

Hendrix College
Psychology Department Research Participation System (Sona Systems)
Participant Handout – Fall 2017

The deadline for **EARNING AND ALLOCATING** research credit is:

MONDAY, DECEMBER 4th BY 5:00 PM

Research Participation System Coordinator:
Dr. Ruthann Thomas, DW Reynolds 142
psypool@hendrix.edu

Sona Systems Website:
<https://hendrix.sona-systems.com/>

One way to learn about psychology is to take part in research. To this end, you have the opportunity to take part in research being conducted in the department. In doing so, you help student and faculty researchers from the department gather new information about human behavior. You also learn about the research process from the “inside.” Studies conducted within our department always have a “debriefing” component so you can learn about the study’s purposes and goals. All research projects are reviewed by the Hendrix College Human Subjects Review Board and/or the supervising faculty member (for class projects) to ensure that your rights are safeguarded.

Before you begin, you must first read the document “**Student Responsibilities for Participation in Research.**” You are fully responsible for the information and policies contained in this document.

Sona accounts:

Each academic year, Sona accounts will be created for every student enrolled in Psychology Department courses that offer extra credit for research participation. These accounts will remain in the system until the end of Spring semester. Thus, if an account is created for you during Fall semester, you will use the same account during Spring semester.

Around the end of the second week of classes, the System Coordinator will create an account for each student user. Once this account has been created, you will receive an automated email containing your temporary log-in information. When you receive this information, **please do the following within 3 days:**

1. Go to the Sona Systems website: <https://hendrix.sona-systems.com/>
2. Log in with your temporary account information
3. Go to “My Profile” to change your password to something more personal and verify that that your profile reflects the courses you are currently taking that offer extra credit for research participation.
 - a. If you find any errors in the courses listed in your profile, please email the system coordinator (psypool@hendrix.edu) with your correct course information.

If you do not access your account within three days of receiving this email, your account will be deleted and you will need to directly contact the system coordinator to have another account created. If you do not receive log-in information by the end of the third week of the semester, please email the system coordinator (psypool@hendrix.edu) to request an account.

NOTE: A researcher account is NOT the same as a participant account. You must have a participant account to sign-up for research studies.

Signing-up for studies and allocating credit

1. When you log in, you will have 3 options:
 - a. **Study Sign-Up:** takes you directly to a list of available experiments
 - b. **My Schedule & Credits:** allows you to review studies you have signed up for and your credit total
 - c. **My Profile:** allows you to change your password, email, and course selection.
2. To browse available studies and sign-up for individual sessions, click “**View Available Studies.**”
3. If you **are taking more than one class that offers extra credit for research participation, you must decide how you want to allocate that credit.** This is done at the time of sign-up, but can be edited at any point before the end of the semester. **It is your responsibility to allocate your credits to the appropriate classes by the below deadline!**

ALL CREDITS MUST BE ALLOCATED BY 5:00 PM ON MONDAY, DECEMBER 7, 2015.

IMPORTANT NOTES

- It is **your responsibility** to keep track of the studies that you sign-up for! When signing up for a project, be sure to write down the **name of the study, the time, the location, and how to contact the experimenter if you need to cancel.** You can also double-check your sign-ups by clicking “My Schedule & Credits.”
- It is **your responsibility** to arrive on time for the studies you sign up for. Some studies will not allow you to arrive late. If you show up late to these studies, you will be treated as a no-show. Therefore, make every effort to be on time.
- In addition, alternative extra credit assignments may be available. **See your class syllabus for specifics.**
- Recruiting may occasionally take place in class. When this happens, be sure to follow the instructions given by your instructor and/or the researcher, as this may be handled a number of different ways and you want to be sure to do it correctly.
- Sometimes online Survey Monkey studies from the Psychology Department will be advertised via email or Hendrix Today. **It is always recommended that you still sign up for these studies via Sona.** However, if you participate in an online study *without* first signing up via Sona, **please keep track of your participation in the study,** in case your participation needs to be verified later. The only credits that can be tracked by the System Coordinator are those earned via the Sona Systems framework.

Frequently asked questions

1. What do I do if I forget my password?
Use the “Forgot Password” option located on the right side of the Sona homepage.
2. What if I need to cancel a session that I signed up for?
You have the ability to cancel your participation in a study, but you have to do so **by 5:00 pm the day before the scheduled session.** To do this, go to “My Schedule & Credits” and click “Cancel” next to the session you wish to cancel. **Participants should contact the researcher directly** if they need to cancel an appointment not scheduled using the computer system.
3. What happens if I miss a session that I signed up for?
If you sign up for a research session, but do not show up at the appointed time, you will not be awarded credit and your participation will be recorded as an unexcused no-show. After 2 unexcused no-shows, you will receive an email from the system coordinator.
4. What happens if I show up for a session, but the experimenter does not?
If the experimenter does not show up, please email the system coordinator. All participants who were present will receive credit.
5. Can I sign-up for the same study more than once?
Typically, no. In the rare case of a study permitting multiple sign-ups per person, this exception will be stated in the study description.
6. If there is a delay in receiving credit for a study or I received the wrong credit amount, who do I contact?
Please begin by contacting the researcher and the faculty sponsor (if applicable) directly. If the issue cannot be resolved this way, please contact the Research Participation System Coordinator.