

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)

Office hours (in-person or virtual):

by appointment

beginning Sept 22, Fridays 11-12 (by TA)

<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) 106

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.

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 the steps required to conduct research.
- 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.
- Understand why the researchers made the choices they did regarding study design, sampling technique, or choice of statistical analyses.

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.

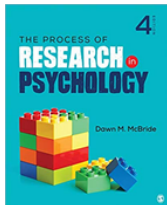
ATTENDANCE

This is a hard course, and you really need to attend to succeed. There is no possibility for remote attendance.

If you would like to be excused from attending a particular lecture, please fill out the following form as early or as soon as you can. There is no need to email the professor.

<https://forms.gle/5tf2ePFWKpbdwKA16>

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 5 points (1 or 2 points each)
- 3 Most Fun Video assignments 3 points (1 point each)

EXTRA CREDIT!

- 2 Discussion Boards (Week 1 and Week 8) 2 points (1 point 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 questions, 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.

In addition, recordings of the lectures up to that point will be uploaded to blackboard one week before the exam, to help you revise.

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 8th. 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. Two of them earn 2 points each, and one 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.

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. As a result, you may be suspended or expelled.

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.**

GUIDANCE ON ARTIFICIAL INTELLIGENCE

General rule (in this course and in life): Use it to work for you, not against you.

Rules for this course:

- you *can* use it in written assignments to improve your writing once you have drafted responses to the questions in the assignments
- If you do this, you have to mention that you used it and how you used it (if you followed the rules, it won't affect your grade)
- you **cannot** use it to find out the answers to questions. This is a bad idea not only because you are supposed to come up with the answers yourselves, but because it often gives incorrect responses.

Not following these rules will be considered academic dishonesty and will be reported.

PLAGIARISM DETECTING SOFTWARE

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

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 15th, at 11:59.

EVERYTHING ELSE: All other assignments and quizzes will remain available until the absolute final deadline of December 17th, 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, (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.

ILLNESS PRECAUTIONS

If you have symptoms of a communicable illness, please stay home, and fill out the attendance form.

(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

SONA System policies – FALL & SPRING Participant Guide

Below is an outline of SONA policies which apply to individuals who participate in research studies for pay or course credits during the fall or spring semester. There are different policy documents for the Summer terms. We ask that you please read these policies and watch the tutorial video to get started as a participant in SONA. If more specific questions arise, please e-mail the SONA administrators at SONA@utep.edu.

Here is a link to a tutorial video which provides useful information about how to use the SONA system as a participant.

https://www.youtube.com/watch?v=_1OnT2ZU6QQ&t=478s

You MUST be 18 years or older to participate in studies through SONA.

