University of California, Riverside Introductory Psychology Research Participation Requirement

Hello Intro Psych Student!

And thank you in advance for your involvement in psychological research! As you may know, the UCR Psychology Department conducts research that is recognized worldwide. As a student in Introductory Psychology, you will become an integral part of this research. Besides helping create important research findings, your participation will give you the opportunity to see what lies behind the science you will hear and read about throughout your course. This is one of the benefits of taking psychology classes at a research university like UCR. Your professors are scientists who are actively engaged in advancing our knowledge of people's behavior. Now you have the opportunity to participate in research and gain first-hand knowledge of how it is carried out. We encourage you to participate in a wide variety of studies (experiments) so that you can learn about different kinds of research. You may even find yourself coming up with your own research ideas and joining a laboratory! **Participating in research is a great opportunity to learn first hand about psychological science and to be part of the history of Psychology!**

The purpose of this handout is to describe the procedures for participating in research. Before describing these procedures, you should know that your participation in research studies is voluntary. If, for any reason, you do not wish to participate in research, there is an alternative, which is discussed below. Whether you choose to participate in research, the alternative, or a mixture of both, the requirement is that you complete **four credit hours** of participation by the **last day of classes** (**not** the end of finals week). **You must complete this requirement to receive your grade and get credit for the course. If you do not complete this requirement, you will receive an incomplete (I) grade on your grade report instead of the letter grade you would have otherwise earned. Receiving an incomplete in an Introductory course can make it difficult for you to register for other Psychology courses.** Also, all incompletes must be resolved by the end of the next quarter or they automatically become F grades. (See the *General Catalog* for more information about incompletes.) As long as you complete all four credit hours during this quarter, you will receive your letter grade for the quarter. You will have multiple opportunities to complete the requirement, but it is strongly recommended that you begin fulfilling your four hours as early in the quarter as you can.

Completing the Requirement

To fulfill the requirement, you need to: (1) register on the online research requirement tracking system; (2) sign up for experiments; and (3) attend the experiments. Below are the procedures for each of these steps.

Registering
To register for the research participation, **you must be at least 18 years old or have the written consent from parents or guardians**. If
you are not 18 years old, please contact Navil Lopez in the Psychology Business Office in the Psychology Building to obtain a consent form.
Here are the steps for registering online:
1) Go to https://ucr-psych.sona-systems.com, and click on the link that says, "Request an account here."
2) Fill-in your first and last names, and choose a *User ID*. Your *User ID* can be anything you like as long as it is: a) not already used by another student; and b) not inappropriate.
3) Enter and reenter whatever email is best for getting important information to you.
4) Enter your student ID number. Your student ID number should be the same one listed on the ilearn.ucr.edu website. Enter all nine digits **without spaces, dashes, or any other punctuation**. In the next field, you may enter your telephone number if you wish. It may help your instructor or researchers contact you if they have questions about your participation.
5) Select the course in which you are enrolled. If you are currently enrolled in *both* PSYC 1 *and* PSYC 2, you should select both by holding the *ctrl* or *apple* key while you click on your classes. **It is critical that you choose the correct course(s) during this step or you will not receive credit for the requirement.**
If you have already registered in a previous quarter:
Students who already registered in the system in a previous quarter do not need to re-register. Instead, you can simply log in and **select your new class**. It is a little more complicated if you received an *incomplete* in the previous quarter. In that case, your account was maintained from the previous quarter so that you could resolve your incomplete in the current quarter. If you are one of those students, you need to log in, go to your profile, and ***add***

your current class (by holding the *ctrl* or *apple* key while you click on the new class).

<u>**Signing Up For Experiments**</u>
<u>Here are the steps signing up for experiments:</u>
1) Log in to the system to **complete a pretest that determines your eligibility** for certain studies. Answer these questions accurately. If you show up for a study for which you are ineligible, you will not receive credit. Eligibility is entirely at the discretion of the researchers and may not be completely determined by the pretest. After (and only after) you have completed the pretest:
2) Click on the *Study Sign-Up* link to view studies for which you are eligible. Sign up for studies that fit into your schedule and for which you meet the requirements. Some studies may have special requirements for participation, and you may not participate in (most) studies more than once. (Also, do not change the date to look for studies, the system is not programed to know sign-up dates in the future.)
3) Record the name, the location, and the time and date of the study. If you are unsure where a study is located (the lab numbering in Olmsted Hall and the Psychology Building can be quite confusing), please try to figure it out before you need to attend your study. If you are more than 10 minutes late for your study, you will be considered a "no show," which is the same as not attending at all. If you sign up for a web-based study, it must be completed by the deadline given or you will be considered a "no show."

