Austin Peay State University
PSYC 1030 Research Participant Guide
Spring 2023

The course requirements for the Introduction to Psychology PSYC 1030 courses at APSU include research participation. The principal reason for this requirement is to provide students in psychology courses the opportunity to be part of the scientific research process while also aiding researchers at APSU in their scholarly endeavors. The purpose of this handout is to describe the procedures for participating the research pool at APSU. Participation in research and the research pool is voluntary. If, for any reason, you do not wish to participate in research, there is an alternative assignment (See Alternative to Research Participation). Whether you choose to participate in research, the alternative assignment, or a mixture of both, the requirements are as follows:

- PSYC 1030: Four (4) research credits (2 hours)

Your research participation credits must be complete by the last day of classes at 11:59pm.

Your participation in research will be incorporated into your course grade. If you do not complete this requirement, your grade will be penalized up to 4% (1% per unearned research participation credit). Please consult your professor for more information regarding how participation will be factored into your course grade.

Completing the Requirement

To fulfill the requirement, you need to register in the SONA system (our research requirement tracking system), sign up for studies, and attend/complete the studies or complete the alternative assignments.

1. Registering

To register, go to http://apsu.sona-systems.com/, and click on the link that says, "Request Account." Fill in your first and last name, and select a *User ID.* Your *User ID* should be the handle of your APSU email address (before @apsu.edu). Please use your APSU email address when registering in the system, and be sure to check it regularly as this is how researchers will communicate important information to you. Then, enter your student ID number. Your student ID number (A#) should be the same one listed on OneStop (beginning with A00). 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, but it is not required. Finally, select the course(s) in which you are enrolled. If you are enrolled in more than one course, you should select all of the courses in which you are enrolled.

2. Updating your Class Information
Students who already registered in the system in a previous semester do not need to re-register. If this applies to you, you should simply log in and update the courses you belong to by selecting "Modify contact information" under "My Profile."

3. Signing Up
Once you have registered, you may log in and sign up for studies. Click on the *View Available Studies* 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 any studies more than once.
Once you sign up for a study, record the name, the location, and the time and date of the study. If you are unsure where a study is located, contact the researcher well 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. Web-based studies must be completed by the deadline given or you will be considered a "no show."

4. Attending
Show up to the correct place 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 (2) no-shows, you will no longer have the opportunity to participate in research to fulfill this requirement, and you will need to complete the alternate assignment option to receive credit for your class.
If the researcher does not show up for your study, first check your email and the research tracking system. Researchers can cancel studies as long as they give at least 24-hour notice. If the study still shows up in the research tracking system (meaning that the researcher did not cancel the study), you will be awarded credit for participation. 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, contact the subject pool administrator (research-admin@apsu.edu) immediately. They will investigate the matter and assign participants their due credit.

5. Canceling
If you wish to cancel a scheduled appointment, you must do so **at least 24 hours in advance.** You may not cancel less than 24 hours prior to a scheduled study.

Alternative to Study Participation
As an alternative to participation in research studies, students may complete assessments of pre-determined published empirical journal articles. These articles have been selected by your professors so you can gain a greater understanding of the range of research being conducted in the field of psychology.
Information about article assessments, as well as pre-selected journal articles are available on a separate handout (See Instructions for Alternative Research Assignment). Credit

for alternative assignments will be granted on the research participation management system within 1 week of submitting alternative research assignments.

Documenting and Tracking Your Progress

You can track your progress research requirement participation online. Within 72 hours after you have completed a session, you will be able to see your earned credit. At the end of the semester, each instructor can access student research participation through the research management system in order to determine whether or not you have fulfilled the requirement.

Questions

If you have a question about your credit or other aspects of the research participation requirement, contact the research pool administrator at research-admin@apsu.edu. Your email should include your name, student ID, and the course and instructor for which you have the research participation requirement.