

Research Participation Information Sheet

For students taking PSYC 1, 5, & 8 classes starting before 5 p.m.

(Updated Fall 09)

Research Participation Requirement:

As you may know from reading the catalog description, participation in research is one of your course requirements. In addition to reading and hearing about research in your class, you will be directly involved in some of the research currently being conducted by faculty and students at our university. Your participation will help us to enlarge the existing body of knowledge in psychology and, we hope, help you to develop more understanding of psychological research and of yourself. You are required to participate in a total of **three (3) hours of research**. It is a good idea to volunteer as soon as research becomes available, rather than to wait until the end of the semester, because your chances for participation may diminish as studies become completed and require no more participants. **The peak availability of research is likely to be between approximately the 7th and 14th weeks of the semester.**

If you are enrolled simultaneously in PSYC 1, 5, and/or 8 this semester, you are only required to do a total of 3 hours of research. You do not need to do 3 separate hours of participation for each class. Research participation hours do not carry over from one semester to another, so if you participated in research last semester, you are still required to do 3 new hours of participation this semester.

Psychology Research web site:

Many research projects will be conducted during the semester. Information about these projects will be available on the Psychology Department's research web site. You will use the system to view project information, sign up to participate in different projects, and view your total hours of accumulated research credit. Your instructor can also view your participation record and will use this system to verify that you have participated in a total of 3 hours of research. The address of the web site is <http://research.psyc.csus.edu> (do NOT type www in this address). There is also a link to the research web site from the Psychology Department's home page.

Logging into the system for the first time:

Go to the Psychology Research web site listed above. You should see a message saying "Welcome to the CSUS Psychology Department's Research Scheduling Website". If you enrolled in your class before the beginning of the semester (i.e., you didn't add the class late), then your name should already be in the system and you should be able to obtain your username and password. NOTE: these are **NOT** the same as your SacLink username and password. If you added the class after the beginning of the semester, you may have to wait a week or two before your name is entered into the system. To obtain your username and password, follow these steps:

Click on the Login link.

Click on the First time user? link.

Type your first name and your last name (exactly as they are listed on your instructor's class roster) and the last 4 digits of your Student ID* number into the appropriate boxes.

Click on the Submit button.

**Any time the system asks for your Social Security Number (SSN), use your Student ID number instead. This applies to all screens anywhere in the website. The website was programmed before the University stopped using SSNs as IDs.*

You should see a new page containing your username for the system and your password. **You will need to provide your username when you participate in research.** Make sure that you write down your username and your password, and immediately memorize them! You will also see a box asking for your e-mail address. Type in your full e-mail address (e.g., *sac12345@csus.edu*) to continue with the login procedure. It is very important to provide an accurate e-mail address, as you will be notified of any session cancellations via e-mail.

When you have logged in successfully, you can change your password to something unique that you will remember and that can't easily be accessed by other students. To do this, click on the Change Password link and follow the instructions.

Logging into the system after setting up your account:

Type in the web address listed above. At the login screen, type in your username and password. You should now be at the home page for the system. You should see your first and last name and your e-mail address at the top of the screen. If the e-mail address is incorrect, click on the [Change Email](#) link to correct it.

If you cannot log into the system because your password doesn't work, you should click on the [Forgot your password?](#) link. You will need to enter your username for the system and the last 4 digits of your Student ID number. Then click on the Submit button, and the system will e-mail you a new password.

To view projects and sign up to participate:

Click on the Projects tab at the top of the page. From here, you can click on the name of any project to see its description. Before you volunteer to participate in a study, make sure you carefully read the research description and note if there are any special qualifications or restrictions (e.g., male participants only).

If a project has sessions available, you can choose one that fits with your schedule and sign up for it. You may only sign up once for the same study. Also, some studies are similar enough that you may be prevented from signing up for a different study. The system will alert you if this is the case. Once you have signed up for a study, make sure that you write down the date, time, and location of the research session. You can always log into the system at a later time to check your research appointments.

To view session times and sign up to participate:

You can also look to see if there are any studies during times that you have available. To do this, click on the Sessions tab at the top of the page. You can specify the dates, times, and days of the week you want to use in your search. Click on the Perform Search button, and the computer will tell you if there are any studies with research sessions during those times on those days.

To review your participation history:

To see which studies you have signed up for and already participated in, click on the Sessions tab. Then click on the [Participation](#) link. All of the information about your participation throughout the semester will be listed there. We urge you to [print a copy of this history](#) several times during the semester.

Missing or rescheduling an appointment:

It is very important that you follow through by keeping your appointment. If you fail to appear at your scheduled time, you will have presented a serious difficulty to the researcher. So, when you volunteer, make sure that you will be able to follow through with your commitment.

