QuickStart Guide for the Online Research Signup System
& Alternate Assignment Writing Guide

Purpose of System

Students in participating Psychology courses earn ***Research Credits***, either by directly participating in approved student and faculty research projects and/or by writing Alternate Assignment papers. Students in General Psychology lab and lecture sections must earn a minimum number of research credits as a course requirement, and students in other participating courses will generally earn research credits as an ***extra credit assignment*** in that course.

Critical Dates & Brief Instructions for the Research Sign-up System

- **Critical dates are posted on the login page:** http://uncc.sona-systems.com

- **A brief listing of the most important rules for earning research credits are also on the login page**

Contact Us (questions or problems)

- Mark Faust, Associate Professor, Psychology, mefaust@uncc.edu , 704-687-1341

- Jodie Lisenbee, Participation Coordinator, jlisenbe@uncc.edu

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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** (http://uncc.sona-systems.com) and click on the **Lost Password** link. Be patient, changing your password requires the server to send you 2 separate emails.

- It is CRITICAL that you check your UNCC email account regularly for announcements regarding earning research credits.

Research Requirement: ALL Lab & Lecture Sections of General Psychology

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 Lecture and General Psychology Lab courses. To fulfill the research requirement, students must earn a MINIMUM number of research credits, which can be earned in two **(2)** ways: Direct Participation & Alternate Writing Assignment. Instructors of other Psychology courses may choose to have their students earn research credits as part of a course requirement or on a fully extra-credit basis where no minimum number of research credits is required (consult course syllabus and instructor for more information).

- Students must earn a MINIMUM amount of research credits.

- Credits may be earned either by direct participation in approved studies, or by writing Alternate Assignment papers.

- The Research Requirement is worth 5% of total points earned for the course (~half a letter grade in terms of final course grade, see **course syllabus**).

- The Research Requirement is all-or-none (i.e., no partial credit for partial completion).

Required Minimums (General Psychology)

- Students should login to their Signup System account to see the number of research credits required.

- **Fall & Spring** semester requirement will be **3 Research Credits** for General Psychology lecture and lab sections

- **Summer** semester requirement will be **2 Research Credits** for General Psychology lecture and lab sections

- Students in other courses typically participate for extra credit in instructor grading system (see course syllabus)

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 18 will need to earn research credits via Alternate Assignment papers **until reaching age 18**.
- 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

IMPORTANT Cancellation (No Show) Policy

- Students may *CANCEL* a research testing appointment, for any reason, up to 5pm the day before the appointment (just hit the CANCEL button)
- Students who do not cancel, and then are late or do not show up, will receive an UNEXCUSED No Show
- **Students who earn 2 UNEXCUSED No Shows will lose the ability to sign up for most research studies in the system.** That is, they will need to earn the remaining portion of their required research credits by writing Alternate Assignment papers (see description of Alternate Assignment Papers)
- If you miss (or you are late to) an appointment due to reasons completely outside of your control (e.g., got in an accident on the way to campus, boss called you in to work at last minute) you can earn an Excused No Show.
- **Students who think their UNEXCUSED No Show should be changed to an EXCUSED No Show should send an email appeal to the Coordinator** (see email address above for Participation Coordinator)

How to Sign-up & Participate in a Research Study

1. Click on the Studies main menu item OR click on the green View Available Studies button.
2. A list of studies with available timeslots (appointment slots) will appear.
3. Eligibility requirements are listed for each study in the table.
4. Click on the live link for the study title to view the study information page.
5. Click on the green Timeslots Available button to view available timeslots.
6. When the list of available timeslots comes up, click on the green Sign Up button to participate immediately (if study is an online survey) OR to sign up for an appointment time (if study is a traditional in-person testing study).
7. Add the participation time, date, and place information to your personal calendar (if traditional in-person testing study).

Canceling a Scheduled Participation

1. Pull up a list of your scheduled timeslots by clicking on the View or Cancel My Study Appointments on your homepage.
2. There is a green CANCEL button next to each study up to 5pm the day before the appointment.

Important: You may cancel participation up to 5pm the Day Before your appointment without penalty for ANY reason. If you do not cancel on time and you then fail to show up for your appointment, you will be awarded an UNEXCUSED No Show. Students who earn 2 Unexcused No Shows 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.

