INTRODUCTION OF PSYCHOLOGY RESEARCH REQUIREMENT

The psychology department requires that **all students taking the introduction to psychology course complete a 6-credit research requirement**. The purpose of the requirement is to give you firsthand knowledge of psychological experimentation. Some courses other than Introduction to Psychology also offer SONA research participation as extra credit points. SONA is **the online website or platform that we use to manage the Subject Pool.** This is the website where students looking to participate in research studies (for research credit) will find research studies that are posted. Participants can log in to learn more about the studies and sign up to participate in the studies they find interesting.

You will primarily complete your research requirement by participating in experiments conducted by department faculty and their research assistants and graduate students. The UT Arlington Institutional Review Board (UT Arlington IRB) is responsible for reviewing human subject research and approving these experiments. Experimental credit will typically be based on 15-minute increments. **_Most studies will be at least 30 minutes or more._** A typical *online* 15-minute experiment will be worth 0.25 credits; a typical online 30-minute experiment will be worth 0.50 credits; a typical online 60-minute experiment is worth one credit. An *in-person* or *virtual* Microsoft Teams 15-minute study will be worth 0.38 credits; an in-person or virtual Microsoft Teams 30-minute experiment will be worth 0.75 credit; an in-person or 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 in-person or virtual Microsoft Teams sessions may give 0.5 credits for completing the first session and 1.5 credits for the second session.

As an alternative to participating in experiments, you may choose to write summaries of current research articles. Each summary should be 500-1000 words and worth one 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. You may also obtain credits for attending departmental colloquia. You must sign up within SONA, attend the colloquium in person and sign in AND sign out while you are there. **To satisfy these requirements, you MUST have an account in SONA regardless of whether you participate in research, write summaries, or attend colloquia.**

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

Before you read further you should watch the following videos:

[UTA Sona Introduction](#)

[Sona Systems Participant Tutorial](#)

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Initial Registration and Account setup

The psychology pool administrator maintains the student credits in the department's online Sona system. Students are automatically given an account on the Sona System using their UT Arlington NetID if they are enrolled in PSYC 1315. If you do not receive an account, you must register with this online system to get your credits. The website address is http://uta.sona-systems.com/. **You must register using your UT Arlington NetID (NOT YOUR 1000 ID number) and your official UT Arlington email.** The password to your Sona account will be sent to your student **UT ARLINGTON** email account. (To determine what your UT Arlington email account is, go to https://netidss.uta.edu/sspr/private/). The email notification will include login instructions for the system. Students will be assigned a default password, which can be changed after the first login. As part of the first login, you **MUST** choose the section of the course or courses that you are enrolled in if you are not already assigned to a class.

Any new student account requests must be approved by the psychology pool administrator. If the account is approved, the student will receive an email with login information. If a student doesn't receive this email within 48 hours of requesting an account, the account might have been rejected. Rejections of account requests usually happen because some of the information entered in the request is incorrect. If that is the case, you can request another account using the correct information.

Prescreening

Once you have your login information, go to the site's front page, and enter your user ID and password to login. You will be asked to participate in a prescreening, an online survey that you may participate in before you sign up for studies. The prescreening consists of multiple-choice and free-response 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 participating, your responses will be stored in a temporary holding area as you move through the sections. Still, 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 refusing to participate in the survey may limit the number of eligible studies you can participate in. **Students who complete the prescreening will be awarded 0.5 credits toward their research requirement. In addition, students who complete the prescreening early (September 4th) will receive an extra half (.5) credit, for a total of 1 credit.**

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Studies

Within the system, you may view studies and sign up for those that interest you and those for which you satisfy any special requirements (some of which may have been determined by your answers to the prescreening questions). Click on "Studies" from the top toolbar to view 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 log on 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., sign up for two experiments at the SAME time).*** You may cancel your sign-up through the system as needed.

COVID-19 Restrictions

Due to COVID-19, all in-lab studies may have restrictions that you must adhere to in order to participate. For example, you may be required to maintain social distancing requirements. Second, you may also be required to complete a COVID prescreen before campus arrival to ensure you currently do not have COVID or have not encountered someone who has COVID. Third, you may be required to have a temperature check before engaging in any research activity. Finally, you may be required to wear a mask (including an N-95 or KN95 mask that would be provided to you).

There may be an addendum to your consent form with special COVID-19 Information for Research Participants to help explain your rights/risks.

**Please note that these guidelines are subject to change throughout the semester.

Multi-Part Studies

Some studies are multi-part studies scheduled to take place at a specific time, in a particular place, or over videoconference, in multiple parts. The different parts may be scheduled to take place a specified number of days apart, and a participant must sign up for all parts of the study at one time. These studies can be two-part, three-part, or even four-part and 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

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In response to the ongoing COVID-19 pandemic, some "in-person" studies have moved from "in-lab" to virtual 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 an in-person appointment. Find a quiet place where you can concentrate, be on time and ready to participate, limit your distractions (such as silencing your cell phone, TV, and music), and dress appropriately.

Online Studies

Some studies are considered online studies, where you can complete the study from any computer in your own time. These studies are clearly marked. However, the Psychology Department strongly discourages students from participating solely in online studies. Indeed, the department would like to see students limit their online participation to three (3) online studies. The purpose of the limitation is to give you complete research experience, i.e., participating in real-time studies (either via Teams or Face-to-Face) to provide you with a different experience than online 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. Suppose the study has specific pre-requisites or disqualifiers (e.g., studies you must *not* have participated in to participate in this study). In that case, those will be listed and contain a note about whether you meet those eligibility requirements.

The system automatically enforces some restrictions. If the study prohibits you from signing up, please find another study. There is a reason you cannot participate in the one you are being blocked from, and the coordinator cannot share those reasons with you.

The study may have other restrictions listed as Subject Restrictions. An example of a Subject Restriction is "Left-handed people only." If listed, the system does *not* enforce this restriction, but you should only sign up for the study if you meet this restriction. Do not sign up for studies you are not eligible for. For example, if the study is only for left-handed people and you are right-handed, you will not be able to participate or receive credit, even if you sign up and show up at the experiment.

Some studies require a special password to sign up. If this is the case, it will be noted. The researcher should provide you with this special password. It is *not* the same as the password you use to log in to the system. You will need to enter the special sign-up password before clicking 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. Therefore, the system will not show a "Sign-Up" button for timeslots for which 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 before the cancellation deadline (e.g., 1 hour): If you need to cancel a timeslot you have signed up for, and it is <u>before</u> 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 can 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. For example, suppose the cancellation will affect your ability to participate in another study you are signed up for. In that case, 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. 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 later. 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.

<u>**If it is past the cancellation deadline (e.g., *1 hour:*)**</u>: Log onto your "My Schedule and Credits" page. You will see listed all the studies you have signed up for and 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 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 an unexcused no-show for the appointment. If the experimenter agrees and cancels your appointment, the system will send you a confirmation email.

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 arrive at the experiment or join a Teams meeting for a study, the experimenter will give you instructions and explain what they 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 choosing 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 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 contacted you at least the day before to cancel the experiment, double-check that you were in the correct place or 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 emailing the system administrator at: psycpool@uta.edu. The email should identify the experiment, the location and the time of the appointment, and your name and ID number. This email should be sent at the time of the meeting 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 online experiments, participants must complete a survey or experiment to get credit. If participants decline to participate because the questions make them uncomfortable, they must choose "decline to answer" for each remaining question in the survey to receive experimental credit.

Researchers can dismiss you without credit if you choose not to follow directions (e.g., eat, play on your cell phone, and/or not do what you are asked to do). For example, some studies have attention checks that you must answer correctly to earn your credit. This requirement is different than declining to answer questions that make you uncomfortable. Of course, you are always free not to answer questions or withdraw from participation if the study makes you feel uncomfortable. However, you are not free to engage in activities that may sabotage the research and ruin the experience for others. If you don't want to participate 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

achieved so far. You may also have an option to view how many credits you have assigned to each course. Below that, if you have signed up for any studies, those are listed as well. Finally, you will see information about your credit status in the list of studies. Non-study credit is also listed when applicable. Non-study credit is usually granted for writing a paper summary or other special circumstances.