1. Requesting an account in SONA

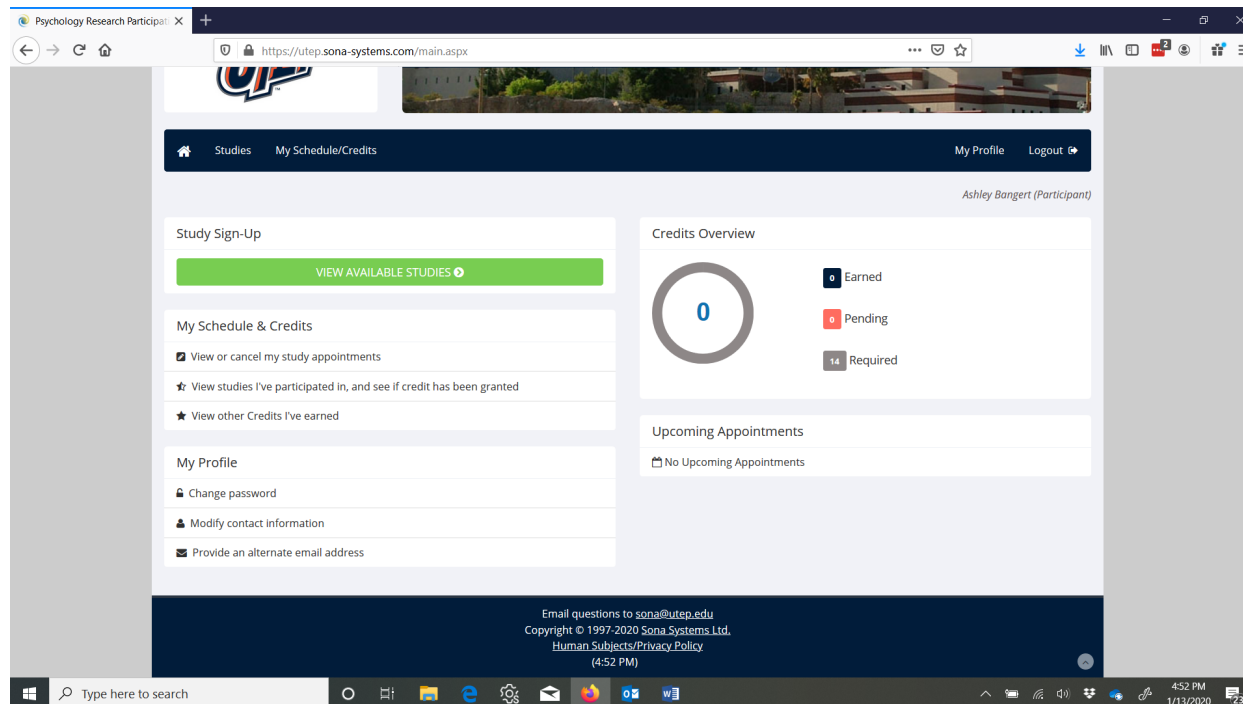
- a. You must have a current UTEP e-mail address to request an account in SONA. If you do not already have a UTEP e-mail address, you may obtain a free e-mail account from the University. For details on getting an e-mail account or finding computer labs on campus for student use, contact the HELP desk at helpdesk@utep.edu or 915-747-4357.
- b. You will need to create an account on the SONA online psychology research participation system. To access the system, go to the following website: <http://utep.sona-systems.com/>. There is also a link from the Psychology Department website. If you go to the following page on the website <https://www.utep.edu/liberalarts/psychology/academic-programs/undergraduate/index.html> and click on the “Participating in Research” link on the left side of the page) it will take you to the SONA login in page. To create an account the first time you access the system, use the link marked “Request Account” on the right side of the page. Enter the information requested, including your name, your user ID (this is the username that is part of your UTEP

e-mail), your UTEP student ID number, and select the course(s) in which you are enrolled. Please check CAREFULLY to make sure that information you entered is correct. Then press the button marked “Request Account.” Be sure that when you enter your user ID (e-mail username) that you type it in correctly, otherwise you will not receive your password from the system and you will have to contact sona@utep.edu to help you reset your account.

- c. Your log-on ID and password will be sent to your UTEP e-mail account within several minutes. You may then go to <http://utep.sona-systems.com/> and log in using the information that was e-mailed to you. If you do not receive your login information within 24 hours, please email SONA@utep.edu as soon as possible so that we may assist you.
- d. In order to ensure that your participation in SONA is recorded properly, do not set up more than one account per person and do not use someone else’s account.

2. **Logging in to SONA and signing up for studies**

- a. Once you have your account set up in SONA, you may go to <http://utep.sona-systems.com/> and log in with your credentials. You should see a screen that looks similar to the one shown below:



- b. However, upon logging in for the very first time in the semester and before seeing the screen above, you may be prompted to participate in a prescreen survey. This survey consists of some demographic questions that may help you qualify for studies looking for participants that fit specific demographic characteristics. If you choose to complete the prescreen you will receive 0.5 credits. Please remember the prescreen is not a requirement. You don't have to participate if you don't want to.
- c. You can click on the green bar that says "View Available Studies" to find research studies with timeslots that are available. When you select a study, you can see more detailed information and sign up for the study if you wish. Just be sure that you pay attention to the study eligibility requirements and make sure that you are eligible to participate. For example, if the study mentions that it is only recruiting bilingual individuals, do not sign up if you are a monolingual.
- d. Once you have signed up for a study, the system will send you an e-mail and the study will appear under "My Schedule & Credits." You can use this feature to remind yourself of the time and location of the study. Within two days after your participation, your credit for the study should appear online. If you do not receive credit for a study within two days of your participation, **please contact the researcher who ran your study session** by e-mail or telephone to resolve the problem.
- e. You may generally participate only once in each study. However, some studies may involve multiple testing sessions. Some studies may have additional restrictions on participation that will be displayed online. Be sure that you read ALL of the requirements for a study BEFORE you sign up for it. If you sign up for a study and it is determined that you have not read or are not eligible for the study, the researcher may determine to not grant you any credits.
- f. For studies offering credit, you earn 1 credit for each hour of participation, rounded up to the nearest ½ credit.
- g. At times there may be some studies offering pay or entry into a raffle for one's participation. This information should be clearly indicated in the study information listed in SONA. Note that you will not earn course credit for participating in these studies.

