# *QuickStart* Guide for Use of the Online Research Signup System & Alternate Assignment Paper Writing Guide

## General Psychology Lecture/Lab Common Research Requirement (other courses by Instructor request)

The Department of Psychology is committed to enhancing students' understanding of the methods of psychological science. To further this goal, a Research Requirement has been included in the General Psychology and General Psychology Lab courses. The Research Requirement may be completed by earning research credits by participation in approved research projects posted in the online Research Signup System, and/or the alternative of writing brief critiques of research reports from an approved reading list (Alternate Assignment papers).

**Note (Extra-Credit Participation Opportunities):** Other courses may participate by instructor request, typically on an extra credit basis rather than a course requirement (consult with your instructor on details of *extra credit* participation for your course).

## Online Research Signup System

- All students will be assigned an account in the online Research Signup System
- Student login information will be sent to each student via email
- Student accounts are generally activated the day after Drop/Add for the current semester
- Students may signup for research appointments, complete online surveys, view the number of research credits required or earned to-date, and view a complete list of past and current research appointments, by logging on to their individual account in the signup system

## Critical Dates for the Research Signup System

- Critical start/end dates are posted on the online Research Signup login page: http://uncc.sona-systems.com

## Online Access to the QuickStart Guide

- The QuickStart Guide is posted in the online in the Signup System
- To access the online version, login to your account and select the FAQ link

## Importance of General Psychology Lab/Lecture Research Requirement in the Final Course Grade

- The Research Requirement is typically worth 5% of total points earned for the course (~half a letter grade, see **course syllabus**).
- This is an All-Or-None requirement for General Psychology Lecture sections, no partial credit for partial completion
- See General Psychology Lab manual for important information on how the Research Requirement fits into the overall grading policy for General Psychology Lab sections.

## Required Minimums (General Psychology Lab/Lecture Sections Only)

- The typical Fall & Spring semester requirement will be **3 Research Credits** for General Psychology lecture and lab sections
- The typical Summer semester requirement will be **2 Research Credits** for General Psychology lecture and lab sections
- Courses other than Gen. Psych. may have a different requirement, or may participate for extra course credit (see course syllabus)

## Earning Research Credits

- Students earn **1/2 Research Credit** for each **Participation** (of up to 30 min., additional half credits for each additional half hour).
- Students earn 1 Research Credit for each **Alternate Assignment** article critique (Note: Must comply with directions, see Alternate Assignment Paper Writing Guide below)
- Students may earn research credits via direct participation, writing Alternate Assignment papers, or a combination of both

## Be On Time: Late and Missed Appointment Policy

- You may cancel (use **CANCEL** button) any research appointment listed in your online account up to 5pm the day before appt.
- **BE ON TIME**: An **Unexcused No Show** will be marked in student accounts for LATE or MISSED appointments.

- Students who earn 2 Unexcused No Show Penalties will have their accounts restricted and will then only be able to earn research credits by writing Alternate Assignment papers.
- **Don't be late!** (many studies start at the appointment time and will not allow late participants in due to testing constraints)

## Contact Information

- Contact info. for the Participation Coordinator and the Faculty Administrator is listed online (FAQ menu item)

## Age Requirement (MINIMUM 18 years of age) for Participation in Research Projects

- Most research projects in the signup system will require that participants are **at least 18** years of age.
- Students who are not yet 18 will need to use the Alternate Assignment to earn research credits until they turn 18 (see below).
- Students turning 18 during the semester may participate in the online pretest survey.
- Students under age 18, and who will not turn 18 during the semester, should NOT participate in the online pretest survey

## Research Study Locations & Times

- Locations & times of studies are posted on the signup system, you should write them down when you signup online.
- Students can only see studies with currently open timeslots for testing when they login.
- If there are no available studies when you login, be patient, researchers will post timeslots continuously during the semester.
- In many cases you will receive a reminder email the evening before a study appointment that lists location & time.
- While on campus you may check your appointments on any public UNCC computer, including the PASS Center
- Consult the many **YOU ARE HERE maps** posted on 4th floor Colvard for room locations.
- **Note**: Psych. Office staff do **NOT** know study locations or times, but can give directions to a room if you know the room number.

