

PSYC 3201: General Experimental Psychology

Hello and welcome to this course!! I am looking forward to a fun semester!

Instructor: Dr. Iva Ivanova (imivanova@utep.edu)

TA: TBD

Office hours (by instructor or TA): On Zoom, Fridays 11am-12pm, or by appointment (Zoom or in person):

<https://utep-edu.zoom.us/j/85957555645?pwd=V0dwUUhYQnF4TUx2NmRGQWY4bk4UT09>

Meeting ID: 859 5755 5645

Passcode: 2Dizx7G1

Class Schedule:

Wednesdays 4:30-5:50 PM Undergraduate Learning Center (UGLC) 116

Exams, quizzes and other assignments will be done on Blackboard and due on Sundays at 11:59pm of the respective week.

COURSE DESCRIPTION

This course will introduce you to the critical methods and steps that are used to conduct research in psychology. The major focus of this course is on the *processes* of research and how we go about trying to acquire knowledge about behavior, not on what we have learned using these methods. We will discuss why it is important to have an understanding of research methods and how it can help you evaluate the strength of published research in scholarly articles and the popular media. You will apply the scientific method and learn the appropriate steps to develop research questions and hypotheses, design well-crafted experiments to test those hypotheses, acquire and analyze data, and communicate research findings. Additionally, you will learn how to identify different types of studies (e.g. experimental, quasi-experimental and correlational) and recognize the strengths and weaknesses of each. You will also learn about other potential weaknesses in study design. Further, you will review basic descriptive and inferential statistical techniques. The course will also address critical ethical guidelines and concerns when conducting research in psychology. To facilitate your learning, you will engage in in-class team-based discussions and problem-solving designed to help you gain a deeper understanding of the critical concepts in this course.

COURSE OBJECTIVES OR EXPECTED LEARNING OUTCOMES

Upon a successful completion of this course you will:

- Have learned the critical research methods used in psychology and become skilled at articulating and performing the steps required to conduct research.

- Have learned how to communicate about research findings and become proficient in the use of APA (American Psychological Association) style.
- Have honed your critical thinking, information literacy and communication skills.
- Be able to read scholarly articles or descriptions of research in the popular press, identify what type of study was conducted, and deconstruct it into its different critical components (e.g. independent variable, dependent variable, etc.).
- Be able to identify the strengths and weakness of different study designs and articulate different possible sources of error.
- Be able to summarize research findings that you read or hear about and understand why the researchers made the choices they did regarding study design, sampling technique, choice of statistical analyses, etc.

FORMAT

This course has in-person lectures, online exams and other assignments, and a lot of reading to do from the book. You are expected to do assignments by the due dates set on Blackboard and listed in the Course Map. You will need regular access to a computer, stable, consistent internet, Blackboard, and your UTEP email account. To communicate with the class, I send messages as announcements through Blackboard that I also send to your emails, so please check email regularly.

You can attend up to 5 lectures on Zoom. If you need an exception, please email me your request with supporting documentation.

Zoom link:

<https://utep-edu.zoom.us/j/85957555645?pwd=V0dwUUhYQnF4TUx2NmdGQWY4bk4UT09>

Meeting ID: 859 5755 5645

Passcode: 2Dizx7G1

For in-class attendance, masks are strongly encouraged 🙏.

ATTENDANCE

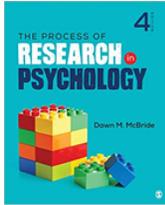
Attendance will be taken with the iClicker App (see below) in the form of one very simple question, that you need to answer correctly in order for your attendance to be registered. Please note that this is a hard course, and you really need to attend to succeed in the course.

iClicker App

Class attendance will be taken with the iClicker app. There is a link on Blackboard, in the “Essential Documents and Welcome” folder, which you will need to click on, and create your iClicker account. Please use your UTEP email address, and do not create more than one account, as this will really mess up the system. You then need to download the iClicker app on your mobile device (phone, laptop or tablet). **Please do this by the first class of the semester;**

failure to do this will impact your grade. After 14 days, you may see a message that you need to pay, but you should ignore it: **UTEP Students do not need to pay for this service.**

REQUIRED TEXT



McBride, D. M. (2020). *The process of research in psychology* (4th ed.). Los Angeles: Sage. ISBN 9781544323497

[\(Click here to find it on Amazon.\)](#)

All other materials will be provided on Blackboard.

