

**RESEARCH EXPERIENCE REQUIREMENT
DEPARTMENT OF PSYCHOLOGY
MIAMI UNIVERSITY**

Students enrolled in Introductory Psychology (PSY 111) are required to fulfill a research experience requirement. Twelve (12) "hours" of research experience are required. Failure to fulfill the research experience requirement shall result in a course grade of "Incomplete" until such time that the student fulfills the research experience requirement, or a reduction in the grade earned for the course, at the discretion of the instructor.

Students enrolled in Introductory Psychology may fulfill the research experience requirement by earning the appropriate amount of credit through participation in one or more of the following options. Not all of these options need be available to students in a particular course for which research experience is a requirement, but at least three of the options, including research participation, will be available to students who must fulfill the requirement.

- a. Research participation -- Students can serve as research participants in the departmental research participation pool. Credit can be earned as follows: the student will be given one-half hour of credit for each one-half hour of research participation. In addition, to obtain credit, the student may be required to submit an acceptable analysis, summary, or critique of the experiment, its purpose, and its procedure as described by the student's instructor.
- b. Reading of original reports -- Students can read related research articles approved by their instructor. Credit can be earned as follows: the student receives one hour of credit for each article read by submitting an acceptable summary, analysis, or critique of the research presented in the article.
- c. Multimedia presentations -- Students can watch and/or interact with media provided by their instructor at the university Audio/Visual Learning Laboratory. Credit can be earned as follows: the student receives one hour of credit for each hour attended by submitting an acceptable summary, analysis, or critique of the program.
- d. Special demonstrations -- Students can attend specially scheduled demonstrations sponsored by the department. Credit can be earned as follows: the student receives one hour of credit for each demonstration attended by submitting an acceptable analysis, summary, or critique of the major points of the demonstration.
- e. Student initiated projects -- Students can make individual arrangements to fulfill the research experience requirement by contracting with their Professor to carry out a research project, culminating in an acceptable written summary, for a given amount of research experience credit.

Guidelines for the Research Participation Option For Meeting the Research Experience Requirement

Research participation by students in Introductory Psychology serves two purposes. First, the student obtains a better understanding of the methods of psychological research by serving as a participant instead of merely reading about research. The student is witness to current developments within the field of psychology. Second, student participation contributes to the discipline of psychology by providing researchers with a valuable source of information. The satisfaction of these two objectives requires the mutual respect and cooperation of the participant and the researcher.

Procedures for Signing Up for Research Participation

See the accompanying sheet of paper for instruction for using the computerized scheduling system.

NOTE

If you later discover that you cannot attend the research session, contact the researcher at least 24 hours in advance of the session. If you fail to attend a session without contacting the researcher, you may be subject to a PENALTY equal to the number of credits the study would have been worth.

You can usually reach the researcher by e-mail or phone; see your online schedule for instructions.

RESEARCH PARTICIPANTS' RIGHTS AND RESPONSIBILITIES

When you volunteer to participate in a research project sponsored by the Department of Psychology, you have specific rights. In addition, your promise to participate is associated with certain responsibilities.

Your rights revolve around the issues of "Confidentiality," "Informed Consent" and "Educational Benefit."

CONFIDENTIALITY

Your identity will remain anonymous and your responses will be kept confidential. In any presentation of the results of the research project, there will be no mention of your name. Furthermore, the results of the project will be presented so that no one will be able to identify your particular performance in the project.

INFORMED CONSENT

The issue of "Informed Consent" involves several principles that will be discussed separately. The first principle is that you must be informed of the possibility of any risks related to your participation in the project. Examples of risks include the possibility of nausea, physical pain, or unusual anxiety or stress. Unusual anxiety or stress is meant to imply more stress or anxiety than one would expect in the day-to-day activities of a student. The possibility of risk must be mentioned at the beginning of the session and you must be given the opportunity of withdrawing from the project without penalty.

The second principle is that after you have been informed about the research project, you may refuse to participate. This principle means that after the researcher has explained what the research is about and what is expected of you, you may decide to withdraw from the project. If you choose to withdraw, you will be given 1/2 hour credit for the time you spent in the project. In addition, it is your right to decide, at any

time, to withdraw from participation in the project. In this case, the researcher will give you credit for the time you have spent in the project.

You may ask questions about the research any time. If you have questions about your rights as a human subject you may call or e-mail the office for the Advancement of Research and Scholarship at (513)529-3734 or humansubjects@muohio.edu.

EDUCATIONAL BENEFIT

In exchange for the time and effort you expend when you participate in a research project, you must receive some educational benefit. In addition to the actual experience, which may include observing sophisticated pieces of equipment, discovering something about yourself, or learning something new about psychology, you must be told about the purpose of the research and the anticipated results. This education usually takes the form of a "debriefing" at the conclusion of the research session, when the researcher describes the project and the progress made to that point in time. The researcher should answer any questions you might have about the project or how it relates to psychology as a whole. You will usually find that the researcher is eager to discuss the project with you.

