

PSYCHOLOGY 101 Complete Syllabus

INTRODUCTION TO PSYCHOLOGY, Fall 2011 (SECTIONS A, B, & C)

The three sections of this course meet on Tues and Thurs in Kildee 125. Section A meets 8-9:15. Section B meets 9:30-10:45. Section C meets 11-12:15.

INSTRUCTORS

DR. VERONICA DARK ----- Science I Room 374, 294-1688, vjdark@iastate.edu, Off Hrs: W 11, W 3, R 2

DR. SUSAN CROSS----- Science I Room 375A, 294-3224, scross@iastate.edu, Off Hrs: M & T 1:30-3

DR. DOUGLAS GENTILE ----- W202 Lago, 294-1472, dgentile@iastate.edu, Off Hrs: M 1-2:30, F 8:30-10

Why three professors for one course? Psychology has many areas of specialization. As shown in the course calendar on the next page, the course is divided into three sections, each of which is 5 weeks long. Faculty responsible for each section have expertise related to the material that is covered.

REQUIRED TEXT: *Psychology: Themes & Variations*, 8th Edition, by Wayne Weiten, Wadsworth (Cengage Learning), 2010. Note: This is a **heavy reading** course--almost the entire text will be assigned.

LECTURE OUTLINES: Purchase from University or Campus Book Stores or download from Blackboard Learn (BbLearn). The outlines are not complete. You will need to attend class in order to complete the outlines based on the lecture and the professor's PowerPoint slides. The PowerPoint slides are **NOT** posted on BbLearn; however, a printed copy of the slides will be available in the Course Information Office **AFTER** each lecture. You may use the copy of the slides to complete your lecture outlines if you missed something during class.

BbLearn: Faculty and TAs will communicate with students by making announcements in class and by posting the announcements on BbLearn. Once you are enrolled in the class, a BbLearn course entitled "Psych 101 Sections-A,B,C (Fall 2011)" will appear in your BbLearn course list.

TEACHING ASSISTANTS (TA email: psych101@iastate.edu)

TAs hold their Office Hours in the CIO

Sara Prot Office Hrs: M 11, W 10-12, R 9-11

Emily Johnson Office Hrs: F 9-1

Kaci McCleary Office Hrs: T 12-2, T 4, R 1

COURSE INFORMATION OFFICE (CIO): W004 LAGOMARCINO, 294-8065

General questions: The Course Information Office (CIO) is staffed by the psych 101 TAs and the TAs for several different large lecture classes. The CIO is open M, W 9-3, T, R 9-5, F 9-1. The staff are not tutors, but they are prepared to deal with almost any question or problem that might arise about **how** the course is run. The CIO staff keep track of exam scores; they schedule "makeup" exams; they have exams available for review; they administer quizzes over research papers (option 2); they have copies of the PowerPoint lecture slides available for checkout.

Course content questions: You should discuss questions concerning course content with the professor after class, during office hours, or via e-mail. In addition, the **Psych 101 TAs** hold their office hours in the CIO and are available to answer course content questions at that time. They also will answer content related email questions (psych101@iastate.edu) or will forward the questions to the professor. Please note that if an email question requires a detailed response, you may be asked to come to office hours. The **Psych 101 TAs** will schedule question and answer sessions prior to each exam.

EXAM SCORE POSTING -----BbLearn

RESEARCH PARTICIPATION SIGN-UP -----SONA system (p. 7)

PSYCHOLOGY MAIN OFFICE -----W112 Lagomarcino, 294-1743

COURSE CALENDAR, FALL 2011

(Topics & assignments may be changed or reordered. All changes will be posted on BbLearn)

