Psychology 1001 Human Research

Information for Instructors

This document is separated into three sections:

1. Overview of the Requirement
2. FAQ
3. Timeline for instructors

If you have any questions, feel free to contact the Human Research Coordinator (hrcoord@colorado.edu), or Ryan Curtis (PSYC 1001 Instructor on the Human Research Committee, ryan.curtis@colorado.edu).

Overview of the Requirement

Part of the educational experience in PSYC 1001 is to participate in a research requirement. This is a departmental requirement for all students in PSYC 1001. The requirement is fulfilled by being a participant in research studies and/or writing papers about research articles. The total requirement is for six hours of total research experience for each student (the equivalent of 12 Research Study credits). Other information, including the dates for the semester, can be found on the department's website: https://www.colorado.edu/psych-neuro/subject-pool-information
This requirement can be fulfilled in two ways.

The Research Study Option The Experiment Option

Students who choose the Research Study Option participate in laboratory experiments conducted by faculty members or by students under faculty supervision. Students sign up for these studies on the SONA-Systems website (https://ucboulder.sona-systems.com/default.aspx) The students' credits are administered on that website as well. Instructors receive a report of how many credits each student completes on SONA Systems. Most students choose to complete this option.

The Research Methods Workshops Option

The Research Methods Workshops option involves in-person attendance at up to 6 one-hour intensive classes where students will learn foundational skills and methods for the conduct of research in psychology. Each workshop is worth 2 credits towards their research requirement. To receive the 2 credits associated with each workshop, they must attend the full session in person and pass a 10-point quiz with a score of 50% or better. Classes are held outside of class time, generally on Saturdays (for the schedule, see the Student Information Packet).

Students may complete the research requirement by doing either option or a combination of the two. Instructors will need to combine the information of how many SONA credits were completed with their students' completion of the workshops in order to determine whether a student has completed the full research requirement.

Implications for Grading

Students are required to complete the research requirement, either with SONA credits, workshop credits, or a combination of both by the last day of classes. If they complete all 12 credits, then there is no deduction to their final grade.

- If they complete seven or fewer of the required 12 credits, their final class grade is deducted one full letter grade (10%)
- For every research credit less than 12, their final class grade would be deducted 2%. Therefore,
    - if they only complete 11 credits, their final grade is deducted 2%
    - 10 credits-4% deduction
    - 9 credits-6% deduction
    - 8 credits-8% deduction
    - 7 or fewer credits-10% deduction

The completion of the assigned credits is treated like a major assignment. That means that, if the student became ill for example, the instructor could allow the student to complete the credits late or arrange for an incomplete like we would for any other major assignment.

Prescreen Period

The voluntary prescreen survey includes questions about opinions and behaviors that some researchers require to determine if students are eligible for their research studies. Researchers may also combine prescreen data with the data they collect during their research studies. The prescreen is administered online and will take about an hour to complete.

No SONA credit is offered for completing the prescreen, it simply makes students eligible for more studies.

Students should be 18 years old before taking the Prescreen (see below for information regarding students who are under 18). Students must completely finish the prescreen survey in one sitting in order for their responses to be recorded. If they are unable to finish the prescreen for any reason, their responses will be deleted, and they will be forced to start over. The first time students log in during the prescreen period, they will be prompted to complete the prescreen. They will only be prompted once. If they decline to participate, but later decide that they would like to complete the prescreen, they can access it in their Sona account by going to My Profile and clicking on Take Prescreen next to Prescreen Status.

FAQ

How do students learn about this requirement?

Instructors should direct students to the Student Information Packet. You should post this packet with your other class material and review the Packet with students in detail.

How do students access SONA Systems?

All students who are registered on the first day of classes receive their Sona login information by email (it is sent a few minutes before class starts on the first day). This email and the Student Information Packet provide instructions on how to access SONA Systems.

What if a student adds the class late?

If students add in the first few weeks, direct them to the Student Info Packet and ask them to contact Human Research Coordinator (hrcoord@colorado.edu) to request a Sona account. Let them know it's important that they name you as their instructor in their email.

What is the extra credit deadline?