SCHEDULE

You can find the detailed schedule for each week (with what activities you need to complete including chapters you need to read, what assignments are due, how long each of them takes, and a grade calculator) as a separate document on Blackboard called COURSE MAP. The things you need to complete each week are also listed on Blackboard.

COURSE ASSIGNMENTS AND GRADING

The COURSE MAP calculates your grade if you fill out the STATUS column, following the (simple) instructions in the document!

Grade Distribution:

100-90 = A 89-80 = B 79-70 = C 69-60 = D 59 and Below = F

- | | |
|---|--|
| ○ 3 Exams | 48 points (16 points max for each) |
| ○ 8 Quizzes | 32 points (4 points max for each) |
| ○ Research participation or Alternative | 12 points (6 credits, 2 points each) |
| ○ 3 Problem-solving assignments | 3 points (1 point each) |
| ○ 3 Most Fun Video assignments | 3 points (1 point each) |
| ○ Attendance | 2 points (0.14 points for every lecture) |

EXTRA CREDIT!

- | | |
|---|--------------------------|
| ○ 2 Discussion Boards (Week 1 and Week 8) | 2 points (1 points each) |
| ○ 1 Professional Development assignment (Week 10) | 2 points |
| ○ Completing course evaluations (end of semester) | 0.5 point |

Exams: There are 3 exams. Each exam is worth 16 points, and one correct response is worth 0.4 points. They consist of multiple-choice style question, some on hypothetical scenarios. The exams will be harder than the quizzes. (Why? Because the quizzes assess whether you can recognize and define key concepts from the book chapters, while the exams focus more on whether you can apply these concepts and understand their significance.) Each exam will cover all class content covered up to the date of that exam. There is no final. The exams will become available on Friday of exam weeks (and should be completed by the due date, 11:59PM on Sunday of exam weeks). Please note

that exams should be completed on one sitting (Blackboard won't save your responses, so if you leave in the middle, your work will be lost, and you will submit a partially blank exam). And, with that in mind, please leave yourself 2 hours to take each exam.

To help you prepare for the exam, (almost) every week there is a practice exercise. These exercises are not graded, but you are very much encouraged to complete them, and after, compare your answers with the ones provided.

Quizzes: There will be 8 quizzes. Each quiz is worth 4 points, and one correct response is worth 0.4 points. Each quiz has 10 questions. You have two attempts on each quiz and the higher one will be counted (but please note that at least some questions will change from the first to the second attempt). Please complete each quiz in one sitting – same as exams, Blackboard won't save your responses.

Research participation: This course is designed to teach you about research methodology and design. One of the best ways to learn about these topics is to actually participate in research! ☺ For this class you are required to earn 6 credits for research participation (each credit is worth two points, for a total of 12 points). You can do so in one of two ways:

Participate in Psychology research through SONA. You participate in actual research that is conducted in the UTEP Psychology department. One hour of research participation equals 1 credit. A quarter or more of the studies you participate in should be in-person. Details on how to create an account in the SONA system if you don't already have one are provided at the end of the syllabus. The (not determined by me) deadline for participating in research is dead day, Friday December 2nd. Once you participate, please make sure to ask what the study was about!

Alternative Assignment: You summarize research papers. Each summary should be no less than a page long (single-spaced) or 1.5 pages (double-spaced). Summarizing one paper equals 1 credit.

You have 8 papers to pick from, and they are posted in the Blackboard folder called (yep!) “Alternative Assignment to Research Participation”).

Psych Detectives (problem-solving assignments): There are 3 such assignments. Each of them earns 1 point. Each assignment involves reading a short passage and giving short answers to several questions about it. These assignments are a great preparation for the exams.

Most Fun Video assignments (completion earns full grade): There are 3 such assignments. Each of them earns 1 point. For this assignment, you (1) search online for videos that explain the concept(s) given in each assignment's instructions; (2) after looking at several, pick one that you think is most entertaining and fun to watch and best gets the message across; (3) post the link in a Blackboard discussion thread, with a brief explanation of why you liked it most; (4) see the video posted by one other student and briefly respond to their post with what you thought about their video.