DATE	Professor	TOPIC	Before Lecture Reading Assignments; Homework (HW) due dates
8/23	Dark	Introduction to Course	syllabus
8/25	Dark	Psychology – History & Overview	Ch. 1; HW #1 due Sunday 8/28
8/30	Dark	Research Methods in Psychology	Ch. 2 (not 70-73); Quiz 1 due Wed, 8/31
9/1**	Dark	Psychological Tests-Intelligence & Subliminal Perception	Ch. 9 (up to 369)
9/6	Dark	Brain & Behavior	Ch. 3 (not 108-120);
9/8**	Dark	Sensation & Perception	Ch. 4 (not 134-139; 160-174); HW #2 due
9/13	Dark	Sleep & Dreaming	Ch. 5 (not 208-221) HW #3 due
9/15**	Dark	Memory-Day 1: the Basics	Ch. 7
9/20	Dark	Memory-Day 2: Accuracy	Ch. 7
9/22	NO CLASS; NIGHT EXAM		
	EXAM #1 is THURSDAY NIGHT, Sept 22 – 6:30-7:45 PM in locations TBA.		
9/27	Cross	Thinking	Chapter 8 (not 318-328 on language)
9/29**	Cross	Motivation	Ch. 10 (394-406; 417-419) HW #4 due 5 pm, Friday 9/30
10/4	Cross	Emotion	Ch. 10 (419-437)
10/6**	Cross	Personality and Self	Ch. 12
10/11	Cross	Stress, Health, and Coping	Ch. 13;
10/13**	Cross	Social Influence	Ch. 16
10/18	Cross	Aggression and Helping	Ch. 16; HW # 5 due 5 pm Mon 10/21
10/20**	Cross	Prejudice and Stereotyping	Ch. 16
10/25	Cross	Groups and Cultures	Chapter 16
10/27	NO CLASS		
	EXAM # 2 is THURSDAY NIGHT, October 27, 6:30-7:45 pm in locations TBA.		
11/1	Gentile	Learning	Ch. 6 (up to 269);
11/3**	Gentile	Learning & Language	Ch. 8 (up to 328); HW #6 due
11/8	Gentile	Genetics & Evolutionary Psychology; Nature-Nurture	Ch. 3 (110-120)
11/10**	Gentile	Nature-Nurture 2; Prenatal Development	Ch. 11 (up to 444)
11/15	Wade	Psychological Disorders	Ch. 14 (574-586; 590-604)
11/17	NO CLASS (Dr. Gentile is travelling)		HW #7 due
Thanksgiving			
11/29	Gentile	Infancy & Cognitive Development	Ch. 11 (453-462)
12/1**	Gentile	Social Development & Developmental Tasks	Ch. 11 (445-453; 463-485); HW #8 due
12/6	Gentile	Putting It All Together: Television and Child Development	Ch. 6; review 261-263
12/8**	Gentile	Treating Psychological Disorders	Ch. 15 (621-630; 633-642; 648-649; 654-659)
FINALS WEEK	Exam 3 will be held at the psych 101 final exam time to be published in the university final exam schedule (see the <i>Special Group Exams schedule</i>).		
**Textbook Quiz due midnight the next day (Friday).			

ACADEMIC DISHONESTY: Cheating is *not* tolerated. Any person observed cheating in an exam will receive a zero score on the exam and will be referred to the Dean of Students as described in the Academic Dishonesty section (pages 45-46) of the *Iowa State University Catalog*.

DISABILITY ACCOMMODATIONS: If you have a disability and require accommodations, please contact the professor or the Course Information Office early in the semester so that your learning needs may be appropriately met. You will need to contact the Disability Resources (DR) office, located on the main floor of the Student Services Building, Room 1076, 515-294-6624 to obtain a Student Academic Accommodation Request (SAAR) that describes the needed accommodations. Students are responsible to make arrangements with the Course Information Office (W004 Lago) before each exam for individual accommodations.

COURSE GRADING

In this class, you have the opportunity to earn extra credit. Because there are **required** course points that you will earn from exams, assignments, and required research credits, as well as additional (or “bonus”) course points, we distinguish between your *base* grade and your *final* grade. Your *base* grade in this course is determined by the number of *required course points* that you earn. The *final* grade is determined by adding any *bonus course points* to your *required course points*.

Exams: There will be three exams, each with 70 multiple-choice questions that are worth one course point each. More details about the exams can be found in the next section of the syllabus. The first two exams are night exams and the third exam is during finals week. Exams are **not** comprehensive. The maximum number of course points that can be earned from exams is 210: **3 exams x 70 points each = 210 base course points**.

Textbook quizzes: As already noted, this is a heavy reading course. In order to encourage you to keep up with the reading, there are 12 BbLearn textbook quizzes, 4 associated with each professor. The quizzes consist of 10 questions, each worth ½ point, for a total of 5 points per quiz. The quizzes are open book and each quiz may be taken as many times as you want up until the deadline. The questions will vary randomly each time you take a quiz, but all questions will be taken from the assigned material. Except for Quiz 1 (see below), each quiz will become available on Saturday morning at 12:01 and is due the next Friday at midnight. Except for Quiz 1, each quiz will be over the readings for the upcoming week. The timing of the quizzes is designed to encourage you to read the material BEFORE the lectures, which is what the professors ASSUME you have done. Reading the text beforehand helps you to understand lecture. There is no quiz due the Friday immediately after a night exam. We anticipate that each person who carefully reads the text will earn the full 5 points from each quiz. **12 quizzes x 5 points each = 60 base course points**.

Quiz 1 on Syllabus: Understanding course organization is extremely important, so the first quiz is dedicated to the syllabus rather than the textbook reading. It is available now and is due in at midnight on Wed., August 31. We suggest that you download the pdf version of the syllabus from BbLearn and that you refer to it as you answer the questions. For this quiz only, the questions will not change when you retake it.

Assignments: Each of the professors will make 2 or 3 three out-of-class homework assignments on BbLearn. Each assignment is worth 2-3 course points; it has a specific due date/time as indicated on the course calendar. Assignments for each professor total 6 points. **6 homework points x 3 professors = 18 base course points**.

