

# Duke Psychology and Neuroscience

## Course Research Requirement

### Student Information

#### IMPORTANT DATES FOR SPRING 2018

Wednesday	January 10	9:00 AM	Research Requirement Form Available for completion
Tuesday	January 16	9:00 AM	Subject Pool Studies Begin/ Prescreen Activated
Wednesday	January 24	11:59 PM	Drop / Add ends
Wednesday	April 25	5:00 PM	LDOC All studies end (no timeslots posted later than 5:00 PM) (Paper Option due)
Monday	April 30	8:30 AM	Exams begin; All Papers due from students who did not Complete Credits Required

If you are completing the paper option, papers are due by your last class meeting before your exam. Some professors want them earlier; please check with yours.

### Here's the FIRST thing to do this semester

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Whether you are going to complete the paper option or participate in studies, complete the form at this link:

[http://dukedpn.qualtrics.com/jfe/form/SV\\_39tPbLqAoNia6EJ](http://dukedpn.qualtrics.com/jfe/form/SV_39tPbLqAoNia6EJ)

(You may need to copy and paste the link into your browser)

Password: **S2018**

Your account will not be activated until this form is completed. Please complete this form within the first 3 weeks of class.

### Activating your Sona Experiment Sign-Up Program account

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- After you complete the form at the link above, your Sona Experiment Sign-up Program (ESP) account will be activated and your log in information sent to you the following business day. This account is necessary whether you complete the paper or the studies. At the end of the term, if you complete the paper, credits will be documented in your account.

**\*\*PLEASE NOTE: IF YOU COMPLETE THE RESEARCH REQUIREMENT FORM AFTER 12:00 NOON ON FRIDAY OR DURING THE WEEKEND, YOUR ACCOUNT WILL NOT BE ACTIVATED UNTIL THE FOLLOWING MONDAY\*\***

### GENERAL INFORMATION

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PSY 101, PSY 102, PSY 103, PSY 104, PSY 105 and PSY 221 have a research requirement.

This requirement can be satisfied in one of two ways:

- (1) by being a participant in research studies being conducted in the department through our Sona site, or
- (2) by writing a critical review of 5 research articles. (400-550 words each)

You may, however, complete a combination of the two, but they must equal 5 research hours/credits per class. (3 credits research participation + 2 papers = 5 credits/hours)

If you choose the [Research Participation Option](#) you must complete 5 hours of participation in PSY studies listed on the P&N Sona Site, <https://duke.sona-systems.com> for each course enrolled. (Limited to 10 hours total)

If you complete the Research Paper Option, you will read and review 5 articles from the list of approved scholarly journals. The effort put into reading the articles and writing reviews should take about 5 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. If your 18<sup>th</sup> birthday is March 15th or earlier, 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.

Description of the paper option: <http://psychandneuro.duke.edu/undergraduate/subject-pool>

## Failure to fulfill the research requirement

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If you don't fulfill the research requirement, your grade for the course will be "Incomplete".

- Once recorded, a notation of "I" remains on your transcript even after the final grade is assigned.
- If you receive an "I" in a course, you forfeit eligibility for Dean's List honors in that semester.

## Cap on research requirement hours:

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If you have either participated in **10 hours** of studies or completed the equivalent number by completing papers, you have fulfilled your research requirement and are not obligated to participate in any more studies for credit.

The research requirement is administered by the Psychology and Neuroscience Subject Pool Committee, composed of faculty members in the department. If you have questions about the requirement or your status during the semester, submit them via e-mail (along with your name, e-mail address and phone number) to the Human Subjects Coordinator, Robin Dunn, [robin.dunn@duke.edu](mailto:robin.dunn@duke.edu)

## RESEARCH PARTICIPATION OPTION

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If you choose the Research Participation Option, you should start participating in the studies as soon as you can. If you wait until the end of the semester, you might not have enough time or opportunities to earn all of your requirement; there will be more than enough opportunities to earn the required credits but only if students do not wait until the end of the semester. Please note that there is sometimes a week or two at the beginning of the semester before there are a lot of options available; don't worry, just keep checking and you will find plenty of opportunities. Researchers post studies throughout the semester, usually, one week at a time.

## PRESCREEN (Subject Pool Questionnaire)

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- Tuesday January 16 9:00 AM Prescreen Activated
- *It can be found at:* <https://duke.sona-systems.com> *Log into your account.*
- You will earn **0.5** credit for participating in the Prescreen questionnaire.

The Prescreen is an online survey that you will participate in before you begin signing up for studies. The survey consists of a number of multiple-choice and/or free-answer questions, and may be divided into a number of sections. **YOU MUST BE 18 YEARS OLD TO PARTICIPATE IN THE PRESCREEN.**

The questions in each section represent a different study that will be conducted during the term. Questions range from those that ask your opinion about general subjects to those that may be considered personal. You may decline to answer any question you choose. Information gathered in each section will be provided to the researcher(s) who have IRB approval for access to that data.

