INTRODUCTION OF PSYCHOLOGY RESEARCH REQUIREMENT | Fall 2021

The psychology department requires that all students taking introduction to psychology complete a 6-credit research requirement. The purpose of the requirement is to give you firsthand knowledge of psychological experimentation.

The main way in which you will be able to complete this requirement will be by participating in experiments conducted by department faculty and their research assistants. The UT Arlington Institutional Review Board (UT Arlington IRB) is responsible for the review of human subject research and approves these experiments. Experimental credit will typically be based on 15-minute increments. ***Most studies will be at least 30 minutes or more.*** A typical on-line 15-minute experiment will be worth 0.25 credit; a typical on-line 30-minute experiment will be worth 0.50 credit; a typical on-line 60-minute experiment is worth 1 credit. A virtual Microsoft Teams 15-minute study will be worth 0.38 credit; a virtual Microsoft Teams 30-minute experiment will be worth 0.75 credit; a virtual Microsoft Teams 60-minute experiment is worth 1.5 credits. Studies that involve more than one session may give incremental credit. For example, a study that involves two one-hour virtual Microsoft Teams sessions may give 0.5 credit for completing the first session and 1.5 credits for the second session.

In lieu of participating in experiments, you may choose to write summaries of current research articles. Each summary is to be 500-1000 words and will be worth 1 credit (Please read the Paper summary alternative section for more details). You will be assigned a grade of completion/non-completion for each assignment that you attempt. **In order to satisfy this requirement, you MUST have an account in Sona REGARDLESS if you participate in research or write reviews.**

FAILURE TO COMPLETE THE REQUIREMENT WILL RESULT IN AN INCOMPLETE FOR THE CLASS. Credits do NOT accrue from one term to another. Thus, you will then need to do your research requirement (i.e., 6 credits) during the next semester or the incomplete will turn into an F.

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. Please note however that the University of Texas at Arlington has adopted the University "MavMail" address as the sole official means of communication with students. As such, students are responsible for checking their MavMail regularly.

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 will be awarded 0.5 credits toward their research requirement. Completing the prescreening by September 8th, 2021 will receive an extra half (.5) credit, for a total of 1 credit.**

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).***

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. For these studies, later sessions may be worth more credits than earlier sessions since completing the ENTIRE study is critical to the research. DO NOT sign up for these studies if you do not plan on participating in ALL sessions.

Virtual Microsoft Teams Studies

In response to the COVID-19 pandemic UTA has migrated instruction online for the summer term. As a result, there will be no studies conducted on campus this semester. However, there may be opportunities to participate in virtual studies using Microsoft Teams. Microsoft Teams is free for all students at the University of Texas at Arlington and can be accessed online via a web browser or from an installed application on both computers and mobile devices. Simply log in using your UTA login credentials. If you are having trouble accessing or using Microsoft Teams, please see the resources provided by the office of information technology (https://oit.uta.edu/services/microsoft-teams/). If you participate in a study on Teams, treat it as you would

an in-person appointment. Find a quiet place you can concentrate, be on time and ready to participate, limit your distractions (such as silencing your cell phone, TV, music etc.), and dress appropriately.

On-Line Studies

Some studies are considered on-line studies, where you can complete the study from any computer on your own time. These studies are clearly marked. The Psychology Department strongly discourages students from participating solely in on-line studies. Indeed, the department would like to see students limit their on-line participation to three on-line studies. The purpose of the limitation is to give you a more complete research experience. That is, participating in real time studies to provide you with a different experience than on-line survey studies.

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. If the study is prohibiting you from signing up, please try to find another study without the prohibition.

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 prior to the cancellation deadline (e.g., 24 hours): If you need to cancel a timeslot you have signed up for and it is *before* the cancellation deadline for that study, you can do this from the My Schedule and Credits page. Choose the My Schedule/Credits option from the 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 past the cancellation deadline (e.g., 24 hours): 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 receive a no-show assessment. 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 may not be able to cancel the appointment; the experiment may only be canceled if the experimenter agrees to it.*

At the Experiment
When you join a Teams meeting for a study, 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. However, simply deciding to leave the experiment is not a *good faith* effort. For example, declining to participate because you did not read the sign-up carefully or you have scheduled another appointment that conflicts with your research time is not good faith.

If an experimenter is more than 5 minutes late and has not called you at least the day before to cancel the experiment, double-check that you were in the correct Teams room 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. The administrator will investigate and award you credit if the claim is determined to be valid.

For on-line experiments, participants must complete the survey to get credit. If a participant declines to participate because the questions make him/her uncomfortable, he/she must choose "declines to answer" for each remaining question in the survey to receive experimental credit.

Researchers can dismiss you without credit if you chose not to follow directions (e.g., eat, play on your cell phone, and not do what you are asked to do). This is different than declining to answer questions that make you uncomfortable. You are always free to not answer questions or withdraw from participation if the study makes you feel uncomfortable. However, you are not free to sabotage research and ruin the experience for others. If you don't want to participant in research, you have another alternative (e.g., paper summaries).

Tracking Your Progress
It is your responsibility to track your progress. Tracking your progress can be done 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 circumstance.

**Penalties****: If you fail to keep an appointment, or if you are more than 5 minutes late for an appointment, you will not earn the credits applicable to that experiment.** In addition, _**two unexcused no-show credits**_ will result in your Sona account being locked. If you reach the two-credit limit, you will then be required to complete your research requirement by doing the paper summaries. If the paper summary deadline has passed when you receive your two no-show credits, you will receive an incomplete for your course and be required to complete your assignment during the next semester.