Attendance (2 points total): Attendance will be recorded at the beginning of each lecture with the iClicker app, in the form of one very simple question, that you need to answer correctly in order for your attendance to be registered. You can attend in person or on Zoom, but please note that you are allowed to attend on Zoom up to 5 times. If you need an exception to this policy, you need to get in touch with me and provide documentation. Please make sure you attend on Zoom with your full name as registered on Blackboard, otherwise your Zoom attendance will not be correctly registered.

EXTRA CREDIT ASSIGNMENTS

Discussion Board (completion earns full grade): There are 2 such assignments. Each of them earns 1 point. For this assignment, you (1) write a discussion board post (create a new “Thread” in the respective Discussion Board Forum), expressing your opinion on the question(s) asked in a short paragraph, and (2) respond briefly (1-2 sentences) to another student’s post. Please note that you won’t be able to see other posts before making your own. Also, please note that you do have to respond in a meaningful way to at least one other person to earn your grade.

Professional Development assignment (completion earns full grade): There is one such assignment, and completing it earns 2 points. The assignment consists in a form that you have to fill in, that will ask you to reflect on your professional goals and milestones to complete them. I hope it’s useful!

Course Evaluations: This will be posted as “assignment” on Blackboard, towards the end of the semester, when course evaluations become available. Completing it earns 0.5 points (and my gratitude! ☺) After you complete the course evaluations, you will simply snap a screenshot of the confirmation screen you get, and upload as your response to the assignment on Blackboard.

ACADEMIC DISHONESTY – PLAGIARISM, CHEATING, COLLUSION PLEASE DON’T DO IT.

The short of it:

Quizzes, exams and assignments should be completed on your own without help from others.

You may not present as your own any materials that are the work of another.

These include, but are not limited to, work produced by another student, materials printed in books or articles, and materials published on the web. Gathering around a computer with your friends to take the quiz, taking screen shots or writing down the correct answers and sharing them with others is NOT acceptable. Copying and pasting from source materials or the internet for any assignment is NOT acceptable.

All of these are examples of academic dishonesty and will be reported.

The long of it:

Each student has a responsibility to understand, accept, and comply with the University’s standards of academic conduct: <https://www.utep.edu/student-affairs/osccr/student-conduct/index.html>

Academic dishonesty includes but is not limited to the following:

- cheating – use or attempted use of unauthorized materials, student aids or information in any academic exercise;
- collusion – aid or attempt to aid another student in committing academic misconduct

- plagiarism – use of ideas, words or statements of another person without giving credit to that person
- fabrication – falsifying or inventing information or data in an academic assignment

Students who are uncertain as to what constitutes academic dishonesty should consult the professor. But please note that “helping” another student by sharing with them your responses, even if you yourself have studied diligently, is still an example of academic dishonesty.

Academic dishonesty is unacceptable. Evidence of academic dishonesty or any other violation of the Standards of Conduct **WILL BE REPORTED** to the Office of Student Conduct and Conflict Resolution (OSCCR). Students may be suspended or expelled and may have permanent notes included in their records.

**PLEASE
DON'T
DO IT.**

LATE WORK POLICY

Late work WILL be accepted, as follows:

If you are going to be submitting late work, please fill out the following short form before the due date (it will ask for your name, which week and assignment this is for, what happened (brief response), and by when you are planning to complete the assignment: <https://forms.gle/vmLnF6LjuLA2bZxN7>)

Please note that late work will be accepted only if you fill out the form!

EXAMS: Exams will be available up to one week after the due date. If something happened and you haven't been able to take the exams by the due date, please make sure to (fill out the form, and) complete them up to one week after the due date. Exam 3 (last exam) will stay available until December 9th, at 11:59.

EVERYTHING ELSE: All other assignments and quizzes will remain available until the absolute final deadline of December 9th, at 11:59.

COMMUNICATION

The instructor for this course is Dr. Iva Ivanova (you can find a video introduction on Blackboard ☺). You have several ways to contact me:

Blackboard Help Forum: If you have a question that is likely relevant for the whole class, please post it in the Help Forum so others can see the response.