## Invitation Codes

- Some studies in the system require an ***Invitation Code*** for participation. Typically, these studies are by "invitation only" and if you qualify for the study the researcher will send you an email inviting you to participate that includes the Invitation Code.
- In rare cases the study description posted will direct potential participants to email the researcher if they meet a listed set of participation requirements. Please make sure you meet these requirements before you email the researcher.
- However, most studies with invitation codes do NOT request that participants email them, and you should not email the researcher for these studies. They will email you if you qualify for their study.

## UserID & Password for the Research Sign-up System (& LOST PASSWORDS)

- Your UserID and Password for the Sign-up System will be emailed to your UNCC (***49er Express***) email account.
- If you lose your login information go to the **Login Page** and click on the **Lost Password** link.
- It is CRITICAL that you check your UNCC email account regularly for announcements regarding earning research credits.
- Go to the Login Page (see webpage address above): Can be accessed by going to the UNCC Psychology homepage and selecting the Research Participation link

## Basic Account Functions

Click *once* on **Experiment Sign-up** to find studies currently recruiting participants. Note that you will only see a list of studies with open timeslots available, studies without any open timeslots will not appear. In a typical week several hundred timeslots will be posted by researchers, but you will only be able to see those that are open. If there are no open timeslots when you first login, be patient, new open timeslots are posted on a regular basis.

Click *once* on **My Schedule & Credits** to: Review past & future appointments, **CANCEL** a future appointment (must be done by **5pm day before appointment**), view research credits required and earned.

Click *once* on **My Profile** to: Change your password

## How to Sign-up & Participate in a Research Study

1. Click *once* on study & check the restrictions to determine if you are eligible.
2. If you want to participate click *once* on View Time Slots.

3. If this is an on-line study you will either see a link to the study at the bottom of the screen OR you will be taken to a screen that will begin the on-line study once you click the Sign Up button. On-line studies do not have timeslots, they have a single time and date listed that is the deadline for participation.
4. Click *once* on the sign-up button.
5. Add the information to your calendar & print the confirmation page.

## Canceling a Scheduled Participation

1. From the Credit Information screen click *once* on the cancel button for the study.
2. If you really want to cancel Click *once* on the Yes, I want to cancel button.

**Important: You may cancel participation up to 5pm on the Day Before your appointment without penalty. If you do not cancel on time and you then fail to show up for your appointment, you will be awarded a No Show Penalty. Students who earn 2 No Show Penalties will not be able to sign up for more research studies and will need to earn their remaining research credits by writing Alternate Assignment papers.**

## Participation for Courses Other than General Psychology

- Instructors in other courses (other than PSYC 1101 General Psychology Lecture/Lab) may choose to allow students in their courses to participate
- Participation may involve earning a set number of required for <u>extra credit</u> for the course (see syllabus for the course or ask instructor).
- Extra credit refers to extra points to be added to points earned on exams & assignments in a particular course. Extra credit should not be confused with Research Credits, which are the way we count participation and alternate assignments in the research signup system NOT in your class. Students participating for extra credit will earn research credits which will be turned into extra credit points by your instructor.

# Writing Alternate Assignment Papers

Direct participation in research is not the only way students in General Psychology and General Psychology Lab may fulfill the Research Experience Requirement. An Alternate Research Assignment is available that allows students who cannot find a research participation appointment that fits their schedule, or who prefer to not participate in research projects to fulfill the Research Experience Requirement by reading an article from an approved reading list and writing a critique of the article(1 research credit per Alternate Assignment paper). Read the Alternate Assignment description below, papers not meeting minimal requirements will not be awarded credit.

