



Syracuse University
Department of Psychology

A Student's Guide to the Department of Psychology Research Participation Pool
Updated 5/19/17

Important Dates for the 2017-18 Academic Year

Fall Semester 2017:

Opens: Wednesday September 6, 2017

Closes: Friday December 8, 2017 at 5:00pm

Spring Semester 2018:

Opens: Monday January 24, 2018

Closes: Tuesday May 1, 2018 at 5:00pm

Basic Rights and Privileges of Research Participants

Any person who volunteers to participate in experiments conducted by full or part-time members of the faculty of the Department of Psychology at Syracuse University, by their employees, or by the graduate and undergraduate students working under their direction, is entitled to the following rights and privileges:

1. The participant may terminate and withdraw from the experiment at any time without being accountable for the reasons for such an action.
2. The participant shall be informed, at the beginning of an experiment, of the maximum length of time the experiment might take and of the general nature of the experiment.
3. The participant shall be informed, at the beginning of an experiment, of the nature and function of any mechanical and electrical equipment, which is to be used in the experiment. In cases where participants are in direct contact with such equipment, they shall be informed of the safety measures designed to protect them from physical injury, regardless of how slight the possibility of such injury is.
4. Participants shall be informed, at the beginning of an experiment, of the aspects of their behavior that are to be observed and recorded and how this is to be done.
5. Participants shall be informed, at the beginning of an experiment, that any behavioral record that is obtained during the course of the experiment is confidential, and that any behavioral records that are made public either through journal papers or books, public addresses, research colloquia, or classroom presentations for teaching purposes shall be confidential.
6. The participant shall be offered, at the end of an experiment, a complete explanation of the purpose of the experiment. The participant shall be given the opportunity to ask questions pertaining to the experiment and is entitled to have these questions answered.
7. The participant has the right to inform the Research Coordinator (syr.psy.rpp@gmail.com) of any perceived violations of, or questions about the aforementioned rights and privileges.
8. Participants with concerns about their treatment or rights may contact the Office of Research Integrity and Protections in 214 Lyman Hall, by phone at (315) 443-3013 or email orip@syr.edu.

About the Research Participation Pool

To enhance your understanding of and appreciation for the science of psychology, all students in PSY 205 are required to complete 4 credits of research participation. The purpose of this requirement is for you to receive exposure to research methods used by psychologists. This participation may be completed in two ways: either directly through participation in a research study or indirectly through reading and summarizing research articles. Most students elect to participate in research to earn all 4 credits. You may also elect to read and write reviews of research articles for all 4 credits or you may do some combination of the two activities.

Reading and Summarizing Research Articles

You may choose to write short reviews of research articles for research credit. The research articles will be posted on Blackboard. You should read each paper and write a review [2 pages, typed, double spaced, Times New Roman, 12-point font, one-inch margins] containing the following information:

- a. **Hypotheses** – What was the hypothesis being tested by the experiment(s)?
- b. **Participants** – Who were the participants in the experiment(s)?
- c. **Results** – What did the author(s) find?
- d. **Conclusion** - What did the author(s) conclude?
- e. **Commentary** – What is your own impression of the findings? How does this relate to the material covered in class?

A 2 page review of a paper is worth 1 research credit. All reviews are due on the last day of classes at 5pm.

Attention 17 year old Students

To participate in research, you must be at least 18 years old. If you are 17 years old or younger, you may not participate in research. In most cases students should complete research credits by reading and writing a review of articles. Other opportunities may be available from your instructor. All 17-year-olds will have the opportunity to earn the same number of points including extra credit points associated with the research participation requirement of the course.

Participation in a Research Study

You may choose to serve as a participant in a research experiment conducted by the Department of Psychology where you will experience first-hand what it is like to actually participate in a research study. SONA is the system used to administer research sign-ups. It is described below. When you read about a study on SONA, you will see how many credits it is worth - individual studies are worth between ½ credit and 3 credits depending on their length. To receive full credit, you must complete a total of 4 credits of participation by participating in multiple studies. Please note that new time slots are posted daily. If you do not find anything that fits your schedule, check back soon. Do not assume that checking once is sufficient to see all available studies. If you realize that you are unable to participate in an experiment you signed up for, you may cancel the experiment yourself using the SONA website. You must cancel within 24 hours of your appointment. If you cannot cancel using SONA, then please contact the researcher immediately. Canceling an appointment 24 hours (or more) in advance is an excused absence, and it **will not** be considered a missed appointment. Failure to show up for an experiment without canceling at least 24 hours in advance is considered an unexcused absence. If you have more than FOUR unexcused absences, the SONA website will lock you out. You will no longer be able to participate in research studies. If you get locked out of SONA, any remaining credits that you have not earned must be earned by Reading and Summarizing Research Articles described next.