<u>**Attending Experiments**</u>
1) It is important that you show up to your experiment at the correct location and at the correct time. If you are late, the experimenter and any other participants will be delayed. If you arrive more than 10 minutes late, you will be considered a "no show," which is the same as not attending at all. **If you accumulate two "no shows" (i.e., fail to show up to two studies), you will no longer be able to sign up for any additional studies, and will be limited to fulfilling your research requirement by completing the papers alternative** – see below "An Alternative to Study Participation."
2) **You will be given a receipt to verify your attendance** at the end of any session in which you participate. Usually, you will not need to use this receipt because your participation is tracked online. However, we recommend keeping this receipt in a safe place just in case bookkeeping discrepancies arise. You can also track your progress on-line. Within 72 hours after you have completed an experiment session, you will be able to see that you have been given credit. At the end of the quarter, each instructor receives a printout containing the total number of credit hours each student completed, and this will be used to determine whether or not you have fulfilled the requirement.
3) **If you need to cancel** a scheduled experiment appointment, you must do so at least **24 hours in advance**. You may not cancel less than 24 hours prior to a scheduled study.
4) Infrequently, students show up for a study, but the researcher does not. If the researcher does not show up, the first thing you should do is check your email and the research tracking system. Just like you, researchers can cancel studies as long as they give at least 24-hour notice. If the study still appears in the research tracking system (meaning that the researcher did not cancel the study), you held up your end of the bargain by showing up, and you will get credit. However, before receiving credit in this way, you must wait at least 15 minutes after the study is scheduled to start in case the researcher is simply running late. If the researcher still has not arrived, **tell Navil Lopez in the Psychology Business Office** in the Psychology Building **as soon as possible**. She will investigate the matter with the researcher and assuming that you are correct, will give you full credit for the experiment.

An Alternative to Study Participation

1) As an alternative to participation in psychological studies, you may write one-page papers on topics relevant to your class. Each of these papers will count as one hour of participation in a study. Thus, if you would like to complete your entire requirement by writing papers, you will need to submit four one-page papers in total.
2) Each paper must consist of a full, double-spaced text page and be on a topic related to some area of Psychology discussed in your particular Introductory course (in other words, <u>not</u> on a topic in an area of Psychology irrelevant to your class). If you choose to write more than one paper to complete the requirement, each must be on a different topic.
3) Each paper should discuss some finding, idea, or application of a relevant topic that goes beyond what was discussed in your readings and lecture. For example, you may write about a new finding discussed in the media that is relevant to a topic discussed in your class but was not directly mentioned either in lecture, discussion, or your readings.
4) It is important that you choose a reputable source for your paper topic - for example some professional magazine, newspaper, or online source – and not simply a discussion board or amateur blog. You are to list your source(s) at the bottom of your paper so that it can be verified. Your paper should be written completely *in your own words* and you are not to plagiarize in any way. If you have any questions about plagiarism, please refer to:

3) You will be submitting your paper(s) online using a system that will be established in the next few weeks. You will be notified through your class once this system is in place.

4) Once you submit your paper, it will be checked over for plagiarism and appropriateness of topic. If there are any problems, the paper will be returned to you with comments. If your submitted paper is fine, you will be give credit for completing an hour of participation credit.

5) <u>Importantly</u> – if you have any questions about the paper requirement, please contact **Navil Lopez in the Psychology Business Office in the Psychology Building, or send email to navil.lopez@ucr.edu.** Your professor and TAs are <u>NOT</u> involved in the paper evaluation process, so please do not ask them questions about it. Thanks!

Resolving an Incomplete after the Quarter Ends

1) If you fail to complete the required number of credit hours before the **last day of classes**, you will receive an incomplete (I) grade for the course (unless your earned grade in the course is an F, in which case that will override an Incomplete).

2) To change the Incomplete to your earned letter grade, you'll need to complete your remaining credit hours by the end of the following quarter. You will use the same online system (https://ucr-psych.sona-systems.com) to sign up for experiments to resolve the incomplete.

3) When you complete all of the outstanding credit hours from a previous quarter, **you must contact Navil Lopez** in the Psychology Business Office in the Psychology Building (or send email to navil.lopez@ucr.edu).

4) Once you contact Navil Lopez, a grade change form will be submitted to let the registrar know that you have completed the course requirements. You should see your Incomplete grade change to a letter grade within a week after the grade change form is submitted.

Again, receiving an incomplete in an Introductory course can make it difficult for you to register for other Psychology courses. It is therefore, important that you complete your research requirement this quarter. We recommend that you start on the requirement as soon as you can this quarter.

Questions

If you have a question about your credit or other aspects of the research participation requirement, see **Navil Lopez in the Psychology Business Office in the Psychology Building, or send email to navil.lopez@ucr.edu**. Please be sure that your email includes your name, your student ID, your full email address, and the course for which you have the research participation requirement.

The UCR Department of Psychology thanks you for being an important part of your University's research and the history of Psychology!