Earning Research Credits

- The amount of research credits each study is worth is listed in the study information page.
- Generally, for in-person testing studies, students earn 1/2 research credit for each 30 min. chunk of participation time, based on the expected participation time of the average participant, plus an in-person testing bonus (usually 1/2 a research credit).
- All online survey studies are typically 1/2 a research credit, but longer surveys are sometimes worth 1 research credit.
- You may cancel (use CANCEL button) up to 5pm the day before appt.
- **Don't be late!** (many studies start right on-time and will not allow late participants in due to testing constraints)
- Students may also earn research credits by writing **Alternate Assignment** papers (Note: 1 research credit per paper, must comply with directions, see below)

Research Study Locations & Times

- Locations & times of studies are posted on the signup system, you should write them down when you signup online.
- Online survey studies are completed online on your computer.
- You should complete all online surveys immediately after signing up for them.
- Most online survey studies are administered by an external website outside of the Research Signup System, you will get the web address (URL) once you click on the button to sign up to participate in an external online survey study.
- 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.
- Consult the **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.

Participation for Courses Other than General Psychology

- Instructors in other courses (other than PSYC 1101General Psychology Lecture/Lab) may choose to allow students in their courses to participate on an ***extra credit*** basis.
- Students participating for ***extra credit*** for the course should consult their course syllabus (and instructor if they still have questions following reading the syllabus) regarding how research credits translate into points in the course grading system.

All Students Should Be Prepared to Earn Some (or All) of their Research Credits via Alt. Assign Papers

- Because research studies listed in the online Research Signup System are created by students and faculty, who have their own time schedule for their projects, the number of research studies in the system varies each academic term.
- Students should therefore be prepared to earn at least some of their research credits by writing Alternate Assignment papers (1 research credit per paper).

Writing Alternate Assignment Papers

An Alternate Research Assignment is available that allows students who cannot participate (i.e., not yet 18), cannot find a research participation appointment that fits their schedule, or who prefer to not participate in research projects to earn research credits. This assignment involves (a) choosing a research article from the approved reading list (see below), (b) downloading the article from the UNCC Library website, (c) reading an article, and (d) writing a brief overview or critique of the reading.

IMPORTANT: Students should follow the directions (see below) for paper formatting as papers that do not meet the formatting requirements will not be awarded research credit.

How to Turn in an Alternate Assignment Paper

- Students may submit their Alternate Assignment papers online to a special Canvas course page that should be included on each student's list of Canvas courses (Psychology Alternate Assignment Papers should be in course title in Canvas list).
- Example Canvas Course: **Training-Psychology Alternate Assignment Papers (Sona)- First Summer 2019**
- Students must agree to the Verisite (plagiarism checking software) consent form before they will be allowed to submit their paper online. Students who do not want to approve such checking must print out a hardcopy of their paper and turn it in at the Department of Psychological Science Main Office, Colvard 4018, to Dr. Faust.
- Students in online courses may have additional paper submission options by arrangement of course instructor. Students should consult the course syllabus and the instructor.
- **1 research credit will be awarded for each paper that meets minimum requirements for both 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.

Alternate Research Assignment Paper 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.

- **Paper Heading**
  - **Line 1**: Your name
  - **Line 2**: Course & instructor
  - **Line 3**: Title of target article being written about
  - **Line 4**: Author list of target article, year of publication
  - **Line 5**: Word count (do NOT include the paper heading in your word count)

- **Format Instructions** (Students Submitting to Online Canvas Course Page)
  - Body of paper, not including paper heading, should be **AT LEAST 500 WORDS** in length
  - Papers submitted online that are shorter that 500 words will not be awarded research credit
  - Papers submitted online may be either single-spaced or double-spaced
  - **Note: Student wishing to submit their papers to the online Canvas course page MUST first consent to have their papers checked by Verisite (plagiarism checking software). The Canvas course page will only allow online paper submission after the student agrees to the Verisite statement. Students who do not agree to the Verisite statement will need to submit their Alternate Assignment papers as printed hardcopy to the Psychology Main Office, 4028 Colvard.**

- **Format Instructions** (*Students Submitting Printed Hardcopy*, Psychology Main Office, 4018 Colvard)
  - Papers may be single-spaced (with double spacing between paragraphs) OR double-spaced.

- Typewritten using 11 or 12 point font in a word processor
- One (1) inch margins all around the page
- NOT **shorter** than **40 FULL lines of text** (not counting the heading!)
- Papers shorter than 40 FULL lines of text, will **NOT be given credit**.

- **What to Write About**
  - 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?

Approved 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 from the UNCC Library website in full text electronic form (as a .pdf file) to your computer and printed. Students who need help using the search databases to find and download papers should consult with the UNCC Library Information Desk.

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.