About SONA - the Online Tool to Use the Research Participation Pool

- You may sign up for research experiments on SONA: <http://syr.sona-systems.com> or using the mobile app (look for Sona in your app store, the app is free)
- The SONA system provides an easy method for you to sign up for studies, and track your progress through the semester. Everything is done through the software's web-based interface, so you can access the system at any time, from any computer, with a standard web browser.
- When you participate in a research study, you will earn credit. Credits are earned in increments (where 30 minutes = .5 credit, 60 minutes = 1 credit, etc)
- The credit you have earned by participating in research are automatically collected and sent to the instructor at the end of the semester.
- Before you sign up for a study, please read the study description carefully.
- When you make an appointment to participate in a study, you will receive an email notification identifying the study for which you have signed up, as well as the date, time, and place of the selected experiment. **Please keep this e-mail so that you will not miss your appointment.**
- The Research Coordinator oversees sign-ups and assignment of credit. You may contact the Research Coordinator about anything related to your account, credit, or any problems that you have with a researcher, scheduling or cancelling an appointment, or receiving credit for experiments that you participated in. However, the Research Coordinator **does not** have information about any individual study. Please do not contact the RC to schedule or cancel an appointment or to ask specific questions about a study. If you contact the RC with these questions, you may not get a response. Instead, you should contact the researcher of the study for those types of inquiries.

Creating Your Account

1. Go to the Department of Psychology Research Participation website (<http://syr.sona-systems.com>).
2. On the right, click "Request Account" - Request an account here"

SYRACUSE UNIVERSITY Department of Psychology Syracuse University Department of Psychology Research Participation

System Message: You have been logged out.

SYRACUSE UNIVERSITY DEPARTMENT OF PSYCHOLOGY RESEARCH PARTICIPATION

User ID
Password

Log In

Announcement
Sona is now OPEN for Summer 2014. If you are a student, please create a new account by following the link on the left side of the frame.

Request Account

Forgot Password?

Email questions to hscosord@syr.edu
Copyright © 1997-2014 Sona Systems Ltd.
(12:16 PM)

3. **First and Last Name:** Please enter your first and last name as it appears on your Student ID. Do not use a nickname or the TA may not be able to identify you.
4. **User-ID:** This will be your login name for the system. You will enter your NetID user name. (The user name that you use to login MySlice, MyMail, or Blackboard). If you use a different User-ID, you will not receive the email with your password and you will not be able to use your account. Be sure to use your SU NetID.
5. **Course:** You will need your TA's or instructor's name. Select the course(s) for which you are participating. If you have multiple courses, hold the "Ctrl" or "Apple" key as you select the courses. Typically, you will only select: PSY 205 (your TA's name)

SYRACUSE UNIVERSITY

Department of Psychology Syracuse University Department of Psychology Research Participation

Your login information will be emailed to you as soon as you request the account, so you may login immediately. You will need to check your email for specific login instructions. If you have junk mail (spam) filters configured for your email, please configure the filters to accept email from `psyz-ads108@ona-systems.net`, as emails from the system will often be sent from that address.

This form should only be used by participants. Researchers will have their accounts created for them automatically.

Please make sure that you enter your netID as your user ID and enter your full name as it appears on MySlice. Your name and user ID should be the same as they are in course rosters. Otherwise, there may be some problems in research points being reported to your instructor.

You must enter a User ID that maps to your valid @syr.edu email address. It is not necessary to type in @syr.edu when entering your User ID.