Research Credits: Research credits can be earned in two ways: by participating in psychology studies and by reading an already published psychology study and passing a short quiz on it (more details are provided on pages 5-6). **Six research credits are required**. Each research credit is worth **3 course points**, thus, the maximum number of course points that can be earned from required research credits is 18:

6 required research credits x 3 points each = 18 base course points.

Note: Additional research credits (beyond the 6 required research credits) may be used for **bonus course points**. More details about earning bonus course points are found on page 6.

Base Course Grade: As just described, there are **306 possible base course points** (210 from exams, 60 from the quizzes, 18 from homework assignments, and 18 from required research credits). Each student's base course grade is determined by the number of base course points that the student earns. However, rather than computing each student's performance as a percentage of 306 base course points, we will compute the percentage relative to the number of base course points earned by the top students in the class. We will define *FINAL BASE COURSE POINTS* as the mean number of **base course points** earned by the **top 10 students** in the course. This average will be less than 306. We will determine each student's base course grade by dividing the student's earned required course points by the *FINAL BASE COURSE POINTS* to get a percentage score. Base course letter grades will be assigned according to the following percentages:

A = 93% plus	B- = 80 - 82.9%	D+ = 67 - 69.9%
A- = 90 - 92.9%	C+ = 77 - 79.9%	D = 63 - 66.9%
B+ = 87 - 89.9%	C = 73 - 76.9%	D- = 60 - 62.9%
B = 83 - 86.9%	C- = 70 - 72.9%	F = 0 - 59.9%

One of the very desirable features of this grading procedure is that there is no limit to the number of students who can earn each grade. That is, there is **no 'curve'** in which only 15% of the students earn an A, 25% earn a B, and so on. Instead, the more you learn, the better your grade will be without affecting the grades of other students. Thus, it is possible, although highly unlikely, for all students to earn a B- grade or higher if all are within 80% of the *FINAL BASE COURSE POINTS*. Our goal in establishing this grading system is to encourage each of you to work hard and to learn as much as possible.

EXAMS

IMPORTANT!!!! As indicated on the Course Calendar, the first two exams in this course are **night exams**. **The night exams are on Thursday, September 22, and Thursday, October 27 at 6:30 pm. DO NOT BE LATE!** Locations of the exam will be announced in class and posted on BbLearn. **The third exam will be held during Finals Week at a special time to be announced in class.** If you check the Finals Week schedule, be sure to find the time assigned *specifically* to Psychology 101 under the "Special Group Exams" schedule.

YOU MUST **BRING A PENCIL (MEDIUM OR NO. 2) AND PHOTOGRAPHIC IDENTIFICATION** TO EACH EXAM. YOUR EXAM **WILL NOT BE SCORED** WITHOUT PHOTOGRAPHIC IDENTIFICATION. YOU MUST ALSO **BE ON TIME TO AN EXAM!** NO ONE WILL BE ADMITTED TO THE EXAM AFTER THE FIRST STUDENT HAS COMPLETED IT AND LEFT THE EXAM ROOM. If this occurs, the late student must see the professor for permission to take a makeup exam.

Each exam covers the material presented during each third of the course and is composed of 70 multiple-choice questions drawn from both lecture and text material. Some questions will be on material covered only in lecture, some will be on material covered only in the text, and some will be on material covered in both lecture and the text.

Study Aids: Professors often post study guides to help you master the material in their section of the course. These study aids will be posted on BbLearn. In addition, sample multiple-choice questions over text material are available available at the text companion web site. Go to <http://www.cengage.com/pubco/search.html> Click on Psychology, then click on Introductory Psychology, and then Click on student companion site for Weiten, 8th edition (the full version, not the brief version). In general, you should be able to define important terms, concepts, and principles described in the text and lectures. You should know the names of *major* psychologists and the nature of their work, and be able to recognize similarities and differences among their views. You should be able to identify the procedures, results, and conclusions of studies discussed in class and in the text.

POSTING SCORES: Exam scores (and letter grade ESTIMATES for that exam) are posted **on BbLearn** after each exam. Scores are usually posted no later than the Wednesday following the exam. **Please do NOT call or email the TAs or the Professor to ask when grades will be posted.** They will be posted as soon as possible. **No information about exam scores will be provided via email or over the phone.** If your exam grade is not posted or you believe there has been an error, contact the Course Information Office, 294-8065, psych101@iastate.edu.

You may review your exam along with an answer key in the Course Information Office (Lago W004). Please wait at least one full day *after* the scores are posted to review your exam.

MISSED EXAMS

In fairness to all students, each student is **expected to take each exam at the scheduled time**. We realize, however, that a *small* number of students will have a legitimate reason for missing an examination. We will make accommodations for the following two reasons.

