PSYCHOLOGY DEPARTMENT RESEARCH PARTICIPANT POOL GUIDELINES
FALL 2019
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RESEARCH PARTICIPATION REQUIREMENT

For Fall 2019, you'll need to complete **6.5** hours of research credit.

There are two ways you can earn credit:

- Participate in lab studies conducted by the Psychology Department at the University of Georgia via the Sona System

- Write brief (one- or two-page) review papers of psychology articles

You may complete any combination of research studies and review papers to earn your credit.

RP POOL OPENS on Friday, August 23rd at 8AM

RP POOL CLOSES on Tuesday, November 26th at 5PM

All study participation and review papers are to be completed and, in the case of papers, turned in by 5pm on the closing date (November, 26th 2019). Late submissions will not be evaluated.
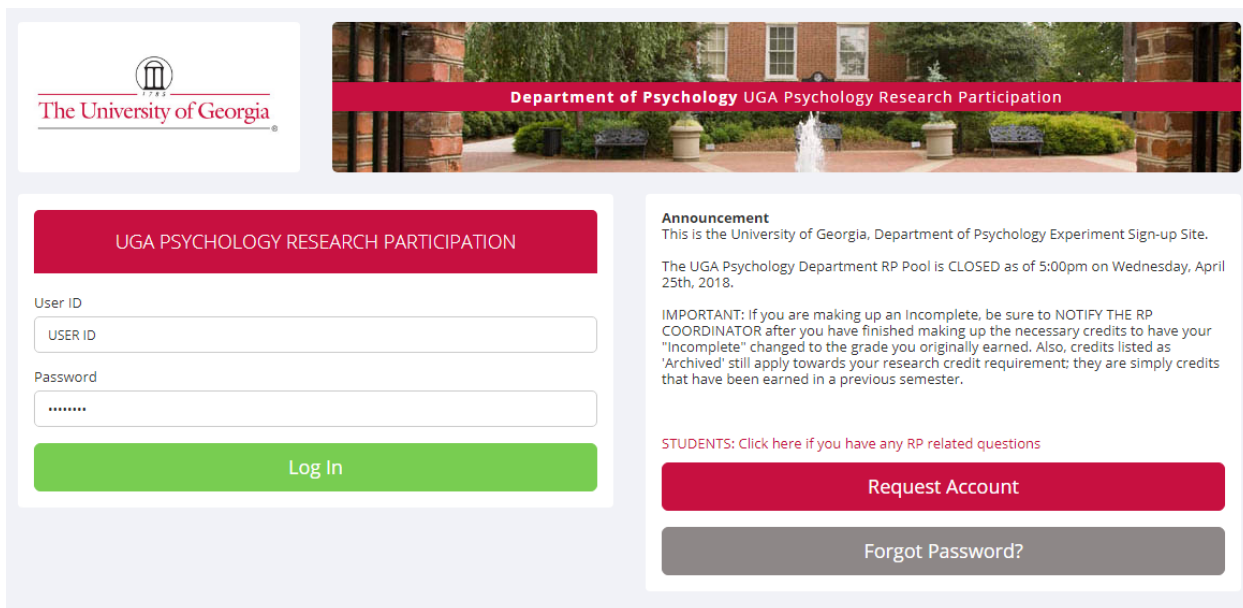
SETTING UP A SONA SYSTEMS ACCOUNT

EVERYONE NEEDS A SONA SYSTEMS ACCOUNT

On this website, you can sign up for lab studies, view your lab study appointments, and check the number of credits you have earned, including your paper reviews.

STEPS

Go to http://uga.sona-systems.com

Make sure you are on the Psychology Department's Sona Systems website – they all look similar, so check on the front page for "UGA Psychology Research Participation" banners. This is what the first screen will look like:

Click "Request Account" button to register

Use your UGA email as your User ID – note that Sona will add the "@uga.edu" for you, so don't enter this information when entering your email address

For Student ID Number use the nine-digit portion of your UGA MyID that begins with 81x

Select the current course(s) you are registered in that requires this research requirement – if you are making up an Incomplete, select "Incompletes" as your course

Within a few hours you'll receive your login and password information via email – go back to the Sona Systems website and enter this information to log in. You have to do this step within three days after requesting an account or the requested account will be deleted.

RETURNING USERS

Go to http://uga.sona-systems.com

Log in using your previous login information

Under "My Profile" click "Change Course"

Select the current course(s) you are registered in that requires this research requirement – if you are making up an Incomplete, select "Incompletes" as your course

SIGNING UP FOR LAB STUDIES

Go to http://uga.sona-systems.com

Log in using your Sona Systems account login information

Under "Study Sign-Up" click "View available studies"

There will be a list of all available lab studies. Some studies will have "(Online Study)" next to their title – this indicates the study may be completed from your own computer instead of coming into the building to participate. Explore the studies by clicking on the titles to read a detailed description of what the lab is expecting from participants. There will also be information about how long the study will take and how many credits each study is worth.

