

ESSENTIALS OF PSYCHOLOGY RESEARCH REQUIREMENT

Purpose

This requirement is designed to introduce students to human subjects research in psychology by acting as a participant in student and faculty research. All students registered in PSY 01107 Essentials of Psychology must complete the course research requirement. Please note that an alternative assignment is available if you are uncomfortable participating in research.

Task

To fulfill the requirement you must earn 10 points of research credit by the posted due date in Canvas.

1. **Create a SONA account by the deadline posted in Canvas**

- a. Go to <http://rowan.sona-systems.com> (make sure to include the hyphen between sona and systems). The Rowan University Psychology Department Subject Pool home/welcome page will appear.

- b. Click **“REQUEST ACCOUNT”** (You do NOT yet have a UserID or Password, so do NOT try to log in directly at this point!) This takes you to the Account Information window.
- c. Enter your name **AS IT APPEARS OFFICIALLY AT ROWAN** (do not use nicknames, etc.).
- d. **Your UserID is the prefix of your Rowan email address** (for example, John Smith’s UserID would be smithj42; DO NOT include the suffix @students.rowan.edu).
- e. **Enter your Rowan email address.** Be sure to enter the address CAREFULLY. If your email address is incorrect you will not receive your password. **Rowan STUDENT EMAIL ADDRESSES USE THE SUFFIX @students.rowan.edu OR @rowan.edu.** Several events in the system will cause an email notification to be sent to you. Most often these are notifications that you have received credit for a study or a confirmation that you have signed up for a study. Your email address is also displayed to the researchers when they view who has signed up for their studies (in the event they need to contact you).

- f. **Select the course/section in which you are registered.** Sections are listed by section number, instructor, and day(s)/time or online. You might have to scroll down the list to find the correct section. If you do not select the correct course/section you will not receive credit.
- g. **Click “REQUEST ACCOUNT.”** You will receive an email notification with your password and login information. The email notification will include login instructions for the system.
- h. **Additional Information**
 - i. All students must register for an account even if you choose to do the alternate assignment.
 - ii. Configure your email SPAM filter to accept email from sona@rowan.edu (the Sona administrator address), as all information concerning the research requirement will be issued from this account.
 - iii. **Already have a SONA account from a prior semester?** Please contact sona@rowan.edu to re-activate your account. If you registered for a Sona account in the past few semesters, your account probably still exists and you will be able to use the same UserID and password that you used before. However, you will have to change the section of Essentials of Psychology to the one in which you are currently enrolled to make sure you receive the proper credit for this class (see instructions on Page 6). If you registered for a Sona account more than two years ago, your old account has probably been deleted and you will have to register for a new account.

2. **Earning Research Credit**

- a. **PLEASE NOTE:** If you are younger than 18 years of age, please contact sona@rowan.edu as soon as possible.
- b. There are two ways to earn research credit
 - i. **Research Participation option:** You may serve as a participant in research conducted in the Psychology Department by faculty, graduate students, and advanced undergraduate students. All research participants will be treated in accordance with the Ethical Guidelines of the American Psychological Association. You must complete 10 credits total to receive a 100% for the research requirement.
 - ii. **Alternative Assignment option:** This option entails participating in demos of online psychology tasks and answering several questions about the experience. [Please see instructions here.](#) Students who are not 18 years of age or older should do the alternative assignment.

ESSENTIALS OF PSYCHOLOGY RESEARCH REQUIREMENT

c. Participating in Research

i. **Log on to your Sona account.**

This will take you to your Sona home page.

ii. **Click on “View Available Studies”**

to view a list of the studies that are currently available. For each available study there is the name of the study, if there are timeslots available for that study, the credit you will receive for your participation in the study, and if the study has any eligibility restrictions. A study that is currently open for appointments will have “Timeslots Available” listed next to its name.

iii. **Click on the name of a study**

that interests you to get more information about that study. Online studies will be noted in the name with (online study). The Study Information page includes a brief description of the study, approximate duration of the study, how much credit you will receive for your participation in that study, and any special requirements that might restrict your eligibility to participate in that study. For example, a study might have a Subject Restriction of “Left-handed students only.” You should only sign up for the study if you meet this restriction. If you sign up for a study and you do not meet the restrictions you will likely not receive credit for the study. Information is also provided about a contact person if you have questions about the study.

iv. **Clicking on “View Timeslots for this Study”**

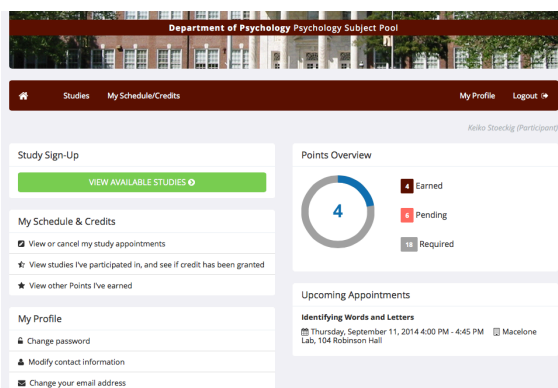
at the bottom of the Study Information window to view the available dates and times for the study. (Clicking directly on the “Timeslots Available” icon will take you to the study information screen.) For online studies you can take the survey as soon as you sign-up for a timeslot. The due date may not be until way in the future, but you can take it immediately.

v. **Click on the “Sign Up”**

button next to the timeslot you wish to select. Many studies require that you sign up for a time slot at least 24 hours in advance. (The system will not show a Sign Up button for timeslots for which it is too late to sign up.) When the sign up process is completed a confirmation message “Sign-up Successful” should appear on the screen.

vi. **Managing Your Activities and Tracking Your Progress:**

The information provided on the right side of your Sona home page gives you an overview