1. ILLNESS OR EMERGENCY ON EXAM DAY: Students who are ill or have a family emergency (death or serious illness of a close family member) on the day of an exam will be allowed to take a makeup exam upon display of **WRITTEN DOCUMENTATION** (defined in a subsequent paragraph) to the staff of the Course Information Office in W004 Lagomarcino. **YOU MUST TELEPHONE OR EMAIL THE COURSE INFORMATION OFFICE (515-294-8065, psych101@iastate.edu)** and the professor as soon as possible. It is best to contact the office or professor before the exam if possible, but normally no later than **WITHIN 24 HOURS** after the exam. Makeup exams are on Friday 3-5 pm. The Course Information Office will have the form that is needed to take a makeup exam. It will specify the location. The makeup for the third exam is scheduled during final exam week.

2. UNAVOIDABLE CONFLICTS WITH EXAM TIME: Such conflicts include another class scheduled to meet at the exam time or participation in University sponsored events. Documentation of a conflict with the regularly scheduled exam time must be **PROVIDED IN WRITING ONE WEEK PRIOR TO THE DAY OF THE REGULARLY SCHEDULED EXAM** to the staff in the **COURSE INFORMATION OFFICE** in Lagomarcino W004. The makeup exam for those with documented conflicts is during the regularly scheduled class period (8:00 AM, 9:30 AM, or 11 AM) *on the Thursday of the night exam* (recall there is no class on those days). The makeup exam time for the third exam will be announced.

Exceptions cannot be granted by the TAs; they must be authorized by the professor in charge of that exam.

WRITTEN DOCUMENTATION. If you meet one of the two criteria, then **written documentation** of the need for a makeup exam should be taken to the staff in the **COURSE INFORMATION OFFICE, W004 LAGOMARCINO**. For conflicts with a scheduled night class, a printout of your schedule is considered written documentation. For other excuses, the documentation must be **SIGNED** by an appropriate person (e.g., physician, employer, parent, residence hall advisor) with the person's **NAME and TELEPHONE NUMBER** clearly printed on the document. This will allow CIO staff to verify the documentation. A signed note from the appropriate person is sufficient or you may use the "Documentation of Illness or Emergency" form that is posted on BbLearn. If CIO staff do not accept the documentation that you provide, you may take your case directly to *the professor* who taught the material for the exam in question. Please note that **FALSE DOCUMENTATION of any sort (including self-diagnosis of illness) will result in a ZERO SCORE** for the exam and will be referred to the Dean of Students as described in the Academic Dishonesty of the *Iowa State University Catalog*.

IF YOU MISS AN EXAM WITHOUT A LEGITIMATE, DOCUMENTED EXCUSE, YOU WILL RECEIVE A SCORE OF ZERO FOR THAT EXAM. Exceptions will be made only under unusual circumstances approved by *the professor* for that third of the course. Makeup exams will not be permitted for frivolous, trivial reasons (too busy, forgot the exam, etc.). These policies are designed so that all students are treated equally and therefore treated fairly.

THE NATURE OF A MAKEUP EXAM (e.g., essay, short-answer, multiple-choice) is at the discretion of the professor who taught that portion of the course.

EARNING REQUIRED RESEARCH CREDITS

Research is a fundamental component of psychological science and learning about psychology involves learning about the research process. One of the goals of the 100 and 200 level courses in psychology is to familiarize students with the research process in psychology. To meet this goal, we require that each student earn **six required research credits**. In Psych 101, **each** of the six required research credits is worth **3 course points** for a total of **18 required course points**, or about **6% of the 305 total required course points**. Each research credit may be earned in one of two ways: research participation and passing a quiz on a research article that you have read.

OPTION 1: RESEARCH PARTICIPATION CREDITS

Research participation provides a hands-on opportunity to become familiar with how research is conducted. Because you are a student at a large university in which faculty are researchers as well as teachers, you have the opportunity to be participant in *real* psychology studies. You will also have the opportunity to learn more about yourself and your behavior in many of these studies.

A unique parental consent form is required for each study in the SONA system that is available to individuals under 18 years of age. Parental consent forms for individual studies can be obtained at (<http://www.psychology.iastate.edu>). Please bring the relevant signed consent form with you to the experiment once you have registered for a time in the SONA system (Note: a faxed or scanned copy is permissible).

The research carried out in the department is important to ISU's mission of expanding scientific knowledge, so please treat your participation seriously. All studies are reviewed and approved in advance by the ISU *Institutional Review Board*. When you arrive at each study, that study will be explained to you by the researcher and you will have a chance to ask any questions you may have about participation. You will be asked to give your consent to participate.

You earn 1 research credit for studies that require 50 minutes or less, 2 credits for studies that require between 60-90 minutes, and 3 credits for studies that require 90-120 minutes. Unless otherwise indicated, you can participate only ONCE in a specific study.