Check the eligibility requirements to make sure you are eligible to participate in the study – just because you can sign up for the study on Sona does not guarantee eligibility. Researchers have the right to deny participation to interested students based on posted eligibility criteria.

If you are interested in participating and eligible to participate, click "Timeslots Available" then "View Timeslots for this Study" to see a list of available times the study is running.

Select the timeslot you would like to participate in and then click "Sign Up" to officially sign up for the study.

Sona Systems may send you an email reminder of your lab study appointment – if Sona does not send you a reminder, this is not an excuse for not showing up to your appointment. YOU ARE RESPONSIBLE FOR ARRIVING TO THE STUDY ON TIME AND IN THE CORRECT LOCATION.

After completion of a lab study, the researcher will grant you credit on Sona Systems. You will be able to check your accumulated credits on your account any time. Please allow one week for researchers to grant you credit for an in-person lab study. Researchers who are hosting online lab studies may set their own deadline as long as it is on or before the RP Pool closing date and time. If it has been longer than one week and you have not received credit for an in-person lab study, please email the RP Coordinator at rp@uga.edu to resolve this issue.

You may sign up for 2 credits total of online (i.e., not in-person) studies.

FAQ ABOUT LAB STUDIES

WHY CAN'T I SIGN UP FOR MORE ONLINE STUDIES?
The system is set to automatically limit participation for each person to three (3) hours of credit for online studies. Beyond that, you will need to complete research studies in labs or write papers.

HOW DO I CANCEL A LAB STUDY APPOINTMENT?
   AT LEAST 24 HOURS BEFORE THE START TIME OF YOUR APPOINTMENT: After signing into your account click "My Schedule/Credits" and then find the lab study appointment you need to cancel. Click the "Cancel" button. This will send you to a second page that asks "Are you sure you want to cancel this signup?" Click "Yes, I want to cancel".
   WITHIN 24 HOURS OF THE START TIME OF YOUR APPOINTMENT: If you must cancel after the 24 hours self-cancelation period, contact the Lead Researcher of the study (NOT the RP Coordinator) and ask the experimenter to cancel your appointment for you. You can find the Lead Researcher's contact information by clicking on the study name under "Study Sign-Up" on your "My Schedule/Credits" page. THIS WILL RESULT IN AN EXCUSED NO-SHOW, WHICH DOES NOT COUNT AGAINST YOU.

WHAT HAPPENS IF I MISS A LAB STUDY?
If you miss your scheduled appointment without notifying the Lead Researcher, you will receive an "unexcused no-show". IF YOU OBTAIN THREE (3) UNEXCUSED NO-SHOWS YOUR ACCOUNT WILL BECOME LOCKED AND YOU WILL NO LONGER BE ABLE TO COMPLETE YOUR RESEARCH REQUIREMENT BY PARTICIPATING IN LAB STUDIES.

BUT, WHAT IF I MISS A LAB STUDY BECAUSE OF AN 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 Lead Researcher (NOT the RP Coordinator) as soon as possible and tell them the situation. You can find the Lead Researcher's contact information by clicking on the study name under "Study Sign-Up" on your "My Schedule/Credits" page. In most cases, the experimenter will simply cancel your appointment to avoid giving you an "unexcused no-show". In other cases the Lead Researcher may ask you to reschedule your appointment. Please be aware the Lead Researcher may ask for documentation as evidence of your emergency.

HOW DO I CHECK MY TOTAL NUMBER OF EARNED CREDITS AND NO-SHOWS?
To check your credit balance, log into your Sona account. Click "My Schedule/Credits" at the top of the page, and the page will tell you how many credits you have earned and which ones are still pending. Remember, having pending credits is normal and you should receive credit within a week of participating (with the exception of online studies). If your credit is still pending after a

week, contact the Lead Researcher (NOT the RP Coordinator) to ask them to grant you credit. You can find the Lead Researcher's contact information by clicking on the study name under "Study Sign-Up" on your "My Schedule/Credits" page. This page will also tell you how many unexcused no-shows you have obtained.

I'M MAKING UP AN INCOMPLETE – DO ARCHIVED CREDITS STILL COUNT?
Yes, the archived credits you earned previously still count toward your research requirement total.

WHAT IF I NOTICE MY CREDITS ARE INCORRECT?
Contact the RP Coordinator at rp@uga.edu and explain the situation. The RP Coordinator will then take steps to see that the credits are corrected.

WRITING REVIEW PAPERS

REMEMBER, EVEN IF YOU COMPLETE YOUR REQUIREMENT BY ONLY WRITING PAPERS, YOU NEED A SONA SYSTEMS ACCOUNT

The purpose of having the option to complete a review paper is for the people who do not want to participate in lab studies to complete some in-depth reading about psychological research beyond the coverage in a textbook.

