

Hendrix College Psychology Department

Student Responsibilities for Participation in Research

Fall 2017

This document will describe your responsibilities as a research participant and the policies and procedures that you will need to follow in order to maintain your right to participate in research for extra credit.

Please read through this document carefully and email the Research Participation System Coordinator (psypool@hendrix.edu) if you have any questions.

General Information

1. Please remember that **your participation in research is always optional**. Sometimes, faculty in the Psychology Department provide their students with alternative ways of earning extra credit. See your course syllabi for any specific details about these options.
2. If you choose to participate in research, know that your participation serves two important functions. First, most of what you learn in your psychology classes is based on carefully conducted research with human volunteers. Participation in research gives you a first-hand glimpse into the research enterprise that uncovers the explanations for human behavior. Second, the progress of psychology as a science would be considerably more difficult without the help of research participants. Thus, you can view your participation in research as contribution to the psychological community of which you are a part.
3. It is **UP TO YOU** to check your Sona profile, regularly, to keep track of your appointments and to make sure that you did not accidentally sign up for a study. **If you sign up for a study you must either (a) show up or (b) cancel by 5:00 pm on the day before the scheduled study (strongly preferred) or as soon as you're able to before the session is to begin. Please do not sign up for a study unless you are confident you can make it.**
4. If you accumulate **TWO (2) unexcused no-shows** (i.e., missing an appointment without cancelling or contacting the researcher ahead of time), **you will receive an email from the system coordinator.**
5. Each instructor has his or her own policy concerning research participation and extra credit (e.g., maximum credits allowed). Please see your course syllabi for more information and note that credit amounts awarded through Sona may not align perfectly with how your instructor awards extra credit to your course.
6. Students who are currently enrolled in more than one course that is offering extra credit through participation in research **must specify** how they want their credits allocated. For example, a student who earned 30 points of research extra credit may wish to have 13 credits assigned to Statistics and 17 credits assigned to Social Psychology. **Please note that each class will have a predetermined maximum on the number of extra credit points you can earn through research participation. Any credit assigned to a class that exceeds this amount will not count toward your grade.** You may reallocate your credits as often as you'd like before the credit deadline.
7. **The deadline for EARNING AND ALLOCATING research extra credit is ALWAYS 5:00 pm on the last day of classes (this semester, Monday, December 4).**

General Procedures

1. After an account has been created for you, you will receive an email with your temporary log-in information. Use the Sona website (<https://hendrix.sona-systems.com/>) to sign in to your account **WITHIN 3 DAYS OF RECEIVING THIS EMAIL**, personalize your password, sign up to participate in studies, and manage your earned credits. **If you do not log in and change your password within three days of your account being created, you will need to contact the System Coordinator to request a new account.**
2. Accounts will remain active throughout each academic year. Thus, **you MUST check your Sona profile to make sure that it accurately reflects the courses in which you are currently enrolled that offer extra credit for research participation.** The system coordinator will update this information from the Registrar's office each semester, but you should always double-check this information. If you find an error in your course registration, please email the system coordinator (psypool@hendrix.edu).
3. To sign-up for a study, click on "View Available Studies." Clicking on the name of a study or on "Timeslots Available" will provide you with a description of the study and provide you a link to sign-up for a specific session. **Note that individual studies may have different eligibility requirements. If you cannot see or sign-up for a particular study, the most likely reason is that you do not meet an eligibility requirement.** For example, a study may be specific to male participants or may require that you have not taken a specific course (e.g., no upper-level courses). Additionally, **individual studies will have different sign-up deadlines.** For some studies, you may be able to sign-up until the moment the session begins; for other studies, you may need to sign-up a few to several hours in advance of the session start time.
4. Online surveys that have been created using the Sona Systems website will require you to participate at the time of sign-up and complete the entire survey in one sitting. For these studies, you will see the following message before signing-up: "This study is an on-line survey. To participate, sign up, and you will start the survey immediately after you sign up." **Therefore, please be sure that you have the time to complete the study at that moment BEFORE signing-up.**
5. A link to online surveys that have been created using Survey Monkey will become available to you after signing-up and will be available until you are awarded credit for your participation. **You will only receive credit for completing a study once, so please do not answer a survey more than once.** Researchers can verify your participation via a code that will be automatically assigned to you.
6. 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.
7. After signing up for a session, be sure to write down the **name of the study, the time, the location, and how to contact the researcher (see Cancellation Policy below).** You can also review or cancel your sign-ups through "View or cancel my study appointments."
8. When signing-up for a study, you must specify the class for which you would like to receive credit. After receiving credit for a study, you may reassign that credit to another class by clicking on "View studies I've participated in..." **It is your responsibility to allocate your credits as you wish by the last day of the semester.** The credits you earn in experiments will be stored in the Sona database. Your instructor(s) will access this information at 5:00 pm on the last day of classes.
9. When you sign-up for a study, the researcher will have access to your name and email address. You will also have access to the researcher's name and email address. This information is to be used for communication between participants and researchers about appointments (e.g., cancellations) and will NOT be used to make individual responses identifiable.
10. Finally, please be conscientious in performing your tasks in each study. Research is very important to the students and faculty conducting it, and psychology as a science could not exist without the careful and responsible efforts of research participants. Give each study your effort and attention.

