Research Study Participation Policy
Psychology 12000 - Elementary Psychology
Fall 2017

To provide a more detailed and personal understanding of how research is conducted in psychology, students are required to familiarize themselves with the specifics of actual psychological studies. This assignment may be fulfilled in one of two ways.

First, students may participate in ongoing research studies conducted by members of the Psychology Department. Such participation may involve, for example, filling out a questionnaire or engaging in an activity that is part of a study.

Alternatively, students may read articles published in a psychological journal and write a short paper on the study.

Students are required to complete five (5) studies. Students may choose from the following:
1. Earn five (5) research study participation points. Most studies are worth one point, but please note that some studies may be worth more points than others so fewer studies would be required to reach five (5) points. You may not participate in the same study more than once unless the study has more than one part.
2. Complete five (5) alternative writing assignments.
3. Participate in a combination of research studies and alternative writing assignments, as long as you achieve five (5) points of credit.

Research Studies

The last day to participate in a research study is December 8, 2017!!!

To sign up for a research study you must use the online sign-up system called Sona-Systems. Your instructor will announce when the website is available to begin signing up for studies, usually during the second week of class.

Logging In for The First Time

1. Go to http://ipfw.sona-systems.com/
2. The User ID is your email address minus the @students.ipfw.edu. Type in your birth date as your password. THIS must be typed in mm/dd/yyyy format.
3. Complete the demographic survey once you have been logged in, save it, and click Continue.
4. You will be prompted to complete prescreen questions the first time you log-in. If you do not answer the prescreen questions on your first log-in, you can do so later by first clicking on My Profile, and at the bottom of the next page where it says Prescreen Status, click on Take Prescreen. Some of the studies have very specific criteria; you may be limiting the number of studies you can participate in by not answering the prescreen questions.
**Signing Up For Studies**

1. After logging into Sona-Systems, click on **STUDY SIGN-UP**. Here you will find a list of all the available research studies.
2. To sign up for a particular study, click on that study name. You will then see a dialog box filled with information about the study: name, description, duration, points available, and researcher information.
3. Click on **View Time Slots For This Study** which is located below the dialog box. Click to sign up for a time that works for you and click the button that says **Sign-Up**.
4. You will then see a screen that says **Study Sign-Up Completed!** You may also print that off for your records. This is strongly recommended so that you can remember the location and time of your study.
5. It is important that you write down the time, location, and the name of the researcher running the study. If a phone number or e-mail address is provided, make note of that as well.
6. To receive a reminder, you need to make sure your email address is correct in Sona-Systems. To verify or change your email address, go to [http://ipfw.sona-systems.com/](http://ipfw.sona-systems.com/) After logging in, click on the **My Profile** tab at the top of the page. If your email address is not there or is incorrect, enter or correct it and click the **Submit Changes** button at the bottom of the page.
7. If you forget the date, time, or location for your session, go to [http://ipfw.sona-systems.com/](http://ipfw.sona-systems.com/) and log-in. Click on the **My Schedule/Credits** tab at the top of the page. You will then see a list of projects you are signed up for and you can verify the date, time, and location.

** Cancelling A Study **

It is **YOUR** responsibility to cancel a study if you are unable to attend. Failing to cancel a study before the time it is scheduled will result in the loss of a credit point.

**Please check your specific study for cancellation time requirements. Some studies require 24 hour cancellation notice.**

**To Cancel a Study Appointment Before the End of the Cancellation Time:**
Log into Sona Systems and click on **My Schedule/Credits** at the top of the page, and click the **CANCEL** button to the right of the study you wish to cancel. This method may be used until one (1) hour prior to the start of the session.

**To Cancel a Study Appointment After the Cancellation Time But Prior to Your Appointment:**
Use the cancellation number: Call 481-5441 and then dial 19292# - **You must press the # key!!!**
This is a voice mail system. **Please speak clearly and leave the following information in the message:**

YOUR NAME (spell your last name), STUDY NAME, PROFESSOR’S NAME, DAY & TIME OF YOUR APPOINTMENT

Failure to show up for any appointment and not canceling the appointment will result in you receiving a zero for that appointment. You will **not** be permitted to make up the missed points by scheduling more appointments, so please remember to cancel your appointments in a timely manner. You can make up missed points by completing an alternative assignment for each missed appointment.

You can track the credit earned for participation in research studies with the online system. Check periodically to make sure that your credit has been correctly applied. If there is a problem, contact the researcher as soon as you can.
Alternative Writing Assignment

1. Logon to myipfw and go the Helmke Library homepage.
2. Click on the area on the right side that reads, “Databases.”
3. Click on the P.
4. Scroll down and click on PsycARTICLES
5. Find an article that meets these criteria: (a) the article was published within the last 10 years, 
   (b) the researchers collected original data using human participants (do not use an article that 
   is a review of other studies or one that uses nonhuman subjects), (d) the article appears in one 
   of the following journals: Journal of Personality and Social Psychology, Group Dynamics, 
   Journal of Abnormal Psychology, Behavioral Neuroscience, Developmental Psychology, or 
   Journal of Experimental Psychology: Learning, Memory and Cognition.
6. Read the article and write a short report. Your report should: (a) identify the authors of the 
   article, year of publication, title of the article, and journal name, (b) briefly summarize the main 
   purpose of the study, the main findings, and main conclusions, and (c) describe what the 
   participants in the study experienced, and discuss whether or not you would have enjoyed 
   being in the study.
7. Type your report using 11-12 point font with one-inch margins all around the page. At the top 
   of your report type your name, your PSY 12000 section, instructor’s name, and date. Your 
   report should be about 1 page long. Submit your report in Blackboard by the due date.
8. If you have any questions about the alternative writing assignments, ask your instructor.

If you are still in need of assistance, you may contact the Department 
Secretaries, at 260-481-6403 or stop by Neff 388.