If you have signed up for a research session, but realize that you are unable to keep your appointment, you may cancel the appointment up to midnight on the day before it is scheduled. **This must be done on the research web site.** To cancel an appointment, click on the Sessions tab. Then click on the [Cancel](#) link at the top of the page. Select the session you wish you cancel, and click on the Cancel Appointment button.

If you do not cancel an appointment and miss your research session, you will be penalized for the time that you missed. For example, if you miss a session worth 1/2 hour of credit, then 1/2 hour will be subtracted from your total. If you had already participated in 2 hours of research and miss a 1/2 hour appointment, then your total credit will be reduced to 1.5 hours. You will then have to complete another 1.5 hours of research to fulfill the 3 hour requirement for the semester. Similarly, if you miss a 1 hour appointment, then 1 hour will be subtracted from your total credit.

If a researcher needs to cancel a session, you should receive an e-mail message from the researcher notifying you of the cancellation. You should check for any such messages on the evening before your research appointment. If you receive one of these messages, then simply sign up for another session. You will not receive credit if a researcher cancels a session in advance.

What to do if a researcher does not show up:

If you volunteer for a study and the researcher misses the appointment, you can still receive credit for that session. You need to report the missing researcher in the computer system [within 24 hours](#) of your scheduled appointment. To do this, click on the Sessions tab. Then click on the [Report Missing Researcher](#) link, and follow the instructions. The researcher will assign credit to you for the session or send an e-mail message explaining why that is not appropriate.

Consent Form:

When you show up to participate in a study, you will be given a consent form to read and sign before the research begins. The consent form provides you with information about the study and shows that you accept and understand the conditions of the research.

Debriefing:

At the end of your participation, you will be told the purpose of the study. This is a good time for you to think about the methods used and to further your understanding of the way research goes about trying to answer empirical questions.

Evidence of Attendance:

Before attending your first research session you must log onto the research website (<http://research.psyc.csus.edu/>) and print the "Evidence of Attendance" worksheet. Please also carefully read and review the "*Instructions for GETTING RESEARCH CREDIT (participants)*" document also available for download on the research website. The "Evidence of Attendance" document needs to be properly filled out at the end of each of your scheduled sessions **by the researcher**. Please keep this document safe and with you at all times. If the form becomes full, please print and start a new one, and staple all forms together. Failure to use this form properly can result in loss of credit should an error occur on the website when the researcher is assigning you your credit. In the case of any credit disputes, this document will be compared against the researcher's sign-in sheet in order to resolve the dispute; this document alone will not be taken as proof that you attended if it cannot be verified.

The Alternative Paper:

Research participation is a course requirement. However, if you object to participating in research, you may instead write a paper about research methodology (the specifics of the paper can be discussed with your instructor). The paper should include at least three references and consist of six or more double-spaced typewritten pages. It should be addressed to the Human Subjects Committee (not your instructor) and given to Dr. Hurtz **by Friday on the 14th week of the semester (one full week prior to the semester's end)**.

Be sure to include on your paper your name, which classes (Psychology 1, 5, and/or 8) you are taking, and the names of your instructors for those classes.

Papers will be graded on a pass/fail basis by faculty who are members of the Human Subjects Committee.

If you neither participate in research nor write an approved paper, you will receive an "Incomplete" (I) grade or an "Unauthorized Withdrawal" (WU) grade in the course (see "Academic Policies" in the catalog).

The following books, available in the CSUS Library, are examples of appropriate sources for the paper:

- Aronson, E., Brewer, M., & Carlsmith, J. M. (1985). Experimentation in social psychology. In G. Lindzey & E. Aronson (Eds.), *Handbook of social psychology*, Vol I.
- Elmes, D. G., Kantowitz, B. H., & Roediger, H. L. (1999). *Research methods in psychology*.
- Johnston, J. M., & Pennypacker, H. S. (1993). *Strategies and tactics of behavioral research*.
- Kerlinger, F. N. (1986). *Foundations of behavioral research*.
- Keiss, H. O., & Bloomquist, D. W. (1985). *Psychological research methods: A conceptual approach*.
- Leary, M. R. (1991). *Introduction to behavioral research methods*.
- Mitchell, M. L., & Jolley, J. (1992). *Research design explained*.
- Ray, W. J. (1993). *Methods toward a science of behavior and experience*.
- Rosenthal, R., & Rosnow, R. L. (1991). *Essentials of behavioral research: Methods and data analysis*.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ONE OF THE FOLLOWING FACULTY MEMBERS WHO SERVE ON THE HUMAN SUBJECTS COMMITTEE:

- Dr. Hurtz, chair of the Human Subjects Committee (Amador 364-B, 278-7593)
- Dr. Meyers (Amador 363A, 278-6365)
- Dr. Qin (Amador 357B, 278-5606)
- Dr. Schaeuble (Amador 357A, 278-6666)

STUDENT INSTRUCTIONS

(NOT RESEARCHER)

Please read these instructions if you will be a participant in student research.