**Alternate Research Assignment Paper Format Directions**
- Choose one of the articles from the approved reading list (see below).
- The article should be read in a critical and thoughtful manner with the goal of understanding how this article informs the reader about issues in Psychological Science.
- Most of these articles can be downloaded as Acrobat Reader (.pdf) files from the UNCC Atkins Library website. Simply go to the library homepage and follow the links to the electronic indexes for searching the scientific literature and other publications. Most of the articles are accessible using the PsychINFO database, but articles in magazines like Discover or Psychology Today can be found using Academic Search Premier database.
- Students should then write a critique of the article that is
  o Typewritten using 11 or 12 point font in a word processor, or using a standard typewriter font
  o One (1) inch margins all around the page
  o NOT **shorter** than **35 FULL lines of text (not counting the heading!)**
  o Papers shorter than 35 FULL 35 lines of text, will NOT be given credit.
  o Not **longer** than 60 lines of text (about 2 typewritten single-spaced pages)
  o Single-space with double spacing between paragraphs is preferred, but not required.
- Organizational format
  -Heading

-Line 1: Your name

-Line 2: Course & Instructor

-Line 3: Name of Article

-Line 4: Author list, Year of Publication, & Publication Title

-Provide a brief, **35 FULL lines of text minimum**, summary of the article that answers the questions below.

-What are the research questions discussed in the article?  What are the major findings relating to these questions?

-What is the importance of the issues and scientific evidence presented in the article?  That is how does the research discussed in the article relate to society as a whole?

-How do the issues and scientific evidence in the article relate to topics discussed in lecture and the text?

- Turn your paper in to your instructor (or at the Psychology Department main office).  Your instructor will give your paper to the Graduate Coordinator who will assign credit to your paper on a pass/fail basis. **1 credit will be awarded for each critique that meets minimum requirements for length, format and content.**  Your credit will be recorded in your account on the online research participation management system and will add to credits you have already earned.

# Reading List

**Note:  All the references below are in standard APA format (authors listed by last names and initials, publication date, title of article, title of journal or magazine, volume number, pages).  All the articles listed are available in the library for you to photocopy OR may be downloaded in full text electronic form (as a .pdf file) to your computer and printed.**

Bonanno, G.A. (January, 2004). Loss, trauma, and human resilience: Have we underestimated the human capacity to thrive after extremely aversive events? *American Psychologist, 59*, 20-28.

Busey, T.A., & Loftus, G.R. (2007).  Cognitive science and the law.  *Trends in Cognitive Science, 11,* 111-117.

Eidelson, R.I., & Eidelson, J.I. (March, 2003).  Dangerous ideas: Five beliefs that propel groups towards conflict.  *American Psychologist, 58*, 182-192.

Hoffman, H.G. (August, 2004). Virtual reality therapy.  *Scientific American, 291*, 58-64.

Levi, A.M., & Lindsay, R.C.L. (2001).  Lineup and photo spread procedures: Issues concerning policy recommendations.  *Psychology, Public Policy, and Law, 7*, 776-790.

Sanfey, A.G., Loewenstein, G., McClure, S.M., & Cohen, J.D. (2006).  Neuroeconomics: Cross-currents in research on decision making. *Trends in Cognitive Science,* 108-116.

Schacter, D. (May/June, 2001).  The seven sins of memory.  *Psychology Today, 34*, 62-67.

Siegel, J.M. (2005).  Clues to the functions of mammalian sleep.  *Nature, 437*, 1264-1271.

Sip, K.E., Roepstorff, A., McGregor, W., & Frith, C.D. (2008).  Detecting deception: The scope and limits. *Trends in Cognitive Science, 12,* 48-53.

Strayer, D.L., & Drews, F.A. (2007). Cell-phone-induced driver distraction. *Current Directions in Psychological Science, 16,* 128-131.

Tolan, P.H., & Dodge, K.A. (2005). Children's mental health as a primary care and concern: A system for comprehensive support and service. *American Psychologist, 60,* 601-614.

Yeoman, B. (August, 2004).  Forbidden science: What can studies of pornography, prostitutes, and seedy truck stops contribute to society? *Discover, 25*, 59-65.