Research Participation Outline for PSYC 1200 – (A01-A13)

Most psychology departments in North America have an introductory psychology research participation program. This is to ensure that students have some contact with psychological research and to enable departmental researchers to conduct scientific investigations. Psychologists have gained a great deal of knowledge from students’ participation, making these programs important in psychological research. Please read this outline carefully, it is your responsibility to know the information outlined below.

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, described below.

Option 1: Research Participation
You may choose to participate in research studies to earn research credits. The number of credits you earn is proportional to your grade, with a maximum of 16. For example, if you earned 16/16 research credits you would receive a grade of 8% for the research component of your course. If you earned 12/16 research credits you would receive a grade of 6/8%.

Note: Any research participation credits earned in a previous attempt at PSYC 1200 (or 17.120) are not transferrable and may not be used in the current attempt. You must contact the sub-pool coordinator before participating in research to your account reset.

To participate in research for credit, 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 address, you can do so at the following website address: https://umanitoba.ca/claimid
2. Research participation is managed through the online system SONA. Click the link below and sign up for a SONA account using your U of M email address. https://umanitobapsych.sona-systems.com/Default.aspx?ReturnUrl=/
3. Wait up to 2 working days for your account to be approved. Once your account 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 days and then sign up again using your U of M email address. If you used your U of M email address, you have not received your password, and you have checked your junk mail, contact the Research Participation Coordinator (see below).
4. Using the username and password you receive, login to the SONA website https://umanitobapsych.sona-systems.com/Default.aspx?ReturnUrl=/ 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 for instructions on how to cancel without penalty.
6. Once you have participated, researchers will grant the credits you earned to your SONA account. If you have questions about your credits, please contact the researcher of the study directly. It can sometimes take up to 2 weeks for researchers to grant credit.

Important Information:
1. Credit calculations: For each half hour (30 minutes) of participation, you will receive 1 participation credit for a maximum of 16. If you participate in studies and receive more than 16 credits, only 16 will count towards your final grade. Any no-show penalties you have will be subtracted from this maximum. See Inability to keep appointments below for information on no-show penalties.

Sample Credit Calculations for 8% course grade:
- a) 16 credits earned, plus one 2-credit no-show penalty: 16 - 2 = 14 credits = 7% out of the maximum 8%
- b) 18 credits participated in, plus one 2-credit no-show penalty: 16 - 2 = 14 credits = 7% out of the maximum 8%

ii. Earning enough credits: 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 term. There may be a week or two at a time where you do not see any studies. Studies are only visible to you when they have timeslots available, so check often.

a) 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.
b) 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 but have not been able to do so by the end of the year will be offered an alternative assignment online to make up the needed credits. This assignment is NOT offered to students who either do not sign-up early or login frequently enough.

c) To qualify for the end of year assignment, you need to have logged in on 60 unique days between September 9, 2020 and April 7, 2021 and have created your SONA account by Monday, October 5, 2020. 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.

iii. Bonus credit: Because creating your account early is essential to ensure earning full credit, you can earn 2 bonus credits by creating your SONA account within the first 30 days of classes Deadline: 8:00 AM, Monday, October 5th, 2019. 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.

iv. Last day: The last day you can participate in research for credit is April 7, 2021. If you participate in research after this date it will not count towards your grade.

v. 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 204-474-6982. You will still receive full credit for your time.

vi. Inability to keep appointments: To avoid a no-show penalty, you must cancel your participation before the study starts. Log into SONA, 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 researcher directly or the research 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 choose not participate in research, 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 5, 2020 and indicate that you would like to write the Opt-Out exam in lieu of research. You cannot choose this option after October 5, 2020.
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 once per time slot to improve your score.

Whom to Contact
If you have any questions about the research participation system or complaints 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, please check frequently.

Sub-Pool Coordinator: Reba Krahn
Phone number: (204) 474-6982 Email: psychugadvisor@umanitoba.ca
Due to the closure of the University Email is the preferred form of contact.