

## **SUNY Fredonia Psychology Department Research Participation - Guide for Instructors -**

### **Voluntary Participation**

Guidelines for human subjects research dictates that participation be completely voluntary. As such, professors should clearly describe the voluntary nature of research participation. In addition, professors should avoid influencing students in any way to sign up for one study over another.

### **Information for Students**

The most important information for students is contained in the *Guide for Introductory Psychology Students*. It is available in the Psychology Department mailroom, and it should be distributed and discussed with students during the first week of class. The handout explains the procedures for participating in research and the alternative method of earning extra credit.

Several other resources are also available to participants. The *Research System Guide for Students* is posted in electronic format on the Psychology Department webpage. This guide provides detailed instructions for using the research participation website. Posting this guide on course webpages may be helpful. Also, frequently asked questions are answered on the Psychology Department webpage. Finally, the research participation administrator – Dr. Guy Boysen – can be contacted with questions (guy.boysen@fredonia.edu; 673-3891).

### **Sign up Procedure**

All study opportunities are posted on the research participating website (<http://fredonia.sona-systems.com/>). Students view these opportunities and sign up to participate using an individualized account. Students will receive an email after the first week of class with their User ID and Password. If students add the class late or are otherwise in need of an account, they can request an account by going to the research participation website and following the link on the front page. All that is needed to create an account is a Fredonia email account. Lost passwords can also be requested from the site.

### **Eligibility for Participation**

All research in the Psychology Department requires participants to be at least 18 years old. All students can participate in the alternative extra credit method.

### **Instructor Accounts in the Research Participation System**

All Introductory Psychology instructors automatically have an Instructor account in the research participation system. The User ID is the instructor's last name followed by a period and the word instructor (e.g., lastname.instructor). Lost passwords can be requested using the link on the front page of the research website.

Instructor accounts can be used to view research opportunities and reports of students' extra credit status. Thus, instructors will have access to accurate totals of student extra credit over the

entire semester. In addition, should they so choose, instructors can also use the system to assign credit for the alternative method of extra credit. This will allow instructors and students to see all extra credit documentation in one place. Please note, however, that end of the semester reports generated by the system will contain all extra credit entered by researchers and instructors, so care should be taken to avoid assigning the extra credit twice. For more information on using the research participation system please consult the users' guide available on the Psychology Department website.

### **Credits for Participation**

Students can earn up to 6 extra credit points, with one point being awarded for every 30 minutes of participation. Each point is equivalent to a minimum of 0.5% improvement in the final Introductory Psychology grade. Students who sign up to participate but fail to appear without canceling the appointment are given 1 negative credit for each missed appointment.

### **Courses Other than Introductory Psychology**

All instructors in the Psychology Department who offer research credit should use the research participation system. Please consult with the system administrator (Guy Boysen; [guy.boysen@fredonia.edu](mailto:guy.boysen@fredonia.edu)) in order to have your course listed in the system and to obtain an Instructor account. Research participation policies are consistent for all courses with a few exceptions outlined below.

One exception in policy is that instructors outside of Introductory Psychology can determine the number of credits their students will be able to earn and the credits' weight in determining final grades. Another exception is how students are added to the research participation system. There are two methods that can be used to enroll students outside of Introductory Psychology. One, instructors can provide an electronic class roster (these can be downloaded from the course Angel page). This method is preferable because all students automatically receive an email notifying them that their account has been created. Two, students can self-register by using the link on the front page of the research participation system website. Students only need a Fredonia email account to self-register.

### **Final Extra Credit Totals**

Instructors will receive final summary reports of extra credit for their course during the last week of classes. The report will list the total credits earned for each student in a course. Researchers will give students a receipt after participation. Please remind students to keep these receipts in case there is a discrepancy between the number of credits they receive and the number of studies they participated in. Students who dispute their total extra credit points should be referred to the system administrator (Guy Boysen; [guy.boysen@fredonia.edu](mailto:guy.boysen@fredonia.edu)).

*Direct any questions to the research participation system administrator (Guy Boysen; [guy.boysen@fredonia.edu](mailto:guy.boysen@fredonia.edu); 673-3891).*