- h. Pay attention to the type of study you are signing up for. If the same researcher offers the same study as either a paid or credit based, and you sign up for one but later want to receive compensation for the other, you are not allowed to make the switch.
 - i. For example, if you sign up for the paid version, then later want to switch to the credit option, the researcher cannot switch you over. You are responsible for signing up for the correct study.

3. Your responsibilities as a participant

- a. When you sign up for a study you are agreeing to attend the scheduled time or to complete the study by the deadline listed. It is important that you attend all studies for which you sign up. Please don't sign up for a session unless you are certain you can attend.
- b. If you sign up to participate in an online study (these will be labeled as Online in SONA), please make careful note of the deadline for completion. If the deadline is several weeks or months in the future, please complete the study within **2 weeks** of signing up for it. This will help prevent any issues with your credit being assigned in a timely manner.
- c. When completing a study online, please work to find a location free of distractions so that you can focus on the task(s) at hand. This includes turning off or muting your phone, avoiding responding to texts or email while completing the study, and, if you are completing the study online, refraining from doing other tasks on the computer while you are completing the study.
- d. Type of study – when completing studies, only a portion of required/accepted credit hours can be achieved through online studies. The rest of the credits must be in-person studies, which require that you sign up for a specific timeslot to meet with a researcher either face to face in a lab or via video conference or other communication software. Online studies will be labeled as “online” in SONA. Online studies typically require that you sign up for a timeslot but have an extended timeframe (e.g. several weeks or months) to complete the study. However, you should try to complete any online study within 2 weeks of signing up for that study.

- e. Policy on Cancellations – We ask you to exercise professionalism and courtesy in keeping or canceling scheduled appointments. If you schedule a session and later find that you are unable to attend, **please cancel such participation through the Sona system**. If you cannot access the Sona system at that time, then you may cancel by sending an e-mail to the experimenter or calling to leave a message for the experimenter. Cancellation through the Sona system allows other students who need credit to sign up for the cancelled session, which makes it the ideal method. Canceling by e-mail or phone lets experimenters know that they can either open a new slot for another participant or make other plans for their time. Remember that most experimenters are other students and are also quite busy, so they may not receive your e-mail or phone call immediately. If you cancel through Sona, your cancellation will be reflected more quickly.
- f. No Shows/Failure to Cancel - Failing to show up for a scheduled experiment or failing to complete an experiment by the required deadline without appropriate cancellation/notification will result in an unexcused no show. If you receive **three unexcused no shows** during the semester, your access to SONA studies will be restricted. You will no longer be permitted to complete studies for the remainder of the term. In this case you will need to contact your professor to determine alternative ways to earn credit.
- g. It is a good idea to try to complete your research credits early so that you don't run into any issues trying to find available studies at the end of the semester.

4. **Your rights as a participant** - Participation in research is meant to be an enjoyable and educational experience. Therefore, specific steps are taken to ensure that your participation will be beneficial to both you and society (by the knowledge gained from the study).

- a. The Institutional Review Board (IRB), an ethics committee, screens each study before anyone is allowed to participate to ensure that volunteers are not in any way mistreated.
- b. Before participation, the researcher will give students information about what will take place during the study. Students will then be asked to sign or verify a statement of their consent to participate.

- c. After completion of the study, the researcher will debrief the participant as to the purpose of the study.
- d. Students have the right to discontinue participation in the study at any time without penalty.
- e. Student participants have the right to expect the researcher to be present and on time to conduct the study. If a participant is present on time and the researcher is not, the participant should first check to ensure that the date/time/location/online videoconferencing tool is correct. If that information is correct, the student should contact the researcher as soon as possible to resolve the error and receive whatever credit is appropriate. If this does not resolve the issue, the student should contact SONA@utep.edu so that the SONA administrators can help resolve the issue.
- f. Students who feel that their rights have been violated during participation in any of the Psychology Department's research studies should inform their instructor. If the matter is not satisfactorily resolved by the instructor, they should contact the Chairperson of the Psychology Department Undergraduate Program Committee at (915) 747-5313 and/or the Institutional Review Board (IRB) administrator at (bcaad@utep.edu) or (915) 747-6590.

