

Instructions for Participating in the Psychology Course Credit Subject Pool

Below are instructions about participating in the Psychology Department's **Course Credit** Subject Pool. Please read the information carefully. If you have questions, consult the FAQ for students or contact the Subject Pool Coordinator. You must be 18 years old to take part in the **Course Credit** Subject Pool. **If you are not 18 by Sep.28th 2018, you must still register for the Course Credit Subject Pool and complete the pretest, but you will be given an under-18 alternative assignment.** If you have moral or ethical concerns with participating in this research, please contact your instructor for an alternative assignment.

Credits/Points

Subject Pool credits are determined by the length of the experiment, according to the following:

- ½ Subject Pool credit = 25 mins (or ½ hour) experiment
- 1 Subject Pool credit = 50 mins (or 1 hour) experiment
- 1.5 Subject Pool credit = 80 mins (or 1.5 hours) experiment
- 2 Subject Pool credit = 110 mins (or 2 hours) experiment
- 2.5 Subject Pool credit = 140 mins (or 2.5 hours) experiment
- 3 Subject Pool credit = 170 mins (or 3 hours) experiment

The total credits allowed and how each credit is converted to points for your psychology course grade will be determined by your instructor.

You can only receive credit for studies that you have signed up via SONA. You can review your credits by logging into SONA and clicking on "My Schedule and Credits". Researchers must record credit within 48 hours of the study. If credit has not been recorded after 48 hours, contact the Subject Pool Coordinator.

Registration & Pretest

If you have ALREADY REGISTERED on SONA after Aug 29, 2015, please use your existing username and password.

If you DO NOT have a user on SONA, please register ASAP to become a subject pool participant/member and complete the pretest.

Registering for the Psychology **Course Credit** Subject Pool consists of 2 steps: (1) Create an account in the online **Course Credit** Subject Pool system, and (2) Complete the pretest. Regardless of age, you must register for Subject Pool. You have until **the reading day of your registered semester** to complete your Subject Pool experiments.

1. Go to the SONA website <http://uiuc.sona-systems.com/> . This system does not use passwords that you use for other university services, so you will create an account just for the **Course Credit** Subject Pool. On the

screen, click *Register Account*. Enter your name, user ID (the netID of your Illinois email), student number, and the course(s) you want credit in. Your user name and password will be emailed to you promptly.

2. Using the user ID and that password that is e-mailed to you, go to <http://uiuc.sona-systems.com/> and log in. You will be asked to take a pretest, which includes a variety of background questions. You will be asked to complete the pretest for course credit at the beginning of each semester, and you will receive 0.5 credits for it. Please answer all questions honestly. All responses will be kept confidential. Only the Subject Pool Coordinator has access to this data. If you have already registered separately in the Paid Subject Pool and completed the pre-test questionnaire for that, you will still have to register and complete the pretest for the **Course Credit** Subject Pool.
3. For returning users from previous semesters, please do not forget to update your list of course(s) that you want credit in!

Please contact the Subject Pool Coordinator if you have problems registering. If you do not register for the **Course Credit** Subject Pool, then you will not be able to sign up for any studies for course credit.

General Guidelines for Studies

Arrive on time for each study. If you are late, you will not be able to participate and you will be marked as an unexcused No-Show. If the researcher is not in the room when you arrive, wait 15 minutes past the scheduled start time, then contact the researcher in charge of the study and the Subject Pool Coordinator.

You do not need to bring any items with you, unless specifically directed. Upon arrival, please turn off mobile phones and anything else that may be distracting. They should not be used or you will be asked to leave.

Please follow instructions, be respectful, take participation seriously, and try to give quality responses. If you are disruptive, purposely provide inaccurate or inappropriate responses, or act so that the researcher believes that your data will be unusable, you will be asked to leave and will not receive any credit for the session.

Special Types of Studies

Some studies have requirements that you must meet in order to take part in them. Pay close attention to a study's requirements and do not sign up for it if you do not meet them. If you sign up for a multi-session study, you must attend all sessions or cancel your participation in the entire study. However, you may receive pro-rated credit for partial completion of a multi-session study. The researcher will provide you with a Voluntary Withdrawal Form, which you must return to the Coordinator to receive partial credit. On-line studies require the same sign-up procedure as other studies. You must complete the entire study in one sitting. If you do not complete the study, you will be marked as an unexcused No-Show.

Signing up for Studies

Once you have taken the pretest in the **Course Credit** Subject Pool, you can sign up for studies. You must complete all studies by **the reading day of the semester**. It takes some time before studies are posted. Do not panic if no studies are posted for the first few weeks of the semester. Just follow the directions below and keep checking the website.

