

Spring 2024 PSYC 101 Introduction to Psychology

Research Exposure Requirement

Shepherd University Psychology Program

Purpose

In PSYC 101, you will be learning how psychologists use science to understand human thought and behavior. The Research Exposure Requirement is intended to give you direct experience with the science of psychology. This requirement will be completed outside of class and will give you the opportunity to either participate in or read about psychology research. This handout will give you all the information you need to complete this requirement.

Credit Requirement

The research credits requirement is **two (2) credits**. All credits must be earned to complete the Research Exposure Requirement.

Deadline

All required credits must be earned by **5:00 p.m. on Monday, April 15th**. Note that this is the Monday *prior to* the week of final exams. **Failure to complete ALL required credits will result in your final PSYC 101 course grade being reduced by one full letter grade.**

How to Earn Research Exposure Credits

Students can complete the Research Exposure Requirement by **a) participating in research studies** (e.g., answering researchers' questions about yourself, performing simple tasks assessing psychological characteristics, etc.) OR **b) reading psychology research articles** selected from the approved list and **submitting a response statement about each one** to the Research Exposure Coordinator. You may choose to combine these options to meet this requirement.

You will use the online Sona system (<http://shepherd.sona-systems.com/>) to keep track of the Research Exposure credits that you have earned. A user account will automatically be created for you during the **third week** of class, and you will receive an e-mail message from "Research Pool" with the subject "Research Pool Login Information" that contains your Sona user ID and login password. If you don't get that e-mail by the end of week 3, check your "Junk" or "Spam" e-mail folder. You may also go to the Sona website listed above and click the "Forgot Password?" button and enter your Shepherd email address to have your information resent. If this does not work, then you should contact the Research Exposure Coordinator (see below).

The first time you log in, you will be asked to read the Human Subject and Privacy Policy Notice. When you first log in, you will see on the right the *Credits Overview*. Once the number labeled *Credits Earned* is equal to or greater than the credit requirement, you have completed the Research Exposure Requirement. The number labeled *Credits Pending* shows you how many credits you still need to earn. You may update account information such as your password using the *My Profile* link.

Participating in research studies

Note: *You must be at least 18 years old to participate in our research studies. This is due to specific Institutional Review Board regulations. If you are under 18 years old, you will satisfy this requirement by writing response statements (see "Writing Response Statements" section, below).*

Types of studies

There are three types of studies, **online**, **in-person**, and **virtual**.

Online studies can be completed independently online. When you sign up for such a study, you will immediately be taken to the study (usually a questionnaire or a link to click to access a questionnaire). You will automatically be granted credit when you complete the study.

For in-person studies, you will need to come to a scheduled appointment. These are generally conducted in the psychology laboratory or elsewhere on campus during the day or in the evening. In-person studies sometimes offer additional virtual timeslots.

For virtual studies, you will also need to attend a scheduled appointment. These are conducted virtually, generally using a video chat or videoconferencing software.

Note: both in-person and virtual studies may be listed as “standard lab-based studies”.

Signing up for studies

Students choosing to participate in research will use the online Sona system (<http://shepherd.sona-systems.com/>) to sign up for research studies. (See above for instructions on logging in.) Click the Studies link at the top or the green **VIEW AVAILABLE STUDIES** button to see what studies are available. Use the *My Schedule & Credits* section to keep track of any studies you have signed up for.

For each, you will see the study’s name, the number of credits, and possibly a brief description. Click the study name to get more information about the study. Note that this list will only contain studies that currently have openings available. As researchers add and complete appointments, studies may appear and disappear from this list. It helps to check regularly for opportunities regularly. Studies you have already participated in will not appear in this list, as you may participate in each one only once.

The credit value for each study depends on how long it takes to complete. For example, studies taking 30 minutes are worth ½ (one half) a credit. Studies that take about 60 minutes are worth 1 (one) full credit. In-person and virtual studies are worth an extra ½ (one half) credit to account for the need to be present at a specific time, rather than completing a questionnaire at your convenience.

To sign up for a study, click the *Timeslots Available* link to the right. For online studies, click the *Participate in this Online Survey* button at the bottom. For in-person and virtual studies, click the *View Timeslots for this Study* button at the bottom, and then click the *Sign Up* button next to the appointment you’d like to sign up for. After you click the button, you should see a message saying *Sign-up Successful*. Be sure to note the date, time, and location of in-person sessions. You should receive an e-mail with the subject “Study Sign-Up Confirmation” that will contain this information. That e-mail will also contain the researcher’s name and contact information. You’ll need this if you have to cancel (see below). You will also get a reminder e-mail the day before your appointment.

You should receive credit for your participation within 24 hours after your appointment. The Sona system will send you a confirmation e-mail when credit has been granted.

