

RP Pool: Guidelines for Participants

➡ PLEASE PRINT AND KEEP THIS DOCUMENT! IT IS VERY IMPORTANT! YOU WILL FIND THE ANSWERS TO ALL OF YOUR RP QUESTIONS HERE! ⬅

To: All PSYC 1101, 1030H, and 2101 students

From: Chris Burgin, RP Coordinator
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Research Participation Web site: <http://www.experimetrix.com/uga>

Read the entire handout or you may get an incomplete
You may lose your HOPE if you get an incomplete!!!
The RP pool opens on Monday, August 24th.
The LAST day you can earn credit for experiments OR papers is
Friday, December 4th!

Please, within the next couple of days, do the following:

1. Go to www.experimetrix.com/uga on the web

If you have NEVER used experimetrix before:

2. Click on “new user” & register yourself.

(For “Student Number” use the nine digit portion of the ID number on your UGACard that begins with 810.)

For example, with a 16 digit number of: 627541 810 043 856 0, the nine digit personal identifier is 810 043 856. Note that it does not include the last digit of the 16 digit number.

(Also, remember ugmail email ends with @uga.edu)

3. Within a few hours you will receive your login & password via email, go back to the web site and click “log in”. Type in your Login & Password.

4. *Then choose “Edit your course selection” pick the psychology class(es) you are taking, click “apply changes”

(You have to do steps #3 & #4 within 3 days after completing step #2 or your account will automatically be deleted.)

If you have an account you used a previous semester:

1. Click on “log in” & type in your old login/password.

2. In the next screen choose “Edit your course selection” pick the psychology class(es) you are taking, and click “apply changes”

IMPORTANT: Problems with waiting until the last minute to earn your credits.

Some students wait until the end of the semester to start work on earning their research credits. Everybody procrastinates on something at some point in his or her life. Sometimes procrastination causes serious problems, other times we are fortunate and it doesn't. If you wait until the last minute to earn your research credits however, you are virtually guaranteed to have serious problems. Here is a list of common problems you will be likely to encounter:

1. The number of experiments available always decreases towards the end of the semester because researchers have already finished collecting their data by this point.
2. In addition to you, many other students are waiting until the last minute. This creates intense competition for the few remaining experiments available. Chances are you will get into some of these studies, but not enough to earn all your credits.
3. Even if you are able to earn all your credits an experimenter could accidentally not give you credit or give you the wrong amount of credit, causing you to get an incomplete. This problem is typically rare, but is more likely to occur at the end of the semester when things are very hectic for everybody. If this does happen to you, chances are you won't notice it until you get your report card with an incomplete on it. Even if you do notice it in time the paperwork may not reach the Registrar in time to save you from getting the incomplete. See the next section for why this can be a real problem for you.
4. Many students experience trouble even registering on the site at the last minute for a variety of reasons. The site has a lot of traffic then and may not send you your password. Students in a rush often mistype their email address and never receive their password.
5. Past semesters have proven that students in a rush at the last minute will miss some of their experiments. This happens either because they forget to write the time or location down or their time is too filled up with more important obligations (studying for finals, etc.).
6. Even if you plan on writing the papers to earn your credits, you can still run into trouble by waiting until the last minute. Some students don't make the deadline for the papers and others write papers that cannot be accepted because they didn't follow the guidelines. Either way, you end up getting an incomplete.

I am telling you all of this so you can avoid getting an incomplete. Please don't wait until the last minute. Many students believe “this won't happen to *me*”. Trust me, at *least* some of these things *will* happen to you and just a couple of these problems are enough to give you an incomplete.

What happens if I don't earn the required credits?

If you fail to earn all the required credits you receive an incomplete in your psychology class. An incomplete is reported as an “I” on your report card. **Once you get an incomplete you have THREE semesters, INCLUDING THE SUMMER SEMESTER, to make up however many credits you were short of the requirement.** If you don't make up your remaining credits within three semesters you get an “F” for your psychology class grade. Although getting an incomplete doesn't sound like such a big deal it can be for a few reasons.

1. **Getting an incomplete can threaten your HOPE scholarship.**
2. Some students forget to finish up their credits and end up failing their psychology class.
3. An incomplete can interfere with graduation, transferring to another school or getting an internship.

What should I do if I am currently making up my incomplete?

First of all, when you reactivate your account by logging in and are prompted to choose what class you are in, make sure you choose "Incompletes from _____ semester" as your class. Choose whichever semester you originally took the class you got the incomplete in. After you finish making up your incomplete EMAIL THE RP COORDINATOR IMMEDIATELY with your name, the last 4 digits of your unique personal identifier from your UGAcard, class you got the incomplete in & professor of that class. The RP Coordinator will check out your credits and, if everything is in order, will send off the paperwork to remove your incomplete.

NOTE: Your professor and another person within the psychology department sign this paperwork, so it will take anywhere from 2-3 weeks to reach the registrar and change your grade.

What is this research orientation requirement?

The Psychology Department regards your exposure to psychological research as an educational experience. This is comparable to a laboratory section of introductory courses in other sciences, and it serves additionally to acquaint the student with a broad cross-section of contemporary psychological research. If you choose to participate in studies, you may choose which studies you prefer to participate in, and **6.5 hours of studies must be completed**. You will receive one half-credit (0.5) for each half-hour of participation in a study. **Failure to fulfill 6.5 hours of credit will result in a grade of Incomplete (I)**. The participation of students is appreciated and essential to the research of the Psychology Department. The research contribution made by the students becomes a lasting part of the body of scientific psychological knowledge.

How do I earn my research credit?

Students enrolled in Elementary Psychology (PSYC 1101), General Psychology (PSYC 1030H), and Psychology of Adjustment (PSYC 2101) must satisfy these departmental research requirements before credit is given for the course. You will need to complete 6.5 hours of credit. There are two ways you can earn credit. The first is by participating in psychology experiments. The second option is writing short 1-2 page review papers of an article you read (see guidelines on the last page of this packet).

NOTE: You can do any combination of research participation and paper writing to get your credit.

Possible Extra Credit (Ask your professor)

If your professor decides to allow extra credit in his or her class, they will let you know. These additional research hours may be earned by participation in experiments, by writing papers or a combination of the two.

NOTE: Professors are not required to adopt the extra credit system. Make sure extra credit is allowed in your particular class before you try to earn any extra research hours.

What is the purpose of the white research card I received?

The "white card", as it is called, acts as your receipt in case the computer creates a problem with your credits. This happens when an experimenter accidentally penalizes you instead of giving you credit or accidentally cancels your session (**both of these situations are rare but can happen**). If you notice your credits on the computer are incorrect you need to show the RP Coordinator your white card to fix the problem. Your white card is YOUR ONLY PROOF of how many credits you have truly earned; **no other proof or explanations will be accepted**. KEEP YOUR WHITE CARD IN A VERY SAFE PLACE AND BE SURE TO GET IT SIGNED AT EACH EXPERIMENTAL SESSION THAT YOU ATTEND!

Some common problems with registering and what you should do

The first thing you need to do is register yourself on the web site. Do this by going to www.experimetrix.com/uga and following the instructions given on the first page of this packet. The following are some common problems you may encounter while registering and what you should do.

It won't send me my password

If you have not received your login and password via email within a few hours of registering it means something has gone wrong. Sometimes students incorrectly enter their email address. Sometimes the system just glitches and doesn't send the information. Regardless, