Research Participation Option for PSYC 1200 (A01-A13)
(Fall 2016/Winter 2017)

To ensure that students have some contact with psychological research, and to enable departmental researchers to conduct scientific investigations, most psychology departments in North America have an introductory psychology research participation program. Psychologists have gained a great deal of knowledge from students’ participation, making these programs important in psychological research.

**Research Participation Options:** 8% of your final grade in the course is earned either by participating in research studies or by studying for and writing an exam in lieu of participation. These are two separate options, and are described below.

**Option 1: Research Participation:** You may choose to participate in research studies to earn research credits. The grade you receive for your course is proportional to the number of credits you earn out of 16. For example, if you earned 16/16 research credits you would receive a grade of 8/8% for the research component of your course. If you earned 12/16 research credits you would receive a grade of 6/8% for the research component of your course. **Note:** Any research participation credits earned in a previous attempt at PSYC 1200 (or 17.120) may not be used in the current attempt.

**In order to participate in research for credit, you need to follow the steps below:**
1. You MUST have a valid U of M email address to sign up for a research participation account. If you have not yet claimed your U of M email account, you can do so at the following website address: [http://umanitoba.ca/claimid](http://umanitoba.ca/claimid)
3. Wait up to 2 business days for your account to be approved. When it is approved you will receive an email with your login information. If you signed up with an email address other than your U of M email address (e.g., gmail, Hotmail, etc.) your request will be deleted and you will not be notified. In this instance, you need to wait 2 business days and then sign up again using your U of M email address. If you used your U of M email address and have not received your password, and you have checked your junkmail, contact the Research Participation Coordinator.
4. Using the username and password you receive, go to the SONA website [https://umanitobapsych.sona-systems.com/Default.aspx?ReturnUrl=/](https://umanitobapsych.sona-systems.com/Default.aspx?ReturnUrl=/) and login. To sign up for studies click on ‘view available studies’. If studies are available, you will see the study name, with ‘timeslots available’ beside it. Click on ‘timeslots available’ to view times and locations, and to sign-up for a study.
5. If you miss a study, or are late, and you do not cancel your participation before the start of the study you will be penalized 2 credits. These ‘no-show’ credits cannot be earned back by participating in extra studies. See Inability to Keep Appointments below for instructions on how to cancel without penalty.
6. Once you have participated, researchers will grant the credits earned to your SONA account. If you have questions about your credits, please contact the researcher for the study directly.

**Additional information:**
1. In the overwhelming majority of cases, students who do not earn full credit have either checked infrequently or signed-up late in the year for their research participation account. Because creating your account early is essential to ensure earning full credit, you can earn 2 bonus points by creating your SONA account within the first 6 weeks of class (Deadline: 11:59PM, October 28th, 2016). Do not leave this until the last minute, if there are any problems signing up you need to leave yourself enough time to address them before this deadline.
2. For each half hour of participation, you will receive 1 credit up to a maximum of 16. If you participate in more than 16 credits, only 16 will count. Any no-show penalties you may have will be subtracted from this maximum.

**Sample Credit Calculations for 8% course grade:**
   a. 16 credits earned, plus two 2-credit no-show penalties: 16 - 4 = 12 credits = 6% out of the maximum 8%
   b. 14 credits earned, plus four 2-credit no-show penalties: 14 - 8 = 6 credits = 3% out of the maximum 8%
   c. 20 credits participated in, plus one 2-credit no-show penalty: 16 - 2 = 14 credits = 7% out of maximum 8%
3. You will have the opportunity to earn full credit if you check the SONA website frequently and you do not receive any no-show penalties. Studies are posted throughout the year, but are only visible when they have timeslots available. There may be a week or two at a time where you do not see any studies, but it is important to continue to check often.
4) The number of studies offered is based on researchers’ need for participants. In rare instances there are too few studies offered for students to earn full credit. If this is the case, students who have made every effort to earn full credit by logging in frequently who still need credit will be offered an alternative assignment online to make up the needed credits. To qualify for the end of year assignment you need to have logged in frequently throughout the year to sign up for studies. Logging-in frequently is defined as the following:
   a. Logging-in on 30 unique days* between September 8th, 2016 and December 9th, 2016
   b. Logging-in on 30 unique days* between January 4th, 2016 and March 17th, 2016

Only students who meet the criteria of logging in on 30 or more unique days in both of these timeframes will qualify for the end of year assignment to earn additional credit. There are no exceptions.

