

# Psychology & Neuroscience Research Requirement

## Instructors and TA Information

### IMPORTANT DATES FOR FALL 2018

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Monday	September 4	9:00 AM	Subject Pool Opens / Prescreen Activated
Friday	September 7	11:59 PM	Drop / Add ends
Friday	December 7	5:00 PM	Studies end-no timeslots later than 5 pm / LDOC
Friday	December 7	5:00 PM	Papers due to instructors and me (unless you give earlier deadline)
Saturday	December 8	1:00 PM	All credits must have been entered into Sona by researchers
Monday	December 10	1:00 PM	Receive Semi-final Credit Completion report (indicating Incomplete students)
Tuesday	December 11	NOON	Papers due from those who did not complete credits/ hours
Wednesday	December 12	5:00 PM	Receive Final Credit Completion report
Tuesday	December 19	NOON	Last Day for reporting Final Grades

### *Important information*

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If a student opted for study participation and did not complete the requirement by the last day of studies, he/she must complete the remaining credits in papers. They should be given until Noon, the day before final exams begin.

If student is not yet 18 years of age, they will not be allowed to participate in studies. They must complete the Paper Option instead. If their 18<sup>th</sup> birthday is October 15 or earlier, they may participate in studies after their birthday.

### *Research Requirement*

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**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 two ways:

- (1) by being a participant in research studies being conducted in the department, or
  - (2) by writing a critical review of 5 research articles. (Students must also email me a copy of their papers.)
- 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 hours of participation in Subject Pool Experiments. Students who have completed 10 or more hours of participation 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 cap is reached.

### *Participation in two or more courses*

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If a student is enrolled in two courses this semester with the Course Research requirement, the requirement for both courses must be fulfilled, unless they have previously fulfilled hours. 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***

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You could simply add a research requirement section to your syllabus, “See Research Participation Requirement for Psychology Courses, available online at: <http://psychandneuro.duke.edu/undergraduate/subject-pool>”

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

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**Course Research Requirement:** You must either participate in **five hours of research or complete five research requirement papers.**

The full requirement details are online at <http://psychandneuro.duke.edu/undergraduate/subject-pool> Click on "PSY Course Research Requirement information" under the "Students/Participants" heading. You will be responsible for all details as described in the online document.

Failure to fulfill the research requirement for this course will result in an Incomplete grade in the course.

Incomplete grades are governed by University policies and it is up to your instructor to decide how to handle your final grade if you have not completed the research requirement.

## ***Reports and credits***

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Throughout the semester and at the end of the semester, you will receive a spreadsheet from me showing the number of study credits accumulated for each student enrolled in your class.

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.”

## ***Excuses, excuses***

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“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.

## ***The penalty box – there is none***

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Due to Federal guidelines, students cannot 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***

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

Human Subjects Coordinator: Robin Dunn  
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