A one-page, double-spaced, in Times New Roman 12-point font review paper is worth .5 research credit.

A two-page, double-spaced, in Times New Roman 12-point font review paper is worth 1 research credit.

NOTE: Title pages or headers do not count toward the length requirement.

Text that is after two pages will not count for more credit, BUT it is always better to err on the side of more writing than less. Papers that do not meet the length requirement will need to be resubmitted or be accepted for less credit.

STEPS FOR COMPLETING REVIEW PAPERS

First, choose and read a relatively recently published article directly related to psychology research in some way. A recommendation is to use *Psychology Today* or *Scientific American* to find shorter articles that are based on psychology research – using one of these sources is not required, just recommended. 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* article that can be found on its website). NOTE: All articles must be at least 3 pages in length. Do not use short blog posts for your review papers.

The review paper's purpose is to demonstrate that you have read and understood the research article. The review paper should be partly a summary of the article and a description of what you got out of the article. You need to critically evaluate the material. Submissions of poor quality will not be accepted.

Then, write and submit a review paper that has the following components:

A copy of the article you read sent as a PDF attachment

A title page (which doesn't count toward page length) with the following:

> Semester, Year, Psychology Course, and Professor of the Course for which you're submitting this work

Your Full Name and your 81x Number

Your UGA Email Address

Article information: Title, Author, Magazine or Journal, and Page Numbers

The proposed number of credits the paper is worth (.5 or 1 credit)

Review papers 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 review paper must be submitted as a Word document. **Failure to meet these formatting criteria will result in the paper not being accepted for credit.**

NOTE: 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 may 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.

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 Tuesday, November 26th 2019. Papers turned in after the deadline will not be accepted.

INCOMPLETES

IF YOU DO NOT EARN THE TOTAL NUMBER OF RESEARCH CREDITS THAT ARE REQUIRED FOR YOUR COURSE BY THE CLOSING DATE OF THE RP POOL, THIS WILL RESULT IN AN **INCOMPLETE GRADE FOR THE PSYCHOLOGY COURSE.**

An Incomplete is reported as an "I" on your academic transcript that may be replaced with the grade you've earned in the class when you've completed the required research credits.

After you've earned an Incomplete, you'll need to make up the Incomplete by completing the remaining research credit requirement.

YOU HAVE THREE SEMESTERS (INCLUDING SUMMER SEMESTER) AFTER RECEIVING AN INCOMPLETE TO MAKE UP YOUR INCOMPLETE. FAILURE TO DO SO AFTER THREE SEMESTERS WILL RESULT IN A LETTER GRADE OF AN "F" ON YOUR ACADEMIC TRANSCRIPT.
AFTER YOU'VE COMPLETED THE RESEARCH REQUIREMENT, YOU MUST EMAIL THE RP COORDINATOR TELLING THEM THAT YOU HAVE MADE UP YOUR INCOMPLETE; FAILURE TO DO SO WITHIN THE THREE SEMESTER DEADLINE WILL RESULT IN A LETTER GRADE OF AN "F".

WHAT TO DO IF YOU'RE MAKING UP AN INCOMPLETE

Go to http://uga.sona-systems.com

Log in using your Sona Systems account login information

Take note of how many credits you've previously earned and how many you need to make up by going to "My Schedule/Credits". Previously earned credits are now considered "archived", but **those credits still count toward your research requirement.**

Under Course Registration, un-register for the class you were in previously and register for "Incompletes" as your course

Participate in lab studies and/or write review papers until you've met the research requirement.

ONCE YOU'VE MET THE RESEARCH REQUIREMENT, EMAIL THE RP COORDINATOR AT RP@UGA.EDU IMMEDIATELY WITH THE FOLLOWING INFORMATION:
>   Full Name
>   81x Number
>   Course for which you've made up credits
>   Semester of that course
>   Professor of that course

SONA SYSTEMS AND UGA REGISTRAR ARE NOT LINKED—THEREFORE, IT IS YOUR RESPONSIBILITY TO TELL THE RP COORDINATOR IN TIME THAT YOU'VE MADE UP YOUR INCOMPLETE.

The RP Coordinator will check your credits and your account on Sona Systems, and if everything checks out, will submit a change of grade request on your behalf to your previous professor. NOTE: THE RP COORDINATOR DOES NOT HAVE ACCESS TO YOUR GRADES AND CANNOT CHANGE YOUR GRADES IMMEDIATELY. THERE IS A SET PROCEDURE FOR CHANGING GRADES THAT IS OUT OF THE RP COORDINATOR'S HANDS ONCE THEY HAVE SUBMITTED A CHANGE OF GRADE REQUEST FOR YOU.