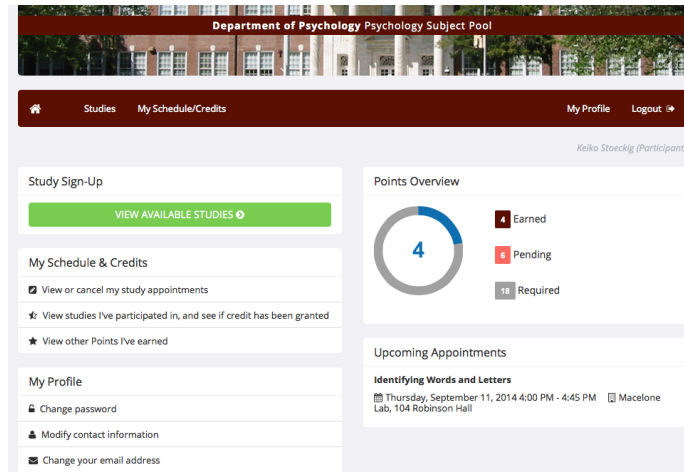


Currently Viewing: **All Studies**

View studies with available timeslots on : Friday, August 15, 20 GO

Available?	Study Information	Eligibility
Timeslots Available	Identifying Words and Letters (6 Points)	
	Attitudes about innovation (2 Points)	
	Attention and Lateralization (6 Points)	Must be 18 to participate

of your research activity and progress. Selections on the left side of your home page allow you to access more detailed information and make changes to your account.



vii. **Check “Upcoming Appointments”** to see a list of all the studies in which you are currently signed up to participate. For more detailed information click on “View or cancel my study appointments.”

viii. **Canceling a Sign-Up:** Please make sure to complete the studies you signed up for. Your participation is crucial to the research process, and many of the researchers are students—both graduate and undergraduate students—who are conducting their research as part of a course requirement. However, if you find that you will be unable to attend a session, you may cancel your appointment.

1. **Click on “View or cancel my study appointments.” Then click the “Cancel” button next to the study timeslot you wish to cancel.**

Once you click Cancel for your sign-up, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for due to pre-requisite restrictions. If the cancellation will influence your ability to participate in another study you are signed up for, it is *your* responsibility to deal with this issue (usually by canceling). The system will warn you, but will not block the cancellation. Click **“Yes”** to cancel your sign-up, and the sign-up will be canceled immediately.

d. Tracking your progress

i. **Clicking any selection in the “My Schedule & Credits”** dashboard takes you to a list of all the studies in which you are currently signed up to participate, the studies you have already completed, the credit you have earned, and the credits you are required to earn. Credit earned for completing the Alternative Written Assignment option is reported as Non-Study Credit.

ii. **PLEASE NOTE:** Participation **credit does NOT automatically appear on Sona**, it must be entered in Sona by the researcher. Thus, your credit might not appear until several days after your participation (especially for online

ESSENTIALS OF PSYCHOLOGY RESEARCH REQUIREMENT

studies). However, if credit for your participation has not appeared after a reasonable amount of time, **contact the researcher.**

e. **Passwords and other Issues**

- i. **To change your password, click on “Change password”** in the My Profile dashboard. Enter your current password in the Current Password box and enter the password you would like to have in the New Password box, and enter it again in the confirm box. Click the “Update” button.
- ii. **Forgot your password? Click on the “Forgot password?” button** on the Sona home/welcome page.
- iii. **To change your contact information, click on “Modify contact information” or “Change your email address”** in the My Profile dashboard. Enter the changes you would like to make (e.g., email address); then click the “Update” button.
- iv. **To change your course/section, click on any selection in the “My Profile”** dashboard. Click the “Change Courses” button. A list of the sections currently offered this semester will appear. Click on the section in the Selected Courses box to deselect it; then scroll through the list of Available Courses and select the section in which you are currently enrolled, then click “Save Changes.”

Frequently Asked Questions

- ◆ *Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?*
 - Your web browser is not properly configured to accept cookies. You should turn on cookies in your web browser, use a different web browser (for example, try Firefox or Chrome if you are currently using Internet Explorer), or try a different computer.
- ◆ *I participated in a study, but I have yet to receive credit. How do I receive credit?*
 - The researcher must grant you credit. This is usually done shortly after your participation. Do NOT expect points to be credited to you immediately after you have completed an online survey; your points will probably be credited within a few days. If it has been some time and you have still not received credit, contact the researcher.
- ◆ *Who can see the information about my sign-ups? I don't want everyone to know which studies I signed up for.*
 - Only the researcher and principal investigator of the study may see that you have signed up for it, along with the SONA administrator. No other users, including other researchers, may see this information.
- ◆ *I opted for the alternative assignment instead of/in combination with participating in studies. How do I know I have completed my requirements?*
 - View the My Schedule and Credits page and any non-study credit will also be listed there. See the Tracking Your Progress section of this documentation for more information.
- ◆ *I've already taken Essentials of Psychology once, and I completed the research requirement for that class. Now I'm re-taking the course this semester; do I have to complete the research requirement again?*
 - Yes, you will have to complete the research requirement this semester, because it is a requirement for the course in which you are currently enrolled.
- ◆ *I've already taken Essentials of Psychology once, and now I'm re-taking the course this semester. Can I use the same Sona account I used before or do I have to register for a new Sona account?*
 - If you took Essentials during the past three semesters, your Sona account is currently inactive and must be changed to an active status before you will be able to log in. To make your Sona account active, contact sona@rowan.edu as soon as possible. You will then be able to use the same UserID and password that you used before to access your Sona account. However, if you originally took Essentials more than two years ago your Sona account has probably been deleted and you will be required to register for a new account. If you have any questions about this, please contact sona@rowan.edu.