Overview of Signing up for Research Studies: The Psychology department uses a **WEB-based sign-up system** known as the **SONA** system. All Psychology experiments are listed on the Website located at: <https://isupsychn.sona-systems.com>. Regardless of how you sign up, all research credit earned through participation (Option 1) will be recorded on the website. Links to **SONA** are on the Psychology Department Webpage and are on BbLearn. The answers to *Frequently Asked Questions about Research Participation* begin on page 8.

The last day to participate in research studies is Saturday, December 10, the last day of the last week of class.

Maximizing your opportunities: At the beginning of the semester, you will be given an option of participating in an online **Mass Testing questionnaire** that will last approximately 1 hour and will be worth 1 research credit. The Mass Testing questionnaire is worth completing because the information you provide will be used to qualify you for other studies. For example, some studies are only appropriate for participants with specific characteristics (e.g., being left handed), and students who indicate that they have these characteristics may be contacted and asked to participate in specific studies. That is, students who participate in Mass Testing may be contacted by e-mail or telephone and invited to participate in **additional** studies. If contacted in this way, you may **decide then** whether or not to participate. *You are under no obligation to participate in a study just because you are contacted as a result of Mass Testing.*

OPTION 2: READING A RESEARCH PAPER (and passing a quiz)

Because we believe that learning about research through participation leads to a better understanding of the research process at an introductory level, we strongly encourage you to earn your research credits that way. Another way to learn about the research process, however, is by reading written reports of research that have already been published. Therefore, you may earn research credit by reading an article published in a professional psychology journal and then passing a short quiz on it. A set of articles is available on BbLearn. Some are 'classic' papers and some are contemporary. Many papers are authored by ISU faculty. Although the articles have been selected so that they should be understandable with a little effort, they ARE professional papers. Therefore, they will not read like a textbook. When you have finished an article and are ready to take the quiz, you should go to the Course Information Office during their regular hours (check on BbLearn). You will be asked to answer three **questions** about the article. You may not look at the article when taking the quiz. The questions are designed so that someone who has read and attempted to understand the article should be able to answer them. You must answer two out of three of the questions correctly to receive credit. (Note: A few longer articles will be worth two research credits and will require answering four out of six questions correctly.)

You may take only **one quiz per week** and all quizzes must be taken by noon on **Friday, December 2nd**. **You must plan ahead if you wish to earn research credits only in this manner.** In order to earn the 6 required credits and 6 bonus credits solely through option 2, you will need to take a quiz almost every week.

EARNING ADDITIONAL (or “BONUS”) CREDIT

Once you have completed the **6 required** research credits, you are eligible to complete up to **6 bonus** research credits. Each bonus research credit is worth 3 bonus course points for a maximum of 18 bonus course points (6 additional research credits x 3 course points each = 18 bonus course points). If you earn bonus course points, they will be added to your base course points and a new percentage relative to the BASE COURSE POINTS (the mean of the top 10 students) will be computed for you. Your *final course grade* will be based on this new percentage. Because BASE COURSE POINTS is based only on required course points (exams plus quizzes and homework and required research points), it is defined PRIOR to the addition of the bonus course points from additional research participation. Thus, bonus course points will help those who earn them but will not penalize those who do not.

The minimum number of bonus research credits that are required to raise your grade is determined by where your base course grade percentage is located within the course grade intervals. So, for example, if you were in the C range and were just 1 course point from earning a C+, then 1 bonus research credit (worth 3 bonus course points) would put you into the C+ range; however, if you were in the C range and were 5 points away from earning a C+, then 1 bonus research credit will NOT put you into the C+ range (because it is worth only 3 points), but 2 bonus research credits (worth 6 points) would put you into the C+ range.

If your base course grade is D- or higher, we guarantee that 3 additional research credits (or 9 bonus course points) will increase your grade by 1/3 of a letter grade, and that 6 additional research credits (or 18 bonus course points) will increase your grade by 2/3 of a letter grade. Bonus course points cannot be used to raise your grade more than 2/3 of a letter grade beyond the base course grade. For example, if you receive a C as your base course grade, earning 3 bonus research credits (equivalent to 9 bonus course points) would guarantee that your grade will be raised to a C+ (a 1/3 increase in letter grade) and earning 6 bonus research credits (equivalent to 18 bonus course points) would guarantee that your grade will be raised to a B- (a 2/3 increase in letter grade). But, if you start with a C as your base course grade, then no amount of bonus research credits will raise your final grade above a B-.

If you have an F for the base course grade, bonus course points may or may not help you. Whether they help depends on how far away you are from the lowest D-. If you are more than 18 points away, even 6 bonus research credits (worth 18 points) will not help.