ACCOUNT INFORMATION

First Name

Last Name

User ID

User ID (re-enter for verification)

Telephone (optional)

Course(s)

- Catherine Cornwell (PSY 205)
- Heather Potts (PSY 205)
- Jennifer Bragg ***test***
- Jennifer Magnuson (PSY 205)
- Joe Castro (PSY 313)
- Katherine Bonafide (PSY 395)
- Kelsey Krueger (PSY 395)
- Kevin Antshel (PSY 600)

Available Courses

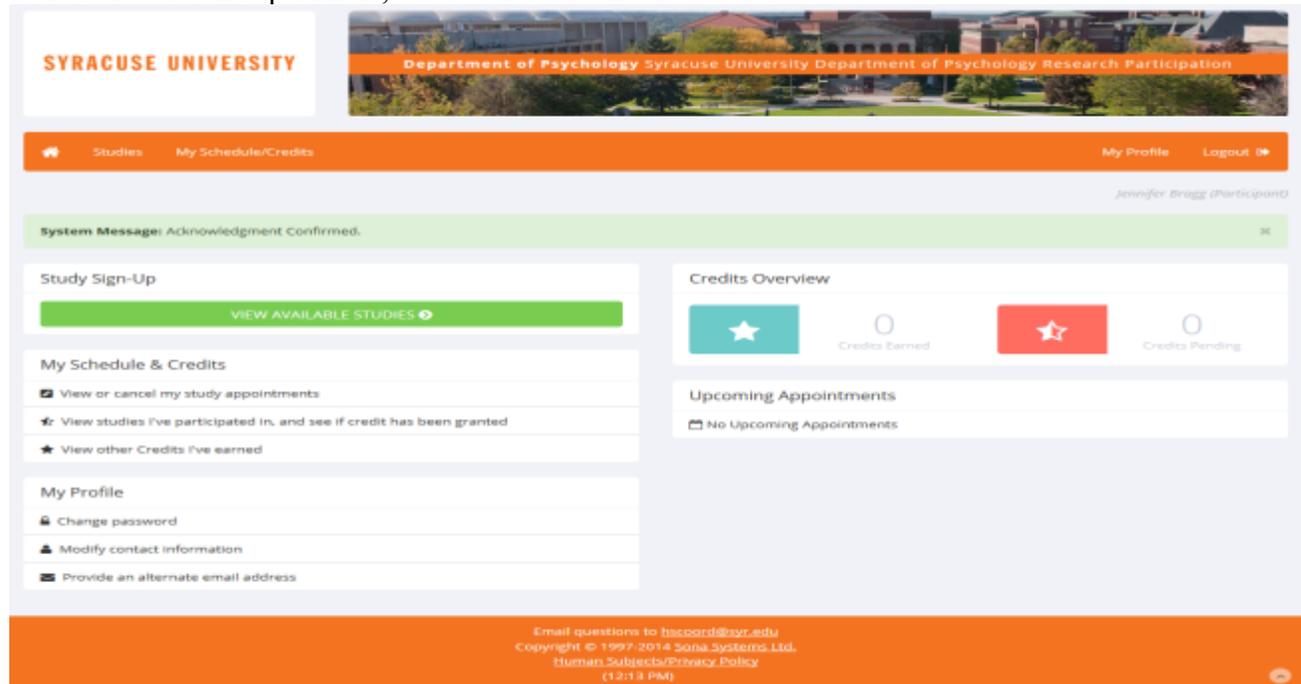
Selected Courses

6. After you enter the information above and submit it, the system will assign you a password and send it to your email. After the first login, you can change your password. If you did not receive your login information, please check your email program's junk or spam mail folder before contacting the administrator. The most common reason for not receiving login information is that an email program misclassified the email as junk mail.
7. The first time you log on you will see "Human Subject / Privacy Policy Notice". Please read and select "Yes" if you agree to the terms.
8. After selecting yes, a prescreening introduction page will appear. You have the option of participating in prescreening. **You are not required to participate in the prescreening.** If you elect to participate, you will receive 0.5 credits and you may be eligible for more studies than if you do not complete it. Your responses to this survey are completely confidential. In addition, you will have the option to decline to answer any particular question. The purpose of this survey is to get information from students so researchers can directly contact participants who "qualify" for specific studies. Because some studies need certain kinds of participants, this allows researchers to know who qualifies. Note: *You will not have the opportunity to change answers once submitted.*

Important note about SONA: Your login (also known as a session) will expire after a certain period of inactivity, usually 20-60 minutes. This is done for security purposes. If this happens, you can always log in again. When you are done using the system, it is better to explicitly log out, to prevent any problems that may arise if someone uses your computer before the session expires. This is especially important if you are using a public computer lab. **To log out:** select Log Out from the toolbar on the right side of the screen.

