

RESEARCH HOURS FOR PSYCHOLOGY 107 STUDENTS

As part of the Psychology 107 course requirements, students must complete one of two research activities. **You may either (1) participate in SEVEN hours of research experiments, or (2) write SEVEN research review articles.** (NOTE: The specific activity for the second requirement will be determined by your Instructor.) Any combination of these two activities is acceptable. Both of these activities are research-based, and it is the belief of the Psychology Department that engaging in one of these activities is important to your understanding and appreciation of how psychologists study human behavior. **FAILURE TO COMPLETE A TOTAL OF SEVEN RESEARCH ACTIVITIES WILL RESULT IN AN INCOMPLETE (I) BEING RECORDED ON YOUR TRANSCRIPT.**

This section presents information about the first option, which is participation in research experiments. If you choose not to participate in research experiments for any reason, please see your instructor for information about writing research review articles.

If you decide to participate in research experiments, you should know that the hours do not add points to your course grade. It is advisable that you finish your experiments early in the semester instead of waiting until the end.

I. HOW TO SIGN UP FOR EXPERIMENTAL RESEARCH HOURS

1. Please go to this website: <http://tamupsychology.sona-systems.com>. There is a link on the front page of the site to request an account. On the left margin in the blue area, locate New User, and click on 'Request an account here'. Fill in the slots (First Name, Last Name, and User ID....the User ID that you type in will be **the same as your current User ID from your TAMU email account**). Then select your course number, and click on the gray area that is labeled 'Request Account'. You will immediately be sent an email to your tamu.edu address that contains your new Password, which you can change after your first login. Please print this out or write it down in a safe place. It is a good idea to then change the new Password you just received to your TAMU email account password. This is because it will be easier for you to remember all semester long.
2. After you have logged in, you will have three options:
 - a. **Experiment Sign-up** – Click here to sign up for experiments. Pick an experiment. Click on View Timeslots for this Experiment. Pick a timeslot you would like to attend and click on Sign Up.
 - b. **My Schedule & Credits** – Click here to review you progress, and cancel out of experiments. **The procedure for canceling is simple.** Go to <http://tamupsychology.sona-systems.com> and log on using your User ID and Password. Click on My Schedule & Credits. Find the experiment you want to cancel out of. On the right margin, click on the gray button labeled 'Cancel'. Another screen will come up asking you to confirm your desire to cancel. Clicking on 'yes' will remove you from the experiment. You must cancel at least **three hours** before the time of the experiment.
 - c. **My Profile** – Click here to if you would like to change your password.
3. Step-by-step instructions with screen shots is available at <http://psychology.tamu.edu/html/student-research.html>

II. INFORMATION ABOUT EXPERIMENTS

1. You need to participate in 7 hours of experiments. For each 30 minute period you participate, you earn one experimental credit. Thus, to satisfy this requirement, you will need to earn 14 experimental credits, which is equal to 7 hours of time. Experiments differ in how long they last. The shortest are 30 minutes long (1 credit) and some last for 3 hours (6 credits).
2. Read each experiment carefully for its requirements before signing up. Some experiments may require only certain populations (e.g., Females Only). Please be careful and watch for restrictions. You may participate in any single experiment only once.
3. Make sure you write down the date and time of the experiment. You will receive email confirmations and reminders of the experiments you signed up for.

III. WHAT IF YOU ARE UNABLE TO ATTEND A SESSION YOU SIGNED UP FOR?

1. If you cannot attend an experiment, you need to cancel it three hours prior to when that experiment is scheduled to take place. **Canceling yourself out of an experiment can only be done online, using your Neo User ID and Password, in the My Schedule & Credits section of the Online system (see above). DO NOT** contact the secretary in the psychology office or subject pool coordinator—**canceling can only occur by logging in to the Online experiment system.**

IV. WHEN YOU ARRIVE AT THE SESSION

1. Be on time. Experimenters generally do not admit late arrivals.
2. After the session, the experimenter will give you a copy of the informed consent form. Save it in a safe place. It is the only way you can prove you actually participated in the experiment.

V. DEADLINES AND OTHER INFORMATION

1. **You will be notified of the deadlines for completing your credits at the beginning of each semester.** Failure to complete the necessary research requirements will result in you being given an Incomplete for the course. When an Incomplete is given, research hours must be completed within one semester, or a grade of "F" will be recorded for the class, forcing a retake, if PSYC 107 is required for graduation.
2. **DO NOT WAIT** until the end of the semester to participate in experiments. It may be too late if experimenters have already obtained all the subjects they need and stop posting experiments.
3. **If you do receive an incomplete for the class**, you will need to make up the credits during the following semester. To do this, log in again to SONA systems at the start of this new semester. **Your old account will no longer be active so you will need to create a new one.** When you create this new account, in the drop down course menu, select PSYCH-107 INCOMPLETE. Enter in all the other information as you did previously. Then, earn credits by participating in experiments. Your goal is to obtain 14 credits overall. Thus, if you completed 7 credits during the semester when you were taking Psych 107 originally, you will need to obtain 7 credits registered as an **“incomplete participant”** to complete the research requirement. That is, credits earned during the previous semester and credits earned during the following semester will add together to produce your total credits. If you are unsure how many credits you need, contact the subject pool coordinator using the email below. **When doing so, include your name, UIN, and the professor/course number of your psych 107 class from the previous semester wherein you received an incomplete.**
4. Your research credit totals will be available to you through your account on the online system. You should check it frequently throughout the semester to make sure your credit totals are up to date. If your hours are not correct according to the online system, you should **first contact the experimenter of the study for which you didn't get credit. If that does not solve the problem, then contact the subject pool coordinator** (see below). The subject pool coordinator will ask you to bring ALL of your receipts from participating in studies to the office hours. **DO NOT CALL.** The coordinator must actually see your receipts signed by the experimenters in order to give you credit.
5. Most questions are easily answered through e-mail. If the problem is too complicated to handle over email, set up an appointment with the subject pool coordinator.

SUBJECT POOL COORDINATOR: Anna Finley
e-mail: tamusubjectpool@gmail.com
Office Hours: by appointment

STUDENT COMPLAINT/COMMENT PROCEDURE: You are encouraged talk to the Subject Pool Coordinator if you enjoyed a study, feel that you were not treated well during a study, are confused about something that took place during a study, or simply want to comment on research procedures.