In order to encourage students to complete the requirement early, the department asks instructors to provide extra credit to students who complete the requirement by the extra credit deadline. This deadline is generally the last week of October (for the Fall Semester) or just before Spring Break (for the Spring Semester). The exact date is listed on the department's website https://www.colorado.edu/psych-neuro/subject-pool-information.

How much extra credit should I give for completing the requirement by the extra credit deadline?

This is up to you. Several instructors provide 1% on the final grade as extra credit for completing the requirement by the extra credit deadline.

What about students who are not yet 18 years old?

Students must be 18 years old in order to participate in studies on SONA. If the student will not be 18 during the semester, then they should be instructed to complete the requirement by using the research methods option. If a student turns 18 during the semester, they may participate in SONA studies once they turn 18.

How do I administer the workshop option?

Information regarding administering the workshop option can be obtained from Kelly Kandra Hughes and/or Angela Bryan. They are the PSYC 1001 instructors in charge of administering the workshop option.

Can students complete the requirement using both SONA credits and the workshop option?

Yes. Students may complete the requirement using only SONA credits, only the workshop option, or a combination of both. Instructors will be sent a report of how many SONA credits have been completed. They should then add to that report the equivalent number of credits completed using the workshop option.

What if students have problems with their SONA account?

Instructors do not have access to SONA and cannot see which studies their students have participated in. This means that any questions about SONA credits must be directed to the researcher who administered the study or direct students to email the Human Research Coordinator (hrcoord@colorado.edu) with any questions or concerns about the Subject Pool that you're not able to answer.

One issue that students commonly encounter is that, if they have unexcused absences for two experiments, they are barred from signing up for any additional experiments. You can instruct students that they can write to hrcoord@colorado.edu and request a one-time get-out-of-jail-free card, excusing one of their previous absences.

Do students need to provide me with a receipt or other proof that they have participated in studies?

No. In the past, students received a receipt (traditionally on a yellow card) for completing in-person studies. These are no longer used.

What if there is a discrepancy between the number of credits a student claims to have completed and the report I receive from SONA?

If there is a discrepancy between the report you receive and the number of credits the student claims to have completed, this is generally resolved between the researcher and the student and communicated through the Human Research Coordinator. You may accept a yellow card or some other form of documentation as proof of completion, but the likelihood that there would be a discrepancy between the SONA report and what the student has actually completed is extremely rare. We suggest communicating with the Human Research Coordinator or a member of the department's Human Research Committee in a situation like this.

How will I know how many credits my students have completed?

The SONA coordinator will email you a report of how many credits each student has completed. This will be done at least two times; once at the extra-credit deadline and once at the end of the semester.

What if a student does not complete the requirement?

Students will no longer receive an Incomplete if they do not complete all 12 credits of the research requirement. Instead, their final grade will be deducted as follows:

- If they complete seven or fewer of the required 12 credits, their final class grade is deducted one full letter grade (10%)
- For every research credit less than 12, their final class grade would be deducted 2%. Therefore,
    - if they only complete 11 credits, their final grade is deducted 2%
    - 10 credits-4% deduction
    - 9 credits-6% deduction
    - 8 credits-8% deduction
    - 7 or fewer credits-10% deduction

Do I need to give points to students for completing all 12 credits?

No. Students do not receive points for completing the research requirement. Their grade is only deducted for not completing the requirement.
The only exception to this is when students receive extra credit for completing the 12 credits by the Extra Credit Deadline.

How do I set up Canvas to show a final grade deduction.

The easiest way to do this in Canvas is to have all of the grades for your course set up with points, not with weighted percentages. If each assignment for your class is out of a certain number of total points for the class, then you create an assignment worth 0 points for the Research Requirement. Then enter the appropriate number of negative points for each student. Students who complete all of the 12 required credits receive 0 points for this assignment (or it can be left blank). For example, if there are 600 total points in your course, a student who completed all 12 credits would have a score of 0 for this assignment while a student who completed 11 credits would have a score of -12 for this assignment (2% of 600 is 12 points).
Alternatively, you can manually adjust the final percentages and alter the final grade appropriately in the Web Grading tool.
Deducting points in Canvas is much more difficult if you have weighted grades for different assignment groups.