You can also reach me by email: imivanova@utep.edu

-Please reach out to say hello – I will be happy to hear from you and get to know you ☺

-If you have a query:

-I am here to provide help and support! BUT

-There are 300 of you, and one of me; so my request is:

-Before you write me with your query, please (1) do a search of the syllabus; (2) look through the Blackboard Help forum to see if the same question has been answered; and, if at all possible, (3) ask a classmate. Doing this will ensure that things run smoothly, and that I am answering in a timely manner the questions that only I can answer.

FEEDBACK (optional): At the end of the course, you can send me your course maps, with the column “How much did you enjoy it” filled in. This will greatly help me improve the design of the course, and make it more fun!

COVID

Please stay home if you are experiencing COVID-19 symptoms, or have been diagnosed with COVID-19. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu.

For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

(N)ETIQUETTE: please be kind ☺

- Always consider your audience. Remember that members of the class and the instructor and TA(s) will be reading any Blackboard posts.
- Respect and courtesy must be provided to classmates and to instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else’s message on Blackboard, address the ideas, not the person. Post only what anyone would comfortably state in a F2F situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space. If students wish to do so, they have the ethical obligation to first request the permission of the writer(s).
- Needless to say, the same applies to F2F discussions.

TECHNOLOGY REQUIREMENTS

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a

stable web browser. Mozilla Firefox and Google Chrome are the most supported browsers for Blackboard; other browsers may cause complications with the system. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have or have access to a computer/laptop, and optionally a webcam and microphone. You will need to play videos (from the web). Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you encounter technical difficulties beyond your scope of troubleshooting, please contact the [Help Desk](#) as they are trained specifically in assisting with technological needs of students.

DROP POLICY

To drop this class, please contact the [Registrar's Office](#) to initiate the drop process. If you cannot complete this course for whatever reason, please contact me. If you do not, you are at risk of receiving an "F" for the course.

ACCOMMODATIONS POLICY

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#).

TITLE IX REPORTING:

Your instructor for this course, Dr. Iva Ivanova, and your TAs, are considered responsible employees who have a legal obligation to report incidents of sexual harassment, sexual assault, dating violence, or stalking allegedly committed by or against a student or employee of the university to a Title IX Coordinator or Deputy Title IX Coordinator. This means that if you report such an incident to a TA or instructor, we have a legal obligation to report it; therefore, we cannot guarantee confidentiality. Given this, it is important to make you aware of the following resources available to you that do allow for confidential reporting:

Counseling and Psychological Services

Union West 202

<https://www.utep.edu/student-affairs/counsel/>

915.747.5302

Campus Advocacy, Resources and Education

1101 N. Campbell St., Room 100-103

<https://www.utep.edu/student-affairs/care/>

care@utep.edu

915.747.7452

UTEP Student Health and Wellness Center

Union East 100

<https://www.utep.edu/chs/shc/>

915.747.5624

STUDENT RESOURCES

UTEP provides a variety of student services and support:

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [Military Student Success Center](#): UTEP welcomes military-affiliated students to its degree programs, and the Military Student Success Center and its dedicated staff (many of whom are veterans and students themselves) are here to help personnel in any branch of service to reach their educational goals.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

INFORMATION IN THE SYLLABUS

I reserve the right to modify any information in this syllabus and class schedule provided that, 1) I give reasonable advance warning, and 2) students are not unfairly disadvantaged by the change.

INSTRUCTION FOR COMPLETING YOUR EXTRA-CREDIT RESEARCH PARTICIPATION THROUGH THE SONA SYSTEM

Below is an outline of SONA policies which apply to instructors for Fall and Spring courses that will assign credit or extra credit for student participation in research studies. There are different policy documents for the Summer terms. If more specific questions arise, please email the SONA administrators at SONA@utep.edu

1. Beginning of the Semester

- a. Setting up courses in SONA - You should receive an e-mail from the SONA administrator asking whether you want your course listed in SONA for students to complete research credits. (Note that we generally set up the information for the Introduction to Psychology courses automatically). Please e-mail sona@utep.edu with the following information:
 - i. Course Name & Number (Ex. Introduction to Psychology, PSYC 1301-001)
 - ii. Course CRN (Ex: 22110)
 - iii. Number of credits students are being asked to complete (Ex: 3)
 - iv. If you are teaching multiple sections of a course, please also provide the day(s) of the week and time the class meets (MW & TR)
- b. Logging in – In order to list your course in SONA you need an instructor account. If you do not currently have an instructor account, please email the SONA administrators (sona@utep.edu) so that they can create one for you. Please login to the SONA system with your credentials to make sure you have access. You should see the option to enter the system as an instructor once you log in to the system. You can check to make sure that once you do this your class is listed appropriately in the system. You may want to generate a test course report to make sure everything is set up correctly, including the listed required number of credits students must earn.
- c. Generating course reports - When you log in with your instructor account, you can either click on the “Course Reports” link at the top of the page or click on the link to “Generate Course Reports” under the Course Reports section on your home page. You will be taken to a page where you can see your courses listed and