- 5. If you are enrolled in Introduction to Psychology (PSYC 1301) during the FALL or the SPRING - Introduction to Psychology (PSYC 1301) students who are enrolled during the Fall or Spring semester are required to earn a minimum of 8 credits by participating in research studies or completing alternative assignments. One credit is equivalent to participating in 1 hour of a research study. Students must be at least 18 years old to participate in experiments; students under the age of 18 should complete the alternative assignments provided by the instructor.**
- a. Information about how the research participation credit will be factored in to compute the final semester grade is included in your course syllabus. The instructor will also provide details on alternative assignments that can be completed to fulfill the research requirement without research participation.
 - b. Research credits and alternative assignments must be completed by the date and time listed on the course syllabus.

- c. Students may earn an additional credit hour if they complete at least 6 research credits by a particular date each semester. In the Fall, **if a student earns 6 credits by October 20th, 2023, they will receive 1 additional credit.** It is very important that students go into their SONA accounts no later than one week following these dates to confirm the additional credit was granted to them and to assign this credit to the appropriate class.
- d. In order to assign the additional credit to the appropriate class, sign in to your SONA account and view your profile. Scroll down to the “earned credits” section and click the drop-box next to the Non-study credit. With this drop-box you can assign this additional credit to the correct class.
- e. If you think you qualified to earn an additional credit added to your account but do not see it listed under your earned credits by a week after the dates mentioned above, please contact the SONA administrators at SONA@utep.edu **no later than Nov. 3rd** in the Fall semester so that they can resolve the issue well before the end of classes. If you wait to email SONA until the end of the semester to correct this issue, there is a possibility that you will not get the additional credit.

6. **Last day to participate in research** – The last day to participate in research studies during the Fall or Spring semester is dead day at the end of the Semester. This is the Friday just after the last day of classes. The last day to participate in research studies is the last day of classes during that session.
7. **Checking on whether credit has been granted** – Researchers generally assign credits within 48 hours of the testing session. There may be some exceptions with some special studies, such as online studies that have a cutoff date where the researchers assign credits after that cutoff date for participation. However, if you see that you have not had credits granted for a study in which you participated within a few days of your participation and the researchers did not indicate that credits would be granted at a specific time in the future, please contact the researchers who conducted the study to ask them to resolve the issue. If you still have problems or questions after talking with the researchers, then contact SONA@utep.edu so that the SONA administrators can assist you.

8. Check at the END OF THE SEMESTER –

- a. On dead day, confirm that you do not have any unassigned credits. It would be difficult to change after this date

9. Multiple roles/accounts in SONA - If you have more than one role in SONA (i.e. researcher, participant, 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.

10. Common Student Issues and Questions –

- 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/user ID when they first create their account in SONA. Please contact sona@utep.edu to get assistance with this issue. It is best to try to resolve any issues of this sort at the beginning of the semester.
- b. Not receiving credit from a study – students should first contact the researchers associated with the study to inquire about the issue with receiving their credit. If they don't hear back within 48 hours, then contact sona@utep.edu.
- c. Completing research credits for more than one class – it is possible that students may have more than one class during a semester for which they may complete research credit. Credits completed for a particular research study cannot be applied to more than one course at a time. When students earn credits from a study, they will need to choose which course they want to assign those credits to in SONA.
- d. Credits from prior semesters – sometimes you may see information about credits you earned in previous semesters where you completed research studies. You cannot apply credits that you earned in prior semesters to courses you are taking in the current semester.
- e. Trouble finding available studies – only studies with open timeslots will be listed when students click the “View Available Studies” link. Students should keep checking back in SONA frequently to catch when new time slots get posted by

researchers. Students should also start trying to earn credits early in the semester so that they don't get caught at the end of the semester with fewer studies needing to recruit participants, and fewer sign-up options. If a student is having trouble finding available studies, they should talk to their instructor about any alternative assignment options. Note also that if you earn 3 unexcused No Shows then you will be unable to sign up for studies in SONA and you will need to contact your instructor to learn about alternative options to earn credit.