HOW TO SIGN UP TO EARN RESEARCH CREDIT BY PARTICIPATION (OPTION 1)

All Psychology experiments for Psych 101, 230, and 280 are listed on **SONA**, the Psychology Research Participation Website located at: <https://isupsy.ch.sona-systems.com>. All research credit earned through participation will be recorded on **SONA**.

Research Participation Logon Password

Your logon password for the website will be automatically created based on the class roster. Shortly after the start of the semester, you should receive an email at your *university email address* with your **SONA** logon password information. Then, after you log onto the webpage, you can click the “my profile” option and change your password.

IMPORTANT: If you do not receive an email with your SONA Research Participation Logon Password by August 30 you should send an email to psychres@iastate.edu, so that we can create an account for you. When you send the email, please include your first and last name, university student ID number, your university email address (NetID), and your course number (Psych 101).

The SONA Website

A number of tasks can be accomplished at the **SONA** website. You are able to sign up for experiments, cancel experiments, take surveys, and check your participation history/number of credits earned. These tasks are selected

in a menu-driven manner. A complete description of how to navigate the site is available on the Psychology Department Webpage (<http://www.psychology.iastate.edu>). Click on Research Participation > Participant > Using the sign-up system (pdf).

HOW TO SIGN UP

SONA Sign Up. Throughout the semester, researchers will post descriptions of their experiments, including the date, time and location of each session, on the **SONA** website. Each description will provide an option for you to sign up if there is an available appointment time. In some instances, rather than providing possible times, an experiment description may request that you email or call the investigator so that you may be contacted for an appointment. After you sign up for an experiment, you will receive a confirmation email; some experiments may also send you a reminder email the day before your appointment.

Checking SONA. If you have any questions about the time or location of an experiment for which you signed-up on the **SONA** website, simply recheck the website. You are encouraged to check the **SONA** website regularly to see what specific opportunities are available.

HOW TO CANCEL AN APPOINTMENT

If you cannot attend the experiment for which you have signed up, you must cancel **no later than two hours prior to the start of the session**. Experiments scheduled through **SONA** may be canceled either by going through the website or by calling the experimenter. Please be courteous--Prompt cancellation of an appointment will allow another student to sign up to participate in the research.

HOW TO KEEP TRACK OF YOUR CREDITS--keep your RECEIPTS

After each study, researchers will give you a yellow **Research Credit Receipt**. Keep these receipts! You will receive credits from experimenters on SONA **within 72 hours** of your participation. You can click the "My Schedule and Credits" option on the website to see your credits. **If you do NOT receive credit within 72 hours after participation in an experiment, you should contact the researcher directly to find out why.** You may be asked to show your Receipt. As described on page 11, you must **keep the receipts** in case there are any discrepancies at the end of the semester with the number of credits assigned to you on the web. NOTE: If you are in more than one class using the SONA system, you will need to assign each research credit that you earn to one of the classes. Do this in "My Schedule and Credits".

FREQUENTLY ASKED QUESTIONS ABOUT RESEARCH CREDITS

- 1. Do I have to participate in research?** No. You may earn research credits by taking quizzes on research articles. **The deadline for earning credits through taking quizzes is noon on Friday, December 2nd.**
- 2. How many research credits are *required* in Psych 101?** Six research credits are *required* in this course. Research credits are earned either by participating in research studies or by passing quizzes on research articles or a combination of the two. In addition, up to 6 *bonus* research credits may be used for bonus credit to increase your grade in the course.
- 3. How do I sign-up for a research study?** All Psychology experiments for Psych 101, 230, 280 and Com St 101 are listed on the **SONA** system's Iowa State Psychology Research Participation Website, located at: **<https://isupsychna-systems.com>**. After signing up, you should **immediately** complete your Research Participation Record Sheet (page 11 of this syllabus). This is your reminder of when and where to go and allows you to keep track of the number of credits you have earned. If you sign up on the SONA system, you will receive a confirmation email with this information; some experiments may also send you a reminder email the day before your appointment.
All approved experiments are conducted on the University campus in classroom buildings (not in the dorms) between the hours of 7:00 a.m. and 9:00 p.m. No deviations from these rules are authorized.
- 4. What can I do if I forget my password to the online research sign-up system?** To retrieve your lost or forgotten password, go to **SONA** at: **<https://isupsychna-systems.com/>** or click on "Research Sign-up System" on

the Psych Dept webpage. Underneath 'Lost your password?' Click "Click here to retrieve it!" link, which will take you to: https://isuppsych.sona-systems.com/lost_password.asp. Enter your NetID (i.e., **NetID@iastate.edu**), then click 'Email Password' button. **SONA** will resend an email to your iastate email account within the next hour that contains your password. For further information, please refer to: <http://www.psychology.iastate.edu/index.php?id=151>

If you receive a message saying, "System Message: Password could not be sent. No user was found matching the specified user ID." You need to send your first and last name, course (psychology 101, 230, 280 or Com St 101), and your Net ID to psychres@iastate.edu so an account can be created for you. Once your **SONA** account has been established you will receive an email to your iastate.edu account containing your password.