On behalf of the Psychology Department, we would like to thank you for taking the time to participate in our Student Research Participant Pool (a.k.a., “subject pool”). Your participation is invaluable to the department and the researchers (students and faculty alike), and we know your time is valuable.

Our procedures have changed slightly to better serve the faculty, student body, and researchers. **As such, please take a moment to read the following instructions to ensure that you receive the credit that is assigned to you at the end of all research sessions in which you participate.**

Your researchers will be versed/trained in proper documentation procedures, but from occasionally some conflicts do occur; to ensure you receive the credit you have worked for, please make sure of the following:

1. If you are **SIGNED UP** for the research session (i.e. not a “drop-in”).
 - a. Bring your **“Evidence of Attendance”** form to your session. You only need to bring one of these to ALL of your sessions – there should be room enough for all the research you participate in on just one sheet. If you need more room, start a new sheet.
 - i. You can print this from the research website “Download Documents” section (<http://research.psyc.csus.edu/Home/download.php>).
 - b. Have the researcher fill out the research title, date, and hours/credit, and sign the boxes.
 - c. YOU (the participant) MUST SIGN THE ATTENDANCE SHEET AT THE SESSION (the researcher will provide this). This will be the primary record of your attendance, and in the event of a dispute your “Evidence of Attendance” form will be verified against this attendance sheet.
 - d. Once you have signed all the appropriate forms (including your “Consent to Participate”) and have concluded your research session in the allotted time, you are free to leave.
2. If you are a **DROP-IN** participant (you are NOT enrolled via the RSMS website).
 - a. Bring your **“Evidence of Attendance”** form to your session. This is your proof of participation. In the event of a dispute over attendance, this form will be your supporting evidence (this document - filled, signed, and dated by the researcher - does not guarantee that you will receive credit, but rather will be used in a *review process* to ensure that you receive proper credit for attendance and participation).
 - b. YOU (the participant) MUST SIGN THE ATTENDANCE SHEET AT THE SESSION (the researcher will provide this).
3. Give your researcher **48-72 hours to assign your credit on the research website** (RSMS).
 - a. If your researcher has failed to assign your credit in a timely manner please email the researcher requesting that your credit be assigned to you. If the researcher still fails to assign credit, please contact Dr. Hurtz for appropriate follow-up procedures.

If you fail to follow these procedures you will very likely not have the documentation necessary to receive credit in the event of a dispute. These procedures were developed to protect you and to ensure that you, the participant, receive full credit for your participation.

For questions please visit or call our office staff in AMD 350 (916-278-6254), or E-mail Dr. Hurtz at ghurtz@csus.edu.

Name: _____ Class: _____
 Semester: Fall / Spring 20__ Prof/Instructor: _____



SACRAMENTO STATE
 Department of Psychology

Updated 03/23/2009

Evidence of Attendance Form

If you need additional research fields (due to error and/or need of additional room) – please print an additional page; by doing so, you must total and sign each page you print before turning it in to your instructor.

This is a SAMPLE ONLY – PLEASE FOLLOW THIS AS AN EXAMPLE			
Title of Research:	Date	Hours	Signature of Researcher
Visual Acuity and Attention Spans of CSUS Students – “Do they read instructions?”	01/01/2009	1/2	<i>J.M. Cattell</i>
Title of Research:	Date	Hours	Signature of Researcher
1.			Print: Sign:
Title of Research:	Date	Hours	Signature of Researcher
2.			Print: Sign:
Title of Research:	Date	Hours	Signature of Researcher
3.			Print: Sign:
Title of Research:	Date	Hours	Signature of Researcher
4.			Print: Sign:
Title of Research:	Date	Hours	Signature of Researcher
5.			Print: Sign:
Title of Research:	Date	Hours	Signature of Researcher
6.			Print: Sign:
NOTE: Failure to attend a session for which you are registered will result in a penalty/deduction of research credit equal to the amount missed. (If you miss a 1 hour session, 1 hour will be <i>subtracted</i> from your total earned hours.)		Total Hours <u>Completed</u> : Total From “Hours/Credit?” Total <u>Penalties</u> (hours you missed): Hours Missed	
Please Verify by Agreeing to and Signing the Statement Below:			
By signing this, you assume all responsibility and affirm that this information provided in this document is accurate and correct to the best of your knowledge. Fabrication and/or falsification of information will be treated as a form of academic dishonesty.		Date: _____ Signature: _____	TOTAL Hours Completed – Penalty = _____

Note: The RSMS website is your “official” record of hours. This form is your record to help resolve any disputes. An “Evidence of Attendance” form that is not properly filled out may lead to a loss of credit.