Important Policies

The policies outlined below are in place for the mutual benefit of participants, researchers, and instructors. These policies reflect the goals of respecting the time of each member of the research community and conducting research efficiently. **It is important that you read and understand these policies on the first day of class.** A lack of awareness or understanding of a policy will not excuse you from being held accountable to the policy.

1. Cancellation Policy

- a. Please show up for your appointment on time. Plan in advance and give yourself enough time to get to the experiment location.
- b. **If you must cancel, then it is necessary for you to do so by 5:00 pm on the day before the scheduled experiment.** There are three ways to cancel:
 - i. using the "cancel" option on the website (**preferred**);
 - ii. emailing the experimenter; or
 - iii. calling the experimenter on the phone.The email address and phone number of the experimenter can be found by going to “My Schedule & Credits” and clicking on the name of the study (in some cases, you may need to click on “View Sign-Up History”).
- c. **If you must cancel AFTER 5:00 PM on the day before the scheduled experiment (reserved for extenuating circumstances, such as unexpected illness), make every effort to contact the researcher using as many of the above options as necessary, in order to avoid receiving a “no-show” (see the Participant No-Show Policy).**
- d. Researchers are held to the same cancellation policy as participants; that is, researchers are expected to notify participants of any cancellation **by 5:00 pm the day before a scheduled session** and make every effort to reach participants if a cancellation must occur after this deadline (only under extenuating circumstances).

2. Participant No-Show Policy

- a. If you fail to show up for a scheduled experiment without cancelling in time or contacting the researcher, **you will not receive credit for that study and will be considered an unexcused no-show.**
- b. Showing up to the incorrect location or arriving at the wrong time **will be counted as an unexcused no-show.** Remember, it is your responsibility to know the details of your research commitments.
- c. Unexcused no-shows do not affect your research extra credit total (i.e., you will not lose extra credit points). **However, students receiving two unexcused no-shows in a semester will receive an email from the Research Participation System Coordinator.**

3. Researcher No-Show Policy

- a. If you show up for an appointment and there is no one there to conduct the study, **please wait for 5 minutes**, in case a previous session runs over the allotted time. If the researcher is still not present after 5 minutes, **please notify the Research Participation System Coordinator** (psypool@hendrix.edu) with the study information and you will receive credit.
- b. **If you show up for an appointment that was cancelled by at least 5:00 pm on the previous day, you will not receive credit.**

4. Credit Assignment and Dispute Policy

- a. Researchers are expected to grant or deny credit to participants **within 24 hours of each session**. If the researcher does not take credit assignment action within 48 hours of a session, the researcher will be contacted directly by the Research Participation System Coordinator. The System Coordinator will enforce timely credit assignment action on behalf of the participant and will be automatically notified of any delinquencies by Sona Systems.
- b. If you believe that a researcher has made a credit assignment error, **please contact the researcher directly within 24 hours of the credit assignment action**.
 - i. If you cannot resolve the credit dispute with the researcher, please contact the researcher's faculty sponsor (Principal Investigator).
 - ii. If you cannot resolve the credit dispute with the Principal Investigator, please contact the Research Participation System Coordinator.

5. Credit Allocation Policy

- a. Again, you are **fully responsible** for allocating your extra credit points to your courses, as you see fit, by 5:00 pm on the last day of classes each semester.
- b. If you fail to assign a credit to a class by this deadline, that credit **will not count toward any of your classes**. This ensures that instructors can prepare final grades in a timely manner. **There will be no exceptions to this policy.**

6. Participant Rights Policy

- a. In order to protect the rights and safety of all participants, all studies available through the Sona Systems website must be approved by either the Hendrix College Human Subjects Review Board or the supervising faculty member (for class projects—e.g., research methods final projects—ONLY). This ensures that someone other than the researcher has determined that the procedures for a study follow strict ethical guidelines.
- b. Any potential risks must be revealed to you prior to your consent to participate and you have the right to refuse consent for any study.
- c. Despite these safeguards, there are still wide variations in people's reactions to the different kinds of tasks they are asked to perform in research studies. **If you feel that you have been mistreated by the experimenter or asked to perform tasks that make you uncomfortable, remember that you have the right to leave any experiment at any time**. If you leave an experiment before completing—for any reason—you will still receive full credit or payment for your participation.
- d. If you have any ethical concerns about a particular study, please contact the Chair of the Human Subjects Review Board at HSRB@hendrix.edu.

If you have any questions/concerns about any of these policies, or about particular studies in which you have participated, you may contact the Research Participation System Coordinator via email (psypool@hendrix.edu) or by using the below information.

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