

Psychology 1001 Human Research

Information for Instructors

Spring 2025

This document is separated into three sections:

1. Overview of the Requirement
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3. Timeline for instructors

If you have any questions, feel free to contact the Human Research Coordinator (hrcoord@colorado.edu), Ryan Curtis (PSYC 1001 Instructor on the Human Research Committee, ryan.curtis@colorado.edu), Andrew Cummings (PSYC 1001 Instructor on the Human Research Committee, andrew.cummings-1@colorado.edu) or Jennifer Stratford (lead instructor for PSYC 1001, jennifer.stratford@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 summaries/reviews of research articles. The total requirement is for six hours of total research experience for each student (the equivalent of 12 research study credits). This requirement can be fulfilled in two ways.

The Research Study Option

Students who choose the Research Study Option participate in research studies 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 Article Review Option

To complete this option, students read research articles and summarize the findings in the article. This assignment is created and administered by the instructor (see below for suggestions/options for this assignment).

Students may choose to complete the research requirement entirely or partially using either option, so the article review option needs to be flexible in how long it

takes to complete. This is sometimes done by offering up to 12 individual assignments to take the place of the 12 research study credits.

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 written assignments 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, article review credits, or a combination of both by the last day of classes. If they complete all 12 credits, then there is no deduction from 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%)
- If they complete more than seven but not all 12 of the required credits, 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 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?

Sona uses a single sign-on. Students will use their CU Identikey and password to log in. The Student Information Packet provides instructions on how to access SONA Systems.

What if a student adds the class late?

If students add in the first few weeks, they should be able to use their Identikey to log in (student accounts in Sona are added regularly during this time, but they may need to wait a few days to be added). If they are unable to log in, direct them to the Student Info Packet and ask them to contact Human Research Coordinator (hrcoord@colorado.edu) to update the class list. Let them know it's important that they name you as their instructor in their email. Including their student ID number is also helpful.

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 Subject Pool Information website and in the Student packet.

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 the prescreen or any other 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 article review option. If a student turns 18 during the semester, they may participate in SONA studies once they turn 18.

How do I administer the article review option?

The instructor is in charge of providing the article review option and administering it. Often, instructors assign their TA to track and administer this option. There are a variety of ways that the actual article reviews can be collected. One simple method is to offer the article review option as a Survey on Canvas. Surveys will not create an assignment for all students on Canvas but can allow students to upload files.

How long should the reviews be for the article review option?

Writing the article reviews(s) should take an equivalent amount of time that the research study option takes. Students must complete a total of 12 SONA credits to complete the requirement. Each credit is equivalent to a 30-minute study. That means that each credit completed for the article review option should take approximately 30 minutes to complete. This will depend on your assignment, but generally this would mean writing no more than 1 page per credit earned.

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

Yes. Students may complete the requirement using only SONA credits, only the article review 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 article review option.

What if students have problems with their SONA account?

Instructors cannot see which specific studies their students have participated in. This means that any questions about SONA credits must be directed (first) to the researcher who administered the study and (as a last resort) to the Human Research Coordinator (hrcoord@colorado.edu).

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. The Human Research Coordinator can verify the total number of credits after the student and researcher have resolved the discrepancy. Communicating through the Human Research Coordinator may be necessary if the discrepancy cannot be resolved between the student and the researcher directly. The likelihood of this kind of discrepancy is extremely low. 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 SONA credits my students have completed?

The Human Research Coordinator will email you a report of how many SONA 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?

If a student does not complete the requirement, the 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%)
- If they complete more than seven but not all 12 required credits, 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 (i.e. if they complete all 12 credits, this should have no impact on their grade).

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?

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 on the HRC committee (Ryan Curtis or Kelly Gildersleeve), or the lead instructor for this class (Jennifer Stratford):
 - a) Info about the Article Review Option (setting up a structure for giving varying amounts of credit for article reviews written so students can mix and match with their research study (SONA) credit totals if they choose to). Credit for article reviews should be equivalent in time and effort to research study participation (1 credit equals 30 minutes). A total of 12 credits are required for the semester and can be earned using only the research study option, only the article review 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 student and make the process visible on a big screen for the whole class to see. (If you would like a student/participant account, contact the Human Research Coordinator.)
 - 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).
 - e) Info about the grade change form and process for students who take an Incomplete in the class and finish their research study or article review credits during the next year.

To do during the first class:

1. Let students know that they should use their Identikey and password to log in to Sona. 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.
 - a. Note the timeline for the research requirement. Specifically:
 - i. Prescreen Period: The first ~11 days of the semester is the prescreen period. During this time, the only study available on Sona will be the Prescreen Survey.
 1. The prescreen is administered online and will take about an hour to complete.
 2. **Students have to completely finish the survey in one sitting** in order for their responses to be recorded.
 3. 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.

- ii. Research Studies Open: Students can start signing up for studies, other than the prescreen, two weeks after the beginning of the semester. Studies will be added and taken down throughout the semester, so students should log in periodically to see what studies are available.
- iii. The Extra Credit Deadline: If students complete all 12 credits (through Sona, written assignments, or a combination of Sona and written assignments) by the extra credit deadline they will receive extra credit. Generally, this is 1% on their final grade, but the amount of credit is up to you.
- iv. Last Day of Classes: The last day of classes, not the last day of finals, is the last day for students to complete Sona studies or written assignments for the research requirement.

To do in the first few weeks of class:

If students add in the first few weeks, they should be able to use their Identikey to log in (student accounts in Sona are added regularly during this time, though they might need to wait a few days to be added). If they are unable to log in, direct them to the Student Info Packet and ask them to contact Human Research Coordinator (hrcoord@colorado.edu) to update the class list. Let them know it's important that they name you as their instructor in their email. The student's ID number is also helpful to include.

To do throughout the semester:

You or your TA will need to keep track of students who complete their 12 credits using the article reviews option or a combination of research study option and article reviews 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 typically the last day of class), 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 article reviews submitted.

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