What if a student completes the requirement after the semester ends?

We no longer give an Incomplete for failing to complete the requirement. Students are not allowed to complete the requirement after the last day of classes. The only exception would be for a student who was ill or had some other excused absence. In this case, you should coordinate with the student as you would with any other major assignment missed for your course. If an Incomplete is given, you should fill out the appropriate Incomplete contract and submit it with the department.

Timeline for Instructors

To do before the semester begins:

1. Review the Student Information Packet thoroughly. (Note: Please post this Packet digitally with your other class material.)

2. For the following information, contact one of the instructors or the PSYC 1001 instructor on the HRC committee (Ryan Curtis).

    a) Info about the Workshop Option. A total of 12 credits are required for the semester, and can be earned using only the Research Study option, only the Workshop option, or a combination of the two.

    b) Info about presenting the Sona system process in class. For example, some instructors log in as a fake student and make the process visible on a big screen for the whole class to see.

    c) Info about how extra credit (resulting from completion of 12 credits before the extra credit deadline) is figured into the final grade

    d) Info about how students' extra credit and final credit status are conveyed to them (some instructors set this up online and post at the extra credit deadline and again at the end of the semester).

To do during the first class:

1. Let students know that they should have now received their Sona login information by email (it is sent a few minutes before class starts on the first day). Some instructors have students log in themselves while showing the process on the screen.
2. Direct students to the Student Information Packet posted with your other class material and review the Packet with students in detail.
3. Let students know that they have only about one week to complete the prescreen survey, which will increase the number of studies for which they are eligible.

To do in the first few weeks of class:

If students add in the first few weeks, direct them to the Student Info Packet and ask them to contact Human Research Coordinator by email (hrcoord@colorado.edu) to request a Sona account. Let them know it's important that they name you as their instructor in their email.

To do throughout the semester:

You or your TA will need to keep track of students who complete their 12 credits using the workshop option or a combination of Research Study option and workshop option. You will need to consolidate this information with the report, because you will be asked for this information at the end of the semester.

Also throughout the semester: Direct students to email the Human Research Coordinator (hrcoord@colorado.edu) with any questions or concerns about the Subject Pool that you're not able to answer.

To do after the extra credit deadline:

At the end of the day on the extra credit deadline, the Human Research Coordinator (hrcoord@colorado.edu) will send you a file with info on each student's credit status. Post this info online or otherwise inform students of their credit status. Let the Human Research Coordinator (hrcoord@colorado.edu) know if any students report discrepancies.

To do at the end of the semester:

At the end of the day on the last day of the subject pool (which is the Friday of the last week of classes), the Human Research Coordinator (hrcoord@colorado.edu) will send you a file with info on each student's final credit status. Post this info online or otherwise inform students of their final credit status. Let the Human Research Coordinator (hrcoord@colorado.edu) know if any students report discrepancies.

To do by Friday at 5:00pm, one week after the last day of the subject pool:

(The following may be done by your TA). Read and give credit for all papers submitted. Return to the Human Research Coordinator (hrcoord@colorado.edu) a copy of the final credit list (that is sent to you at the end of the semester) with the column "Paper option done?" filled in. In that column, note a "y" (indicating "yes") for each student who finished 12 credits via the workshop option or a combination of workshops and Research Studys. This is important because we need to delete the Sona accounts of all students who completed their 12 credits before the next semester starts.

Also, please send the Human Research Coordinator (hrcoord@colorado.edu) separately (so they can be deleted from the Sona system):

1. A list of students who withdrew from the class
2. A list of students who failed the class

To do when entering final grades:

If students do not complete all 12 credits, deduct their final grade according to how many credits they did complete.

- For every research credit less than 12, their final class grade would be deducted 2%. Therefore,
    - if they only complete 11 credits, their final grade is deducted 2%
    - 10 credits-4% deduction
    - 9 credits-6% deduction
    - 8 credits-8% deduction
    - 7 or fewer credits-10% deduction