5. How long does an appointment for research participation take? The minimum appointment time for research studies is 50 minutes, although in some cases you may finish the study in less time. The maximum length of time for each study is listed on SONA or the sign-up sheet. You earn 1 credit for the first 50 minutes or less of a study, 2 credits for studies that require between 60-90 minutes, and 3 credits for studies that require 90-120 minutes. Some studies may require multiple sessions that are spread across different days.

6. What are my responsibilities once I sign up for a study? Both you and the researcher are **contracting** to show up at the appointed time and place. **BE ON TIME**. By signing up, you are indicating a willingness to participate given the information that is available on the **SONA** description/posting form. If you are unable to make your appointment, cancel your participation on **SONA** or call the researcher at the number on **SONA** at *least two hours* beforehand. Prompt cancellation of an appointment will allow another student to sign up for the study.

Please be courteous to the researcher and to others in the class who might like to participate in the research, but are unable to do so because you have reserved the time.

7. What happens if I miss a scheduled research appointment? If you do not show up for a scheduled research appointment, your failure to attend the session will be recorded in **SONA**, and you will receive an e-mail message indicating that you have missed the appointment. After **three missed appointments**, your access to **SONA will be suspended** and you will have to pursue option 2, earning credits by taking quizzes. (Please note, as described on page 6, that only one quiz may be taken each week and that all quizzes must be completed by Friday, Dec 2nd.)

If you know that you will be unable to attend a scheduled research appointment, you can **cancel the appointment in SONA** up to two hours before the scheduled time of the appointment. If you cancel an appointment at least two hours ahead of time, this will not be counted as a missed appointment in the system, and will not lead to a suspension of your account.

8. What can I do if my SONA account is suspended? If you believe that an error has been made and your account was suspended accidentally, please contact the **SONA** administrator (psychres@iastate.edu). If your failure to appear was beyond your control, send an explanation to the administrator, who may reinstate your account. Alternatively, you may want to consider option 2 as a way to earn your credits.

9. What should I do if a researcher does not show up for an appointment I scheduled? The researcher has responsibilities just as you do. Both you and the researcher are **contracting** to show up at the appointed time and place. If the researcher is unable to make a scheduled appointment, the researcher should post a message telling you what you need to do to get your credit for showing up. If the researcher does not show and there is no note, wait for 10 minutes past the scheduled time and then immediately check **SONA** or your email confirmation to see whether you have the correct date, time, and location. If all the information is correct, go **IMMEDIATELY** to the Psychology Main Office in Lago W112 and ask to complete a **Researcher No Show Form**. If the study is in the evening or on the weekend, then go to the main office the **NEXT WORK DAY** to complete the form. The form will be used to verify that there was a researcher no show and, once this is verified, you will receive credit for showing up. The verification process requires that the form be completed as soon as possible after the no show occurs. Researcher No Show Forms CANNOT be submitted more than 7 days after a scheduled appointment.

10. Can I participate more than once in a study? Typically, you are allowed to participate only once. If you are allowed to participate more than once, the researcher will let you know.

11. What types of studies are done? There are many kinds of studies conducted in our department. For example, you might be asked to complete questionnaires, to view slides or videos, to listen to music or conversations, to

interact with others in a group, or to make judgments on a computer. All studies are reviewed and approved in advance by the Iowa State University *Institutional Review Board*.

12. How does a study get approved? The study is first approved by the Psychology Human Research Ethics Review Committee to determine that no physical or psychological harm will result from the research and that the research is meaningful. After departmental approval, the study is further reviewed and approved by the *ISU Office of Research Assurances*. Most experiments are open to all Psych 101 students, but some experiments restrict participation to subsets of students (e.g., females only or left-handed persons only).

13. What should I do if I have a question about a specific study that I signed up for, such as its location, etc? If you signed up for the study on **SONA**, recheck the web for that information. You should have recorded the information on the tracking form on page 11. If you have questions not addressed on the webpage or the posting form, you should get in touch with the contact person listed at the top of the sign-up sheet or on the webpage. If you are unable to contact this person, you should call 294-1743 or go to the Department of Psychology main office in Lago W112 for help.

If you were recruited for the study by telephone or e-mail, you should get in touch with the contact person. This person's name should also be at the top of a sheet posted on the Research Participation Board with the study number and description of the study.

14. If I missed the mass-testing session, can I make it up? No, the pre-screening sessions are only conducted at the beginning of the semester on the dates announced in class. If a student is not able to complete the Mass Testing exercise, he or she cannot earn the 1 credit given at the session. *Typically at least one other large-scale questionnaire study is offered at another time during the semester, but participation in it will not qualify you to participate in other studies.* Such studies will be announced in class and posted on SONA.