Based on your responses to questions on the Prescreen, researchers may contact you to ask if you would like to participate in their studies. For example, certain experiments may need people who are not color blind or who

are left-handed. You are under no obligation to participate in a study for which you have received an invitation. All experiments have been reviewed by the Duke University Human Subjects Committee to ensure that the procedures are ethical.

## Signing up for studies

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You will sign up for studies via the Sona Experiment Sign-Up Program.

<https://duke.sona-systems.com/>

**Your account will not be activated until the Research Requirement Form is completed. Please complete this form within the first 3 weeks of class in order to have your account activated and complete the Pre-screen.**

[http://dukedpn.qualtrics.com/jfe/form/SV\\_39tPbLqAoNia6EJ](http://dukedpn.qualtrics.com/jfe/form/SV_39tPbLqAoNia6EJ)

Password: **S2018**

In general, the number of credits that you earn in a particular study is roughly equal to the amount of time that the study requires. Studies that take 35 to 60 minutes are worth 1 credit. A study that lasts for 30 minutes or less is worth 0.5 credit. A study that takes about two hours is worth 2 credits.

There is no credit issued if you sign up for a study, show up, read the consent information, and decline to participate. Participation in each study is your decision. Researchers cannot impose a penalty for your declining to participate in a study.

1. To sign up for experiments, log in to your Sona ESP account. You can look at the experiments that are available and click on the name of a study to read more about it (the description also notes the number of credits you can earn for participating). If there are available times for you to sign up, click the "timeslots" link that takes you to the available dates and times of the study (note that you must also choose a date or dates to check for available timeslots). If you check and cannot find available timeslots, check back again; new dates and times are posted regularly.
2. When you find a date and time that you want, click on "sign up." Wait until you see a confirmation that you have been signed up for the experiment. When you see the confirmation on the screen, write down the date, time, location (building and room number), experiment name, and name of experimenter. Do not wait until the day of the experiment to record this information because, occasionally, you might not be able to access it. Also, do not show up at the psychology building and expect someone to be able to look up your experiment time and location for you. The psychology department office staff does not have administrative access to SONA, so they cannot look up experiments or other research activities for you.
3. New research studies, as well as new dates and times for the existing studies, are added regularly, so check back on a regular basis if you do not see anything that works for you.

A note on "Eligibility Requirements": Sometimes the eligibility requirements are as simple as an age requirement. Please read the eligibility requirements BEFORE you sign up for a study.

## Checking your credits

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To see a list of your scheduled experiments and activities, to view your earned credits and penalties, or to see your credit total, log in to your account and click on "my schedule/credits."

PLEASE NOTE: Overall Credits Earned and Overall Credits Requirements reflect only the CURRENT semester.

If your account says that you need 0 credits this semester and you have participated in 10 hours of studies (or completed the equivalent in papers) in prior semesters, then you are exempt from the research requirement.

## **Canceling your appointment for a study**

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If you sign up for an experiment through ESP, you can cancel it up until 24 hours before it. You have two options to cancel:

1. You can cancel by logging into your ESP account, clicking on "my schedule," and finding the experiment that you wish to cancel. You must click "cancel," and then you will be taken to another page and asked if you would like to cancel. You have to click "yes, I would like to cancel" before you are cancelled. Wait to receive a confirmation.
2. If you need to cancel and you are unable to do this within the 24 hour limit, please email the researcher and me as soon as possible.
3. IF YOU ARE SICK: Email the researcher and me within 24 hours of your appointment. If you do not do this, your absence will be considered an "unexcused no show."

## **No shows**

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You demonstrate your commitment to participating in studies by your attendance at the appointments you have scheduled. It will be a clear indication that you would like to participate in the paper option if you miss appointments for studies.

If you are late for a study and the study cannot be carried out due to your late arrival time, you will not receive credit. Your tardiness will be recorded as an unexcused no show.

**TWO UNEXCUSED NO SHOWS?** Your account will be locked and you will be required to complete the paper option; 5 credits per class. If you have 3 credits at that time, you must write 2 papers.

## **Handling scheduling and other conflicts**

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If you have difficulty finding studies that fit your schedule, keep checking. New opportunities are posted on an ongoing basis. Participating early in the semester will prevent the mad rush to complete credits at the end of the semester when you are preparing for exams. In spring, many studies close early as graduate students must process their data before the end of the semester.

## **RESEARCH PAPER OPTION**

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The description of the paper option can be found at a link at:

<http://psychandneuro.duke.edu/undergraduate/subject-pool>