In rare instances, the researcher cannot discuss the project as a whole or your performance in particular. One reason for this is that it would be unethical to reveal tentative or unreliable findings. The project might involve misinformation which cannot be revealed at this time. In this event, the researcher will present a general description of the project at the time of the session and will furthermore provide a fuller explanation of the research project at the conclusion of the project.

In all cases, at the conclusion of the research session, you will be given an "Education Sheet" that provides the name of the person in charge of the project, a reference so that you may read more about the project or the general area if you desire, and a brief description of the project. It will also provide documentation that you have completed the experiment should a question arise about your number of research hours. If you become interested in the project, be sure to talk to the person in charge of the project. **KEEP THIS SHEET FOR YOUR RECORDS.**

YOUR RESPONSIBILITIES

You have two major responsibilities once you sign up to participate in a research project. Your first is to attend the session for which you volunteered. It is often the case that a research session requires a certain number of participants. Your failure to attend a session is not only an inconvenience to the researcher but it may make participation by others less meaningful.

Your second responsibility is to make every effort to arrive at the session on time. Punctuality is particularly important for those projects which require that several students participate together since your late arrival will either delay others or preclude you from participating in that session.

If you are unable to attend the session, or if you are unable to arrive on time, please attempt to let the researcher know.

Setting-up and Using your Research Participation Account

If you carefully follow these instructions, you will be able to easily sign-up for an experiment and keep track of the credits you have already earned. There are three steps to use the Sona scheduling system:

Do during the first 2 weeks of the semester: Step **1**: Identify yourself to Sona

Step **2**: Set up your account

Do throughout the semester:

Step **3**: Use the system to sign-up and check credits

Step 1: When you are ready to perform this first step you will need to have in hand:

1. Your Miami University email address; this is of the form

UniqueID@MUOhio.edu

The UniqueID is the first six letters of your last name and initials of your first and middle name (or something similar to this), e.g. if your name is Igor D. Unique

Note: Even if you don't normally use this email account you must use it in this first step.

Point your browser to <http://muohio.sona-systems.com>. When it responds you should see a Miami University related page. Click on "Request an account here" button on the left side of the screen under the title "New Participant?" and fill in all of the blanks. Click on the REQUEST ACCOUNT button. After you receive your password via email, proceed to Step 2.

Step 2: Some time after you register, you will receive an email in your MUOhio account that tells you what your Sona password is. You are now ready to complete STEP 2. If you have not received your password within 24 hours of registering, email the webmaster or see Christy Heinrich in room 100 Psychology Building.

When you are ready to perform this second step, you will need to have:

1. Your MUOhio email account and the password you received via email
2. Your Psychology course number, section, and instructor
3. A new, preferred password if you desire

Note: You have 3 days to complete STEP 2 after you receive your password; otherwise you must repeat Step 1.

Point your browser to <http://muohio.sona-systems.com>. If you didn't bookmark this site before, you might want to do so now. Fill in the blanks using your MUOhio email address and password.

Click on the "My Profile" button. This is where you can specify an alternate email address if you would like. You can change your password to the new, preferred password if you desire here. You will also need to choose the course that you are enrolled in. PLEASE BE SURE TO SELECT THE CORRECT PSY 111 SECTION AND INSTRUCTOR. Once you are finished making changes, click on the "Update" button to return to the previous menu.

You are now registered and ready to use the system.

Setting-up and Using your Research Participation Account

Step 3: Using the system. You use the Sona scheduling system to sign up for experiments and to check on the number of credits you have earned. Naturally you will do this several times during the course of the semester.

To sign up for an experiment

Point your browser to <http://muohio.sona-systems.com> and click on "Study Sign Up". You will see all of the currently available experiments. A brief description is included for each one. Click on the study name that you are interested in and click on "View Time Slots for This Study." Choose a time slot that is convenient for you and click "Sign Up." Please take the time to copy down the information concerning the experiment you've signed up for i.e. room, time, experiment #, etc

Checking your account

At any time you can logon to the system and see the status of your account. Point your browser to <http://muohio.sona-systems.com> and log in. Click on "My Schedule/Credits" in the top toolbar. You will see a list of the number of credits you are required to earn, and how many you have earned so far. Below that, if you have signed up for any studies, those are listed as well. If you failed to appear for a study, you will have been assessed a penalty. That will be displayed in your progress, and the penalty will decrease the number of credits you have earned. Non-study credit may also be listed, dependent on the individual instructors policy.

Be sure to check your email for reminders and cancellation notices.

Finally:

It is a good idea to keep the "Education Sheet" you receive at the end of the session for a record of your participation.