Penalties**: If you fail to keep an appointment (including those for online surveys), or if you are more than five 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 be required to complete your research requirement by writing 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 class 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 each 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 research article summary instead. **You may only write summaries from the latest volumes/issues of the following online journals. You can click on the links below to access the latest volume/issue articles.**

1. Current Directions in Psychological Science (https://browzine.com/libraries/1892/journals/5012/issues/current)
2. Clinical Psychological Science (https://browzine.com/libraries/1892/journals/32462/issues/current)
3. Social Psychological and Personality Science (https://browzine.com/libraries/1892/journals/7502/issues/current)

For **Summer 2024,** you can only use articles published from **latest volume/issue (included in the links above). These include <mark>ARTICLES IN PRESS (top left of the journal page)</mark>**. You may have to log into the UTA library before the links above work.

*Summaries on unapproved journal sources or articles outside the approved volume/issue will **not** be accepted/approved. Summaries of book reviews will **not** be accepted.*

For each article you choose to review, you will be required to write a 500 to 1,000 words summary (1-2 pages) on an article from one of the approved sources. 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 should not put in any additional paragraph breaks in the summary to meet the page requirement. *Please note that the paper must be written using proper English grammar to meet the minimum standards.*

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 you want to complete (i.e., <mark>if you're going to do six paper summaries, you must sign up using six different timeslots)</mark>. **Every timeslot refers to the deadline to submit the paper summary (e.g., a 4.58 pm timeslot refers to the deadline for *submitting* the paper summary by 4.58 pm).**

There will be several due dates for timeslots throughout the semester. This is done in order to facilitate the grading of paper summaries. You are able to submit paper summaries until the date indicated in the "Deadlines" section of this document. Each summary that meets the requirements mentioned above is worth one credit. Only electronic versions of paper summaries will be accepted. For an overview of how to summarize articles you can watch a short video by clicking here. For an example of how to summarize an article, you can watch another short video by clicking here.

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If you choose to write paper summaries, you should not collude or plagiarize. Paper summaries will be checked for academic dishonesty such as plagiarism or collusion (i.e., copying from each other's papers 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). If you are unsure what plagiarism is, the UT Arlington Library provides a tutorial at https://library.uta.edu/plagiarism/.

Deadlines

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 at the end of the term. As such, please allow sufficient time for your paper to be checked before you inquire about receiving research credit. ***The last day to submit paper summaries for credit is a week or so before the end of semester (see below). No late papers will be accepted (no exceptions).***

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 will have trouble finding experiments to participate in. In other words, this is a semester-long project, and the due date is not the "do date." ***The last day to participate in an experiment is the last day of classes for the semester (December 3rd).***

Last day to TURN IN PAPER SUMMARIES (@ 5.00 pm)	Last day to PARTICIPATE IN STUDIES (@ 5.00 pm)
November 22nd	December 3rd

- **Paper summary deadlines will be set** <u>**for every two weeks (every alternate Friday) throughout the semester until the final deadline for the semester, which is November 22nd at 5.00 PM .**</u>
- **There will be SIX timeslots available for every deadline. You can submit SIX PAPER SUMMARIES every two weeks (e.g., for the November 22nd deadline, six timeslots will be available to sign up for), and you can submit ONE SUMMARY per timeslot. Please sign up for** <u>**one**</u> **timeslot for EVERY submission you want to make. You cannot submit more than one paper summary per timeslot. For example, if you see a timeslot available for 4.58 PM, please submit ONE paper summary when you sign up for this timeslot. Multiple submissions through one timeslot will not be graded.**

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- **PLEASE DO NOT SUBMIT ALL SIX PAPER SUMMARIES UNDER <mark>ONE TIMESLOT,</mark> YOU WILL NOT RECEIVE CREDIT FOR MORE THAN ONE PAPER SUMMARY PER TIMESLOT PER DEADLINE. BE SURE TO SIGN UP FOR ONE TIMESLOT PER PAPER SUMMARY SUBMISSION.**

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*Research Talk (Colloquium) Attendance Alternative (*Fall and Spring Only)*

As an alternative to participating in an experiment, students can also earn credit that counts towards their research participation requirement by signing up to attend research talks (colloquia) organized by the Department of Psychology Colloquium Committee. To sign up to attend a research talk, you must go to the SONA website, click on "**Research Participation Requirement: Department of Psychology Colloquium**" under available studies, and sign up for the posted timeslot. The timeslot provides information on the date, time, and location of the research talk. You will receive 1.5 credits for attending the entire talk (<mark>**in person only**</mark>). There will be multiple research talks held over the course of the semester. You are only allowed to sign up for one colloquium. Please allow 24 to 48 business hours to receive credit for completed attendance.