select which one you want to generate your report for. You can select to generate a report for all participants, completed participants or incomplete participants.

- d. Alternative assignments – Only students who are 18 years and older are eligible to complete studies in SONA. If they are not 18, they will not be able to create an account on SONA. Since some of your students may be younger than this or may prefer not to complete research studies for some reason, it is important that you offer an alternative option for them to earn equivalent credit or extra credit in your course. This could include writing a short paper or article review, or some other assignment of your choosing that should take approximately the same amount of time to complete as completing a research study. Remember that 1 credit in SONA is equivalent to 1 hour of involvement in a study.
- e. Other issues –
 - i. If you have more than one role in SONA (i.e. researcher, instructor, etc.) and you have different passwords for these roles/accounts, please e-mail sona@utep.edu to let us know about the issue so that we can consolidate all of your roles under a single account and login. This will make it much easier for us and you to manage your information in the SONA system.
 - ii. Encourage students to start earning credits early in the semester so they don't run into problems finding studies they may be eligible for and so they aren't trying to earn all their credits last-minute.
 - iii. In efforts to evenly distribute participants across in-person and online studies, the number of online studies participants may complete has been limited. **Participants can only complete 75% of required hours through online studies.** For example, if your course requires students to complete 8 credits, 6 of those credits can be earned through participation in online studies. Just so that you and students are aware, not all studies conducted remotely are considered online studies. Online studies are generally those where students can sign up and simply must complete the study (e.g., a survey) on their own before a set deadline. Online studies will be marked in SONA when students look at the descriptions of studies for which they can sign up.

- iv. Unexcused No-Show Limit – If students fail to show up for a study without notification of the need to cancel, they will be given an unexcused no-show. Once students accumulate 3 unexcused no-shows in a semester, they are no longer able to sign up for additional studies in SONA. Please make sure your students are aware of this policy. This means that if they lose the ability to complete studies in SONA they would have to complete the alternative assignments in your class to earn their required credit/extra credit.
- v. If students are unable to find studies that they can sign up for there are usually 3 reasons for this: 1) it may be that they have reached their online study limit and may just need to check back to find timeslots posted for in-person studies, 2) they reached their unexcused no-show limit and need to complete any remaining credits through alternative assignments, or 3) there are not currently any studies they are eligible for with available timeslots. In this last case, they need to keep checking back in to SONA to see if new timeslots get posted. However, if they have waited until the end of the semester to find studies, studies may have completed their recruitment and students should consider completing the alternative assignments.

2. **Introduction to Psychology Courses** – If you are teaching this course during the Spring or Fall semester, we will automatically enter your course in the SONA system at the beginning of the semester with the requirement set to 8 credits (equivalent to completing 8 hours of research studies) that students must earn. Here are some other details that you will need to be aware of or will need to address for your course.

- a. Be sure that you give students information about how to request a new account in SONA because many of your students will have never used SONA before. Encourage them to do this early so that problems can be resolved quickly, and their accounts will be ready and available when they are ready to sign up for studies.
- b. Be sure you give students information about the number of required research credits they need to earn for the course (8 total credits) and your expectations. You should also provide information about an alternative assignment option.

- c. During the Fall or Spring semester ONLY, students can earn 1 additional research credit hour if they earn 6 credit hours by a certain deadline. **That deadline is October 14th, 2022** during the Fall semester and March 10th, 2023, during the Spring semester. Please make students aware of this deadline. It is important that you inform your students that they must complete the 6 hours of research, not simply have signed up for studies (without completing them) to earn this additional credit hour.
- d. For the Fall or Spring semester ONLY, once the additional credit hour is assigned to participants who have earned it, students need to know that it is an unassigned credit, meaning that it is not associated with any course. They will need to log in to their account and choose to assign that bonus credit to your course for it to eventually count towards their full set of research credits for your course. Please also ask your eligible students to check after the deadline (either **October 14th, 2022 for the Fall** or March 10th, 2023 for the Spring) during the relevant semester (it is a good idea for them to wait at least 24 hours) to see whether they received their additional credit hour. If not, then please have them contact us at sona@utep.edu **no later than October 28th, 2022, in the Fall semester** or March 24th, 2023, in the Spring semester to make sure that we can resolve the issue.