**Pending Credit****:** If credits 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 (or several weeks for "Paper summary alternative") 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. Credits do not accrue from one semester to another. Thus, if you do not complete your assignment in one term, credits cannot be carried over for use in another term.

**Paper Summary Alternative**

As an alternative to participating in an experiment, you can write a summary of a research article instead. There are several research articles for you to choose from the following psychology journals.

You may use the on-line journal **"Current Directions in Psychological Science" (August 2021 – present)**. You may access this on-line journal at https://login.ezproxy.uta.edu/login?url=http://cdp.sagepub.com

You may also use articles from **Social and Personality Psychology Compass (August 2021 – present)** at https://login.ezproxy.uta.edu/login?url=http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1751-9004

You may also use articles from **Evolutionary Psychology (August 2021 – present)** at http://evp.sagepub.com/ *Please note the dates (Auguest 2021 – present) with each approved journal source. You can only complete paper summaries on research articles that fall within those dates (August 2021 – present). Summaries on unapproved journal sources or on articles outside the approved dates will **not** be accepted/approved. Summaries of book reviews will **not** be accepted. **Hint to find articles falling in approved dates: Look for a tab that says "Latest articles". Selecting articles from there will ensure that you are accessing articles published during the approved dates.*

For each article you choose to review, you will be required to write a 500-1,000 words summary (1-2 pages) on an article from one of the approved sources. That is, the paper **MUST** be a minimum of 500 words (one FULL page; **not** 495 words) and should be from one of the journals mentioned above to be accepted. You are not to put in any additional paragraph breaks in the summary to meet the page requirement. *Please also note that the paper must be written using proper English grammar to meet the minimum requirements.* To submit your paper summary, you must sign up for the **Paper Summary Alternative** on the Sona website and submit your summary to the study website link. You must do this for each paper summary that you want to complete (i.e., if you want to do 6 paper summaries, you must sign up 6 times). Each summary that meets the above mentioned requirements is worth 1 credit. Only electronic versions of paper summaries will be accepted. If you choose to write paper summaries, you are not to collude or plagiarize. Paper summaries will be checked 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 (e.g., you will fail your PSYC 1315 course). *The deadline for all paper summaries is 1 week before the last day of class (i.e. November 30th, 2021 @ Midnight)No late papers will be accepted (no exceptions).* If you do not meet the minimum requirements for a paper summary, the paper summary will be returned to you without credit.

Paper summaries may take several weeks to be reviewed and assigned credit. As such, please allow sufficient time for your paper to be reviewed before you inquire about receiving research credit.

Experiment 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 last day to participate in an experiment is the last day of classes, December 7th.*

Sona APP

Sona-systems now offers an app for both Apple and Android users. This app is called ***Sona mobile*** and is available for you to download either from the App store (for Apple devices) or Google play (for Android devices). Once installed, the app will ask you to enter your URL the first time you open it. Enter the following URL: https://uta.sona-systems.com to go to the UTA Sona log in page to sign into your Sona account. You can sign up for studies, view your scheduled appointments and also cancel your appointments using the Sona mobile app.

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. Email your question to the participant pool coordinator, Cory Newell at the following email address: **psycpool@uta.edu.**
4. For a virtual face-to-face meeting on Microsoft Teams, please e-mail Cory Newell at **psycpool@uta.edu** to set up an appointment.

What do I do if I receive an incomplete for my course?

1. Request that your account be re-activated in Sona at the start of the next semester by sending an email to **psycpool@uta.edu**. Upon re-activation of your account, you will receive an email notification.
2. Immediately log onto Sona once your account is re-activated.
3. **Register for the "Incomplete Class" in Sona**
4. Complete 6 credits
   a. Credits do not carry over from previous semesters.
   b. The main way in which you will be able to complete this requirement will be by participating in experiments conducted by department faculty and their research assistants.
   c. In lieu of participating in experiments, you may choose to write summaries of current research articles. Each paper summary is worth 1 credit.
   d. Paper summaries must be on the approved form.
   e. Paper summaries must be on articles approved for the semester you are completing the credits (**not** for the semester you received the Incomplete).
      • You can find the handout with the approved papers at www.uta.edu/psychology.
   f. All deadlines apply in the semester you are completing your credits
      • Again – you can find the handout with the deadlines at www.uta.edu/psychology
5. Once you complete your credits, notify PSYCPOOL@UTA.EDU that you have completed your credits AND who your instructor was for the previous semester.

a. Once the participant pool coordinator verifies that you have completed your credits, he will notify your instructor to assign you the grade that you earned.

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

➤ Subject line in an e-mail:
  o 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:
  o Always begin your e-mail with a greeting like Dear Dr. Jensen-Campbell or Dear Cory Newell.
➤ Grammar in an e-mail:
  o Always use whole words
  o Use standard spelling, punctuation, and capitalization.
  o Do not write an entire e-mail in ALL CAPS
➤ Content of an e-mail:
  o Write professional e-mails. Make sure your e-mail is direct and to the point.
  o 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:
  o 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:
  o There are hundreds of undergraduates enrolled in introductory psychology course. 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 Cory Newell,

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: 1000000000 (NO Social Security Numbers PLEASE).

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