<u>**Please note:**</u>
- ***You will need to attend the <mark><u>entire talk in person (i.e., be present for the entire duration of the talk) on the given date and time to receive the full 1.5 credit.</u></mark>***
-***You will need to sign in AND sign out either on a sign-up sheet or using a QR code*** The sheet/QR code will be provided by a research assistant. If you do not sign in AND sign out, you will not receive credit.

Sona APP

Sona-systems now offers an app for both Apple and Android users. This app is called ***<u>Sona mobile</u>*** 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 login page to sign into your Sona account. You can sign up for studies, view your scheduled appointments, and cancel your appointments using the Sona mobile app.

Problems or Questions about Assignment

What do I do if I have a question/problem regarding using SONA or participating in research?

1. Read the Handout and/or the SONA PowerPoint presentation to ensure that your question is not covered.
2. Check the FAQs on Sona for answers to the most frequently asked questions.

If your question cannot be answered via routes 1 & 2:

3. Email your question to the participant pool coordinators, Durna Alakbarova and Amberley Payne, at the following email address: **psycpool@uta.edu.**

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

Students will be set up in an incomplete course at the start of the next long semester. *If your account was not re-activated once SONA is open for the semester , you can request that your account be re-activated in SONA at the beginning of the next semester by sending an email to psycpool@uta.edu. You should also tell the participant pool coordinator and your PSYC 1315 section instructor. Upon re-activation of your account, you will receive an email notification.*

You can then immediately log onto SONA once your account is re-activated. You should then complete six credits because credits do not carry over from previous semesters. 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 or under Sona FAQs. All deadlines apply in the semester that you are completing your credits.

==Once you complete your credits, notify the instructor for the course in which you received a grade of incomplete.== Once the instructor verifies that you have completed your credits, they will put in a grade change.

What is the proper format for writing an email?

- The subject line in an email:
    - Include a meaningful subject line that highlights the purpose of your email to help the reader know the email's content
        - Do not write an entire email in the subject line.
- Addressing an email:
    - Always begin your email with a greeting like Hello
- Grammar in an email:
    - Always use whole words
    - Use standard spelling, punctuation, and capitalization.
    - Do not write an entire email in ALL CAPS
- Content of an email:
    - Write professional emails. Make sure your email is direct and to the point.
    - Consider the audience of your email:
        - Professionals and those in academic institutions see their email accounts as a business.
        - Do not write unnecessarily long emails or waste the recipient's time.
        - Be friendly and cordial in your email.
- Return responses to an email:
    - Thoroughly read over an email before you write a return response. **Oftentimes questions have already been previously answered.**
- Thoughts to keep in mind:
    - There are hundreds of undergraduates enrolled in an introductory psychology course. Psycpool answers emails from all these students and many additional upper-level psychology students. Although emails are most often answered daily, some emails may take a day or two to be answered. In addition, emails may take longer to respond to around important due dates such as the paper summaries. Please do not send additional emails 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 email.
- Sample email:

Hello,

I am unable to log in to my SONA systems account. I am currently enrolled in Developmental Psychology with Dr. Greer. If you could please help me or let me know how this problem can be fixed, I would appreciate it.

Thanks,
Joe Smith
Student NetID JXS1234 (<u>**NO**</u> **1000 number or Social Security Numbers PLEASE**).

SONA Researcher Account

If you are an undergraduate that is working as a research assistant or teaching assistant with a graduate researcher or faculty researcher, please make sure you request and get approved for a researcher account. To do this, please email psycpool@uta.edu requesting a researcher account on SONA and attach your IRB Human Subjects Training (HSP) certificate with this approval request email. Please provide information of your PI or research advisor as well.