To sign up for studies, log in to the online **Course Credit** Subject Pool and click the *Study Sign-Up* box. This will take you to a list of the studies that you are eligible to participate in. This page has studies that are available on a particular day. You can select a different date by using the drop-down menu at the top of the page. For each study you can see available timeslots, and the length and location of the study. You won't know any other details about the study until you arrive. Please note that some studies are not held in the Psychology Building, so pay attention to the study's location. You will receive a reminder email the night before the study. However, you are responsible for showing up even if you do not get the email.

Canceling Studies

Each study may have their own deadline for cancelation. Please pay close attention to this information on the study information page before you sign-up. If it is before the cancelation deadline, then you can cancel via the **Course Credit** Subject Pool website. Log in and click *My Schedule/Credits*. This screen shows studies that you are signed up for. If it is before the deadline for a certain appointment, there will be a Cancel button next to it. Once you click Cancel, you will need to confirm that you want to cancel the appointment. Print a copy of this page as a record of your cancellation.

If the cancelation deadline has passed, or if you miss an appointment, you need to email both the researcher in charge of the study and the Subject Pool Coordinator ASAP. Please include justification for the cancellation/absence and any supporting documentation. This information will be reviewed and in certain cases (emergency, documented illness, etc), the No-Show may be excused. Typically, if you cancel after the cancelation deadline, it will be considered an unexcused No-Show.

Sometimes, a researcher will cancel a study. If a researcher cancels less than 24 hours in advance, you will receive credit for the study. If it is more than 24 hours in advance, it will be marked as an excused No-Show in the **Course Credit** Subject Pool system.

No-Shows

A No-Show includes any situation in which you do not receive credit. A No-Show is NOT a penalty. A No-Show does not remove a credit earned; it just does not add a credit to your account. There are two types of No-Shows: Excused and Unexcused.

1. Excused No-Shows: Includes situations in which the researcher cancels a session before the cancelation deadline, if a participant chooses to or is asked to leave, or if a participant has a valid and documented

reason for missing a study or arriving late to a study. Excused No-Shows will not count towards your unexcused absences, so will not influence whether your account gets locked (see points 2 and 3 below)

2. Unexcused No-Shows: Includes situations in which you do not have a valid and documented excuse for missing a study, arriving late to a study, or not completing an online study once you have begun it. An unexcused No-Show does not affect the credits you have earned through other studies. However, if you receive two unexcused No-Shows, your account will be locked and you will not be able to sign up for any more studies in the **Course Credit** Subject Pool.
3. Locked Accounts: Your account will be locked if you receive two unexcused No-Shows. While your account is locked, you will be unable to sign up for studies, although you can still take part in any studies that you have already signed up for and will receive credit for any studies completed thus far. There are two ways to get an account unlocked.

- First, you can provide documentation justifying at least one of the unexcused No-Shows. Documentation would include a letter from the emergency dean, McKinley, or other authorized professional. You can submit your documentation via email.
- Second, you can follow these steps to complete additional online ethics training:
 - a) Go to the CITI Program website here: <https://www.citiprogram.org>
 - b) Click "Register Here".
 - c) Select University of Illinois at Urbana-Champaign from list of participating institutions. Also complete sections 2, 3, 4, and 5 on this page (you can select "no" for sections 6 and 7). Click "Submit".
 - d) Fill out the information on the next page (for the "what is your role in research question you can just select "student researcher - undergraduate"). Click "Submit".
 - e) Click to enroll in the Core Basic Training with the option that reads "Basic: Social and Behavioral Research". You can ignore or click "n/a" for all the other options. Click "Submit".
 - f) Click "no" on next page (to indicate that you do not want to affiliate with any other institutions).
 - g) You will then come to your main menu. Here you should see "Social and Behavioral Research, Basic Course" listed under "My Courses". Click "Enter".
 - h) You need to complete the following 5 required modules that are part of that basic training:

History and Ethical Principles - SBR (ID: 490)

Defining Research with Human Subjects - SBR (ID:491)

Assessing Risk in Social Behavioral Sciences - SBR (ID: 503)

Informed Consent - SBR (ID: 504)

Privacy and Confidentiality - SBR (ID: 505)

- i) Submit the completion report to show that you have successfully completed the ethics training. **You must submit the completion report via email (e.g., as a PDF, as an image, or as a screen shot copied into a Word document).** The dates on your completion certificate must reflect that you completed the ethics training after your account was locked.

Without documentation justifying an Unexcused No-Show or showing your completion of the ethics training, your account will remain locked. Contact the Subject Pool Coordinator (psych-subjects@illinois.edu) if you have any questions.

If you have more than 4 unexcused no-shows, your account will be permanently locked and you will not be able to earn any further SONA participation credits to fulfill course requirements.