for credit. You need to critically evaluate the material. **It should contain at least one-to-two full pages of text (depending on credits proposed) - headers with your name and references do not count towards this length requirement.** For this requirement, it is better to err on the side of having too much text, rather than too little. Papers with too little text will have to be resubmitted or accepted for less credit.
2. The paper must be typed and double-spaced. You must use Times New Roman font with a 12-point font size. All margins must be 1”. The paper should be sent as a Word document. **Failure to heed these guidelines will result in the paper not being accepted for credit. Be sure you check these before submitting the paper!**
3. Any paper that is entirely or partly copied word-for-word from a research article (or from another student) is **not acceptable**. This is plagiarism, which is a very serious academic offense. Your instructor would also be contacted to determine if any additional steps should be taken to deal with the problem. I have access to these journals and will check on papers, especially those that seem questionable.
4. **Papers may only be submitted via email.** Papers should be sent to rp@uga.edu as word documents and have a separate attachment of the article you chose to summarize as a PDF. **All papers must be submitted by 5:00 pm on Wednesday, December 6th, 2017.** Papers turned in after this point will not be accepted.

Please let me know if there is anything that I can do to make your experience with the Research Pool a more positive one. Do not hesitate to contact me by e-mail using the information provided on the first page of this handout.

Good luck in class!

LeeAnn Beam
Research Participant Pool Coordinator, Fall 2017
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