*The SONA system logs the number of unique days on which you have logged in to look for studies. If you login once a day for 15 days your account would show 15 unique log-in days. If you logged in 15 times in one day, your account would show 1 unique log-in. You cannot carry forward the number of days you logged in from one timeframe to the next (e.g., if you login on 20 unique days between September 8th and December 9th, you cannot ‘make up’ for this by logging in 40 days between January 4th and March 17th).

5) The last day of participation for your section is April 7th, 2017 at 4:30 PM. If you participate in research after this time it will not count for credit.

Freedom of Refusal: Participation in any given study is purely voluntary on your part. In the highly unlikely event that someone attempts to pressure you into doing something that you do not want to do, leave the experiment and contact the Coordinator at 474-6982. You will normally receive full credit for your time.

Inability to Keep Appointments: To avoid a no-show penalty, you must cancel your participation before the study starts. Log onto the system, and click on ‘My Schedule & Credits’. Under the heading ‘Study Sign-Ups’ you will find the names of the experiments you have signed up for. A ‘Cancel’ button is located next to each experiment that you have signed up for. You can cancel online up to 24 hours before the start of the experiment. IF YOU MISS THIS 24 HOUR DEADLINE, YOU CAN STILL CANCEL BY CONTACTING THE RESEARCH PARTICIPATION COORDINATOR BEFORE THE START TIME OF THE STUDY. If you do not cancel ahead of time and you do not participate, you will receive a 2 credit penalty that will be subtracted from your maximum 16 credits and cannot be earned back by participating in additional studies.

Option 2: Research Opt-Out Exam: For those who find it difficult to arrange the time to participate in research, or who choose not to do so, an exam may be written as an alternative to participating in research. If you would like to choose this option you need to follow the steps below.
   1) Email your instructor by October 28th 2016 and indicate that you would like to write the Opt-Out exam in lieu of research. You cannot choose this option after October 28th.
   2) You will receive an email at the end of October with a choice of multiple timeslots to write the exam. You must sign up for the exam ahead of time; do not just show up. If you sign-up and neither cancel nor show up, you will lose 2/8% from future attempts at the exam.
   3) The exam is multiple choice, and based on chapters 1 and 3 of Understanding Research Methods and Statistics in Psychology, by Helen Gavin, 2008. This book is available online through the University of Manitoba Libraries. Your exam score out of 8 will be your research grade for the course; you may rewrite to improve your score.

Whom to Contact: If you have any questions about the research participation system, or any concerns about a particular experiment, contact the Research Participation Coordinator. You should report any unusual experimental times, places or requirements to either the Advisor or the Committee Chair before you participate. For more information on the Psychology Research Participation System, please refer to the Information for Participants Manual that can be found in the ‘1200 Research Participation’ directory: http://www.umanitoba.ca/faculties/arts/psychology/undergrad/

You are responsible for reading all emails sent to your U of M email address, so check frequently.

RESEARCH PARTICIPATION COORDINATOR: MICHELLE WRIGHT
PHONE NUMBER 474-6982; EMAIL PSYCHUGADVISOR@UMANITOBA.CA; P435A DUFF ROBLIN

OFFICE HOURS CHANGE WEEKLY AND CAN BE FOUND AT THE FOLLOWING LINK
http://wwwapps.cc.umanitoba.ca/faculties/arts/departments/psychology/undergrad/hours.php
Phone messages are checked during office hours (2 to 3 times/week); emails are responded to within 2 working days.