Scheduling an Experiment

1. To schedule an experiment, click “View Available Studies”



2. You can find an appointment by reading about each study (click on the study title) and selecting one that interests you or by selecting a date at the top of the screen where you see this:

View studies with available timeslots on :

Friday, August 15, 2014

GO

3. Click on the title to read about the experiment and be sure that you meet the requirements. You should NOT sign up for an experiment for which you are not eligible. For example, if the study is eligible only for males, you should not sign up for the study unless you are male.

4. If you are eligible and want to participate in the experiment, click "View Time Slots for This Study" to see the available times. Schedule an appointment by clicking "Sign Up" next to the time slot that suits you. **Studies are posted as researchers schedule experiment times and updates are made daily, so check often to find something that suits your schedule.**

5. After signing up for an experiment session, be sure to note of the following information. You will receive a confirmation email containing this information.

Location: Where the study is located (Building and Room Number).

Time and Date of the experiment (note a.m. or p.m. hours)

Name of the study and experimenter and contact information.

6. 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.

Canceling an Experiment Sign-Up

If you are unable to attend a session for which you have signed-up, you must cancel.

1. Log in to <http://syr.sona-systems.com>
2. Click "My Schedule/Credits"
3. Find the session that you need to cancel. Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them.

System Message: Are you sure you want to cancel this sign-up? ✕

Cancel Study Signup

IMPORTANT: You may cancel a study sign-up up to 24 hours before the study is scheduled to occur. If you decide to cancel, you will receive an email confirmation of the cancellation, for your records.

Study Name	test
Date	August 18, 2014 9:00 AM - 9:30 AM
Location	test
Researcher	Jennifer Bragg Email: jamcmaho@syr.edu

Would you like to cancel this sign-up?

4. Click "Cancel"

5. The page will update with a confirmation page. Double check that you selected the correct session to cancel and click "Yes, I want to cancel"

Note that if you miss an experiment without canceling, the absence will be unexcused. If you cancel the appointment by following the above procedures, then your absence will be excused. If you have no unexcused absences for the entire semester, you will receive extra credit.

If there is no cancel button (because the session is less than 24 hours away):

4. Click the title of the Study

5. Find the email address listed for Researcher and send an email with your name, the study title, the time and date of the session you would like to cancel. Do not contact the research coordinator.

Note: You will 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 other study as well). The system will warn you, but will not block the cancellation. If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will *not* be cancelled, 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.

Tracking your progress

Under My Schedule/Credits, you may view the number of credits you are required to earn, and how many credits you have earned so far. Credits are earned in 0.5 credit increments where 0.5 credits is earned for up to 30 minutes of participation (each additional 0.5 credits is earned for each additional 30

minutes of participation).

Change your password

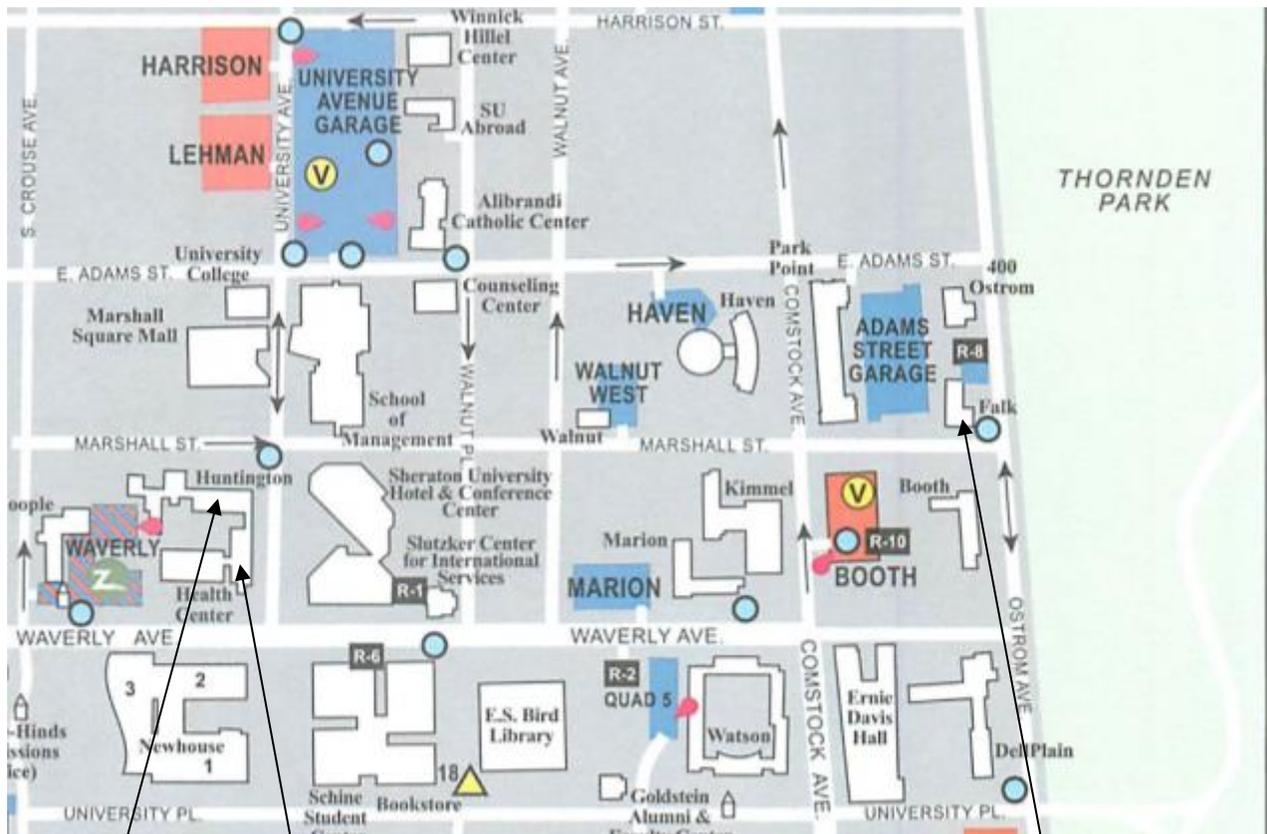
Click My Profile. To change your password, type your new password twice in the provided boxes. If you would like to keep your assigned password, leave these boxes empty.

