Information for Students Participating in Research for Extra Credit

Participation in a research study has benefits for you, as well as the researchers. Your participation will allow you to broaden your knowledge of the methods of psychology and to give you “hands on” experience related to psychological research. You may decide you would be interested learning more, participating as an experimenter in a research lab or even in pursuing research of your own.

You will also be contributing to the academic community by helping professors and fellow students with their research on thinking, problem solving, memory, relationships, social behavior, etc. To do this work we need people with all types of interests, experiences, and opinions.

All research conducted with people at BSU is reviewed by the Institutional Review Board. This Board is in place to ensure that all research involving human subjects meets all ethical requirements.

HOW TO PARTICIPATE IN RESEARCH STUDIES:

All students must sign up for participation in a research study by using the Psychology Research Participation System at http://bridgewaterstate.sona-systems.com. This is a simple way for you to sign up for studies, cancel a scheduled participation and track your completed participation units. Once you log into the system, you will be able to view a list of available studies, along with any restrictions.

(If you signed up last semester, you do not have to sign up for a new account. However, you must change the course listed on your account for your new units earned.)

Studies are available from the first day of classes until the last day of classes.

On your first visit you must register as a new user and obtain a password. To do this:
1. Look in the lower left-hand corner of the window to find the New Participant link.
2. Click on New Participant, Request an Account Here.
3. Enter:
   a. Your name,
   b. Your email address,
   i. Be sure to enter an existing email address. Your password and login information will be sent to that address in a few seconds. The logon information will be sent by “Research Participation System”. Do not mistakenly delete this message as “spam”.
   ii. You can change your password under “My Profile” after you log in.
   c. A user ID of your choosing and,
   d. Select the course to which you want your participation to be credited.
   i. Be sure to select the correct course!
1. Look at your syllabus and match the course, section, and instructor with the course you choose on the scheduling system. **IF YOU DO NOT DO THIS YOU MAY NOT RECEIVE CREDIT**

ii. The unit from one study may be applied to only one course. If you are doing extra credit for an additional course, you will need to participate in a different study. When doing so, update your profile to include the different course.

After you receive your login and password by e-mail (remember this takes just a few seconds) return to [http://bridgewaterstate.sona-systems.com](http://bridgewaterstate.sona-systems.com).

1. Enter your login and password. (If you like, you can change your password when you logon.)
   a. Note: You will not be able to sign up for experiments until you activate your account by logging on.

2. After logon, you will be able to sign up for experiments, change your password, view your appointments and extra credit earned. You may also cancel your scheduled appointment.
   a. **If you need to cancel your appointment, you should do so on-line as soon as possible.**
      i. The researcher will be notified of the cancellation, and will, therefore, not wait for your arrival at the study.

1. If you make an appointment, but do not show up, it will be counted as an unexcused no-show.

2. **You may NOT participate in the same study more than once, nor may two on-line studies be counted towards your requirement.**

**Studies**

You may view studies, sign up for studies, and even cancel your scheduled participation through the system.

**To view** a list of studies, click on “Studies” from top toolbar. The name of the study, a brief description, and any special requirements will be listed here, as well as the researcher’s contact information in case you have any additional questions about the study. Studies that have current availability times will say “TIMESLOTS AVAILABLE”. You may also select a specific date to view studies with available timeslots on that date. If no studies are currently available, you should check back a few days later. New times are constantly being added.

**To sign up** for a study, click on “View Timeslots”. Choose a timeslot that is convenient for you and when you will not be rushed. Do not assume that because you or your friend completed a study in less time that the experience will be the same for another study or another person. You must participate in good faith to get credit, so plan accordingly.
To cancel a timeslot that you have signed up for, click on “My Schedule and Credits” page. There will be a “Cancel” button next to each study. Once you click on “Cancel” you will see a confirmation page. Click “Yes” to cancel your sign-up and the sign-up will be cancelled immediately. You can also use this section to track your extra credit earned.

To avoid duplicate data, you may complete any given study only once. If you are viewing a study which you have already participated, the system will not allow you to register for it again.

Day of Study

Please report on time to the proper location. You will be asked to turn off all cell phones, will be briefed, and given the opportunity to ask questions. You may opt out of participating in the study at any point during the briefing and the actual study.

Upon completion of the experiment the researcher will give a debriefing. Again, you are free to ask any questions. You will also be given a card as proof of your participation of that study for that day/time. Within 24 hours after your participation, the researcher will post your credit on the Psychology Research Participation System. If you do not see the unit listed within two days, you should contact the researcher or the Research Coordinator at fbarth@bridgew.edu. If there is any discrepancy, you may then show your participation card as proof.

Frequently Asked Questions

- **Can I participate in research if I am not yet 18?**

  Perhaps. Researchers need special permission from the University to administer a study to a participant who is not yet 18, and the participant must have a signed parental consent form. PSYC 100 students who are not yet 18 may always complete the alternative article reviews for the extra credit.

- **Can I participate in the same study twice?**

  No, you will only receive credit for your first participation. If you are unsure whether you have already participated in a study, you should contact the Research Lab Coordinator.

- **Can I participate in research during holidays, on weekends, reading days or during finals week?**

  If the University is closed, we cannot run research. No experiments will be conducted on reading day or during finals week as it would violate BSC policy.

  A study administered on the internet may be completed at any time of the day and on any day of the week, but still must be completed by the last day of classes for the semester in order to fulfill the requirement.
- **I can’t find a study at a time I can participate. What should I do?**

  Studies and study times change weekly, over the course of the semester; so, monitor website often. If you are concerned, contact the Research Lab Coordinator with the times you are available and we will try to accommodate you.

- **What if I signed up, but can’t make it to the experiment?**

  You should cancel your appointment on the website. If you cancel, you will not be penalized for missing the experiment and you may sign up for that specific research study again. (If you miss three studies without canceling, you will need to complete the research experience requirement with option 2 – the article reviews.)

- **What if the only experiment time that fits my schedule has a full signup?**

  You might try showing up anyway, because there may be room for you to participate. It is possible that someone who signed up has cancelled or that the number of signup slots was arbitrary. Let the experimenter know that you are an “extra” and they will make every effort to accommodate you. The experimenter’s job is to collect data, and we are always glad when someone shows interest, so we will try not to turn you away.

- **Whom do I ask if I want more information about a study or about conducting research?**

  The experimenter may or may not be able to answer specific questions about the study. You may want to ask your professors how about how you may become involved in conducting a research study. If you still have questions or are unsure about whom you should speak with, contact the Research Lab Coordinator.

For more information, Fran Barth, the Research Lab Coordinator, may be contacted by email at fbarth@bridgew.edu or phone 508-531-2533. Or, feel free to stop by the office in Hart Hall Room 329.