3. **Common Student Issues and Questions** – For most student issues, if they cannot be resolved by talking with you, their instructor, please ask them to e-mail sona@utep.edu so that we can try to address their problem.
- a. Problems logging in to SONA – this is by far the most common issue that students experience. Usually, this issue has to do with students typing in the wrong username when they first create their account in SONA. Please have them contact sona@utep.edu so that we may assist them with this issue. It is best for them to try to resolve any issues of this sort at the beginning of the semester.
 - b. Not receiving credit(s) from a study they completed – students should first contact the researchers associated with the study to inquire about the issue with receiving their credit, since, as the SONA administrators, we don't know whether students actually completed the testing sessions or not. If they don't hear back from the researchers within 48 hours, have them contact us at sona@utep.edu.

- c. Not receiving their non-experiment additional credit hour (usually only relevant for students in Introduction to Psychology courses in the Fall or Spring semester) If students think they should have received an additional credit hour but don't see it showing up to their account, first ask them to check whether they actually **completed** 6 credit hours-worth of studies by the deadline. If they did, then ask them to check whether they see an unassigned credit showing up in their account and ask them to assign it to your course. If they have already checked both of these things and do not see the unassigned credit, ask them to contact sona@utep.edu **no later than October 28th, 2022, in the Fall semester** or March 24th, 2023, in the Spring semester
 - d. Completing research credits for more than one class – it is possible that students may have more than one class for which they may complete research credits, and some students may wonder if the research credits they earn from a single study can count towards more than one course. They cannot. When students earn credits from a study, they will need to choose in SONA which course they want to assign those credits to.
 - e. Problems accessing or signing up for studies in SONA – If students earn 3 Unexcused No Shows they will lose the ability to sign up for studies in SONA and will need to contact you to discuss alternatives to earning credit for your course. Also, see the “Other Issues” section under Section 1 above to see other possible reasons why students may not see available timeslots in SONA.
4. **Last Day To Run Experiments** – The last day that experimenters can run testing sessions for credit in the Fall and Spring semesters is **dead day the last day of the semester**. This is usually on Friday, the day after the last day of classes.
5. **End of the Semester** – You will need to generate course reports for your class at the end of the semester to get a list of students and the number of research credits they completed.
- a. During the Spring or Fall Semester - You will receive an email from the SONA administrators when the reports are ready to be downloaded. Please generate the

course report for your class within the week after dead day (the last day students can run research studies) so that if any issues arise they can be addressed before the SONA administrators complete the end of semester cleanup. Once the end of semester clean-up is completed (this will happen shortly after grades are due) you will no longer be able to access the information for your course. When you generate your course report, check to make sure there are no strange amounts listed for the credits that students earned (for example 100 total credits) and also check on whether any students show pending credits that have not yet been assigned. If a student does show pending credits, please contact sona@utep.edu as soon as possible so that we can track down the researcher and get them to resolve the issue as soon as possible.

- b. Generating course reports - When you log in with your instructor account, you can either click on the “Course Reports” link at the top of the page or click on the link to “Generate Course Reports” under the Course Reports section on your home page. You will be taken to a page where you can see your courses listed and select which one you want to generate your report for. You can select to generate a report for all participants, completed participants or incomplete participants. It is best to generate a report for all of your students because you will see both students who earned all required credits and students who earned part of the required credits. You will want to look at the column for the “Credits Earned For Course” to see how many credits students earned for your specific course. You may also want to look at the column titled, “Pending Credits for Course”. This last column shows which credits students are waiting to be assigned from researchers. If you see any students with pending credits, you will want to e-mail sona@utep.edu with the students’ information so that we can take a look at the situation. If you have any trouble generating your course report, please contact sona@utep.edu, **at least 2 days before grades are due** so that we will have time to assist you.