15. What if I get called by or get an email from someone in the Psychology Department who wants me to be in an experiment? ONLY students who complete *Mass Testing questionnaires* and indicate their willingness to be contacted may be called or e-mailed and invited to participate in a study. The caller will provide his or her full name and phone number, the experiment number, the experimenter's name, and the date, time, and location of the experiment. (This is important information, be sure to keep it.) You are under **no obligation** to participate in a study just because you are contacted by phone/email. If you agree to participate, then check that an approved posting form with the same experimenter and location is posted on **SONA** before going to the appointment.

If the study is not listed on SONA do not keep the appointment and immediately notify Ann Schmidt in the Psychology Office (Lago W112 or 294-1743). If you get called or get an email and you did NOT participate in Mass Testing, you also should immediately notify Ann Schmidt in the Psychology Office (Lago W112 or 294-1743).

16. When is the last day that I can earn research credits? The last day to participate in research *studies* is **Saturday, Dec 10th**, (the last day of dead week). The last day to earn credits by taking quizzes is by noon on **Friday, Dec 2nd**.

17. How is research credit recorded? All credit, even that earned by quizzes will be recorded on **SONA** within 72 hours after the study. (**Note:** Mass testing may take a bit longer). You can click the "My Schedule and Credits" option to see your credits. After each study, researchers will give you a Research Credit Receipt. **If you do NOT receive credit within 72 hours after participation in an experiment (except for mass testing), you should contact the researcher directly to find out why.** You may be asked to show your Receipt. As described on page 11, you must **keep the receipts** in case there are any discrepancies at the end of the semester with the number of credits assigned to you on the web. If there is a discrepancy, take the receipts to the Course Information Office.

18. What if I'm enrolled in more than one introductory psychology course (such as Psych 280 or 230) that requires research participation? You **must** assign each credit to a course. You may assign the credits to any course that you choose, but credits cannot be reassigned after the end of the last week of classes, Saturday, Dec 10th.

What if I have questions other than about research?

Please ask your professor or contact the TAs in the Course Information Office ([294-8065](tel:294-8065) or psych101@iastate.edu).

RESEARCH PARTICIPATION RECORD SHEET

The majority of the research credits earned in this class will be handled completely within the <https://isuppsych.sona-systems.com> website. However, no system is perfect and discrepancies in recording research credits may occur. This form provides you a way to **keep track of** all research-related information.

1. WHENEVER YOU SIGN UP for research on the SONA System or the Research Participation Board, **immediately** fill in one of the entries. This entry will serve as a handy reminder about where to go and when.
2. Complete an entry for each experiment that you sign up for on **SONA**.
3. Complete an entry each time you earn credit via Option 2 (quizzes). Record the first author's name and publication year under "Study Name" and "Study No." and record the date and time that you took the quiz.

Each time you participate in research or complete a quiz, you will receive a Research Credit Receipt. Attach the Receipts to this sheet. You should receive credit **within 72 hours** after participation. If you do not, then **contact the researcher** directly. At the end of the semester, if there is a discrepancy between your earned credit and your received credit, take this form and the receipts to the Course Information Office.

SIX credits are REQUIRED; up to SIX additional credits may be used for BONUS POINTS

REQUIRED

Study Name _____
Study No. _____
Study Date & Time _____
Study Location _____
Experimenter Name _____
Phone _____
Credit(s) _____

Study Name _____
Study No. _____
Study Date & Time _____
Study Location _____
Experimenter Name _____
Phone _____
Credit(s) _____

Study Name _____
Study No. _____
Study Date & Time _____
Study Location _____
Experimenter Name _____
Phone _____
Credit(s) _____

Study Name _____
Study No. _____
Study Date & Time _____
Study Location _____
Experimenter Name _____
Phone _____
Credit(s) _____

Study Name _____
Study No. _____
Study Date & Time _____
Study Location _____
Experimenter Name _____
Phone _____
Credit(s) _____

Study Name _____
Study No. _____
Study Date & Time _____
Study Location _____
Experimenter Name _____
Phone _____
Credit(s) _____

ADDITIONAL (BONUS CREDIT)

Study Name _____
Study No. _____
Study Date & Time _____
Study Location _____
Experimenter Name _____
Phone _____
Credit(s) _____

Study Name _____
Study No. _____
Study Date & Time _____
Study Location _____
Experimenter Name _____
Phone _____
Credit(s) _____

Study Name _____
Study No. _____
Study Date & Time _____
Study Location _____
Experimenter Name _____
Phone _____
Credit(s) _____

Study Name _____
Study No. _____
Study Date & Time _____
Study Location _____
Experimenter Name _____
Phone _____
Credit(s) _____

Study Name _____
Study No. _____
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Experimenter Name _____
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Study Name _____
Study No. _____
Study Date & Time _____
Study Location _____
Experimenter Name _____
Phone _____
Credit(s) _____