Study Availability

Studies should start becoming available in the third week of classes. They will start shutting down about five weeks later (halfway into the semester). Nearly all studies will have ended by a few weeks before the end of the semester. If you would like to participate in research, you should plan accordingly. If you have not finished the Research Exposure Requirement when study recruitment has ended, then you will need to complete the requirement by writing response statements (see below).

In-Person and Virtual Studies: Cancellations & No-shows

When you have signed up for in-person and virtual studies, take care to be present at the correct date, time, and location. If you need to cancel an upcoming appointment, you must do so at least 24 hours beforehand. This can be done online in the Sona system or by contacting the researcher directly. If you cancel using the Sona system, you will receive a confirmation e-mail.

If you fail to show up for an appointment, or if you show up too late to participate (usually after about 10 minutes), then you will be listed as an “unexcused no-show”. After your second unexcused no-show, your Sona account will be automatically restricted to no longer allow you to sign up for research studies. At that point, you’ll need to complete the Research Exposure Requirement by writing response statements (see below). Note that this restriction does not apply to documented emergencies. If you miss an appointment due to an emergency (i.e., medical emergencies, sudden death in the family, etc.), contact the researcher as soon as possible to explain the situation and provide documentation. They will be able to assign an “excused no-show”, and your account will not be restricted because of it. (You may also contact the Research Exposure Coordinator, see below.) Note that “I forgot I signed up” or “I forgot I had a doctor’s appointment at the same time” are not valid excuses for missing a research appointment.

If the *researcher* cancels less than 24 hours before the appointed time, fails to come to the session, or is more than 10 minutes late, then you are entitled to receive credit as if you had participated. You should report the incident to the Research Exposure Coordinator within 24 hours so that proper credit may be assigned. Forward the confirmation e-mail you received, along with a brief explanation of what happened, to the Research Exposure Coordinator.

Researchers and participants are expected to conduct themselves in a professional, respectful manner during all interactions, including all forms of communication (i.e., over the telephone, and email). Researchers in the Psychology Program abide by the American Psychological Association’s Ethical Principles and Code of Conduct and expect participants to do the same.

Writing Response Statements

The second way to fulfill the Research Exposure Requirement is to **read articles and write a 650-word response statement about each one**. One response statement (on one article) counts for one (1) credit. The article you read must be chosen from the approved set of articles available on Brightspace. A special Research Exposure site entitled “PSYC 101 Research Exposure - proj” can be accessed on Brightspace by clicking the “waffle” icon at the top of your main Brightspace page and selecting the site as you would select one of your course sites. You should receive access to this site during the third week of class. The articles are available under *Content*, in the *Articles* module.

After you read an article, you should write a statement describing your reactions to that article. Your response statement should *not* be a summary of the article and should *not* include quotes from the article. Just describe, in your own words, your reactions to the article you read. For example, you could write about your reaction to the researcher’s findings, some everyday examples from your life that relate to their findings, ideas you may have for future studies related to points that the article makes, etc. Each response statement must clearly relate to the article (not just the general topic) and must be **at least 650 words long**. Style can be informal, and need not include a title, abstract, or “work cited” list. The word count does **not** include any text not part of the response (e.g., not your name, the title, works cited, etc.).

Submitting Your Response Statement:

On the same Research Exposure page on Brightspace, select “Assignments” and click on Response Statement 1 or Response Statement 2, as appropriate. Upload and submit a document including your response statement. Be sure the document is either a plain-text file, a Microsoft Word

document, or a .pdf. (Documents in other formats or links to online documents such as Microsoft SharePoint or Google Docs will not be accepted.) Remember to keep a copy on your own computer.

If you have trouble with the website, you may e-mail your response statement directly to the Research Exposure Coordinator: llevitan@shepherd.edu. **Be sure to include your name and to indicate which article you are writing about.** Attach the document to your email, following the guidelines above.

You MUST submit these response statements prior to the deadline listed above. It is a very good idea to submit them EARLIER in case there are any technical problems or errors that need to be corrected. You may resubmit your work if needed until the due date. Response statements will not be accepted after the deadline has passed.

Further Information

Remember, failure to earn all research exposure credits by the deadline will result in your final grade in PSYC 101 being reduced by one full letter grade.

All credits will appear in your Sona account, both from participating in research and submitting response statements. You should check the system to keep track of your progress.

Additional information about the PSYC 101 Research Exposure Requirement may be found on the Psychology Program website:

<http://www.shepherd.edu/psychology/psychology-research-participation>

If you have a specific question, try checking the Frequently Asked Questions (FAQ) list, linked from that page.

Contact Information

If you have any questions about the research exposure requirement, you should contact the Research Exposure Coordinator.

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| <i>Research Exposure Coordinator</i> |
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