

# Duke Psychology and Neuroscience

## Course Research Requirement

### Instructors and TA Information

#### IMPORTANT DATES FOR SPRING 2025

---

Wednesday	January 9	8:30 AM	First Day of classes
Wednesday	January 22	11:59 PM	Drop / Add ends
Thursday	January 23	9:00 AM	Subject Pool Opens; Prescreen Activated
Thursday	January 23	9:00 AM	Participant Accounts Activated
Wednesday	April 23	5:00 PM	LDOC; All studies must end (no timeslots posted later than 5 pm) Paper Option Due
Thursday	April 24	1:00 PM	All credits must have been entered into Sona by researchers
Thursday	April 24	5:00 PM	You will receive Semi-Final Credit Completion Report
Monday	April 28	8:30 AM	Exams Begin; All papers due from students who did not complete credits required
Wednesday	April 30	5:00 PM	You will receive Final Credit Completion Report.

#### ***Important information***

---

If a student opted for study participation and did not complete the requirement by the last day of studies, he/she must do the remaining credits in papers or take an Incomplete grade.

#### **Participants Under 18**

Studies will not be approved for students under the age of 18. These students must complete the Paper Option instead, unless their 18<sup>th</sup> Birthday falls within the semester. Once they reach the age of 18, they can then participate.

#### ***Research Requirement***

---

**PSY 101, PSY 102, PSY 103, PSY104, PSY105 and PSY 221** include a research requirement of 5 credit hours:

This requirement can be satisfied in one of three ways:

- (1) being a participant in research studies being conducted in the department through Sona, or
- (2) writing a critical review of 5 research articles. (Students must also email me a copy of their papers.)
- (3) Students may, however, complete a combination of the two, but they must equal 5 research hours/credits per class. (3 credits research + 2 papers = 5 credits/hours)

There is a career cap of ten (10) credits/hours of participation in Subject Pool Experiments. (or two classes) Students who have completed 10 or more hours/credits of participation from two classes in the subject pool for previous semesters will not need to participate in studies. This is also true if the credits were earned by completing the paper option.

If students participated in less than 10 hours of studies, then participation is required until the 10 hour/2 course cap is reached.

## ***Participation in two or more courses***

---

If a student is enrolled in two courses this semester with the Research Participation Requirement, the requirement for both courses must be fulfilled, unless they have fulfilled hours in a previous course. If the student is in three courses, he/she may choose the two courses to which credits will be documented.

## ***Telling your students about this requirement***

---

You could simply add a research requirement blurb to your syllabus, "See Undergraduate Instructions document available online at: <https://psychandneuro.duke.edu/undergraduate/psychology/current-students/subject-pool>

## ***Suggested syllabus or handout text***

---

### RESEARCH PARTICIPATION REQUIREMENT:

This requirement can be satisfied in **one of three ways**:

1. **RESEARCH PARTICIPATION:** Participating in research studies being conducted in the department through the SONA site, <https://duke-psy-credit.sona-systems.com> . If you choose this option, **you must complete 5 hours of participation** in Psychological Research studies for each course enrolled (limited to 2 classes, 10 hours/credits total).
2. **REVIEW PAPERS:** Writing critical review papers (400-550 words) of 5 research articles. If you choose this option, **you must read articles, then write papers for 5 articles** from the list of approved scholarly journals. The effort put into reading thesis articles and writing the reviews should take approximately 5 hours. Papers must also be emailed to Robin Dunn ([robin.dunn@duke.edu](mailto:robin.dunn@duke.edu))
  - o For more information:  
[https://psychandneuro.duke.edu/sites/psychandneuro.duke.edu/files/documents/Paper%20Option-Psychology%20Research%20Credit\\_0.pdf](https://psychandneuro.duke.edu/sites/psychandneuro.duke.edu/files/documents/Paper%20Option-Psychology%20Research%20Credit_0.pdf)
3. **COMBINATION:** You may, however, complete a combination of research participation and review papers. This combination **must equal 5** research hours/papers per class. *Example:* 3 credits research participation + 2 papers = 5 credits/hours
  - \*If you are not yet 18 years of age, you are not allowed to participate in studies. You must complete the **Paper Option** instead. However, If your 18th birthday is during the semester, you may participate in studies after your birthday. Please contact Robin Dunn: [robin.dunn@duke.edu](mailto:robin.dunn@duke.edu) if this is the case.

\*Students who have completed 10 or more hours of participation (2 classes) in the subject pool for previous semesters will not need to participate in studies. They will be **Exempt**. This is also true if the credits were earned by completing the paper option. If students participated in less than 10 hours of studies, then participation is required until the 10-hour, 2 class cap is reached.

**PLEASE NOTE!** This requirement is fulfilled on a pass/fail basis. Failure to complete this requirement by the deadline will result in an **INCOMPLETE grade in the course**. For additional information about how failing to fulfill this requirement will affect your grade please go to:

<https://psychandneuro.duke.edu/undergraduate/psychology/current-students/subject-pool>

or contact Robin Dunn ([robin.dunn@duke.edu](mailto:robin.dunn@duke.edu)), Human Subjects Coordinator (919) 660-5793.

## ***Reports and credits***

---

Throughout the semester and at the end of the semester, you will receive a spreadsheet showing the number of study credits accumulated for each student.

If a student fails to complete the required hours or papers by the end of the term, the student may complete the participation requirement in the upcoming semester, or you may choose to accept late paper(s). Until the requirement is fulfilled, the student's grade should be reported as "Incomplete." The student's Dean must be notified prior to entering an Incomplete grade.

## ***Excuses, excuses***

---

"Dr. X, there aren't any studies."

Students who are not participating in studies during the semester either:

- a) try to get them done during the last week and are often "poor" subjects offering unusable data
- b) do the papers

Please encourage the students to manage their time wisely and check their Sona account regularly to find studies to fit their schedules. They will also receive emails from me throughout the semester.

## ***The penalty box***

---

Due to Federal guidelines, students can no longer be penalized for not showing up to studies for which they have appointments. **However, if a student does not show up for 2 studies that are unexcused, his or her account will be locked and the paper option must be completed.**

## ***Human Subjects Coordinator***

---

Please contact me if you have any questions or need any clarification regarding study participation, credits or protocol.

Human Subjects Coordinator: Robin Dunn

E-mail: [robin.dunn@duke.edu](mailto:robin.dunn@duke.edu)

Phone: 660-5793