Retrieving a lost password

If you have forgotten or lost your password, then you may choose to have your password emailed to you. In the bottom left corner of the main SONA page, click **“Forgot Password?”** Your password will be sent to your SYR.edu email account.

Locating your Experiment

Most experiments take place in 426 Ostrom, Huntington Hall, or 804 University Ave.



Huntington Hall

804 University Ave

426 Ostrom

Frequently Asked Questions

What is HH?

HH refers to Huntington Hall, not Huntington Beard Crouse. Huntington Hall houses the Psychology Dept. and is highlighted on the map above.

I am unable to attend my study session, but it is too late to cancel online (within 24 hours of your session). What should I do?

Contact the researcher of the study (not the research coordinator) via email or phone as soon as possible.

I missed my appointment. What should I do?

Contact the researcher immediately. Each researcher has different policies on make-ups. Therefore, if you know ahead of time that you will not be able to attend, please contact the researcher ASAP.

I missed my appointment due to illness, family emergency, or other valid reasoning. May I be exempt from the study?

If you are unable to attend a session, contact the researcher immediately to make appropriate arrangements (cancel session, reschedule, etc.). Each researcher has different policies. Therefore, if you know ahead of time that you will not be able to attend, please contact the researcher ASAP.

I participated in a study, but I have yet to receive credit. How do I receive credit?

The researcher must grant you credit. This is usually done shortly after your participation. If it has been some time and you have still not received credit, contact the researcher.

Who can see the information about my sign-ups? I don't want everyone to know which studies I signed up for.

Only the researcher of the study may see that you have signed up for it, along with the research participation pool administrator. No other users, including other researchers or students, may see this information.

How do I change the email address where email notifications from the system are sent?

Click on My Profile after logging in. Provide an **Alternate Email Address**. If you provide such an address (this could be a Hotmail account, for instance), this is the address where any notifications will be sent, and this is also the address that will be displayed to researchers (if enabled). If you do not supply an alternate email address, the system will send email to your UserID@syr.edu.

I noticed that with some studies, I can sign up for them again even if I participated before, while others don't allow for this. Why is this?

Researchers can choose if their studies allow you to participate more than once. Most studies do not allow you to participate more than once.

I attempted to sign up for a study, and I was prevented from doing so because the study I was trying to sign up for is a disqualifier for another study I am scheduled to participate in. Why is this?

If you have signed up for a study that has disqualifiers (studies you must *not* have participated in to participate in that study), you may not then sign up for the studies that are listed as the disqualifier studies. You *may be* allowed to sign up for the disqualifier studies if the disqualifier study will take place after the study with disqualifiers. The easiest way to sign up for both studies is to schedule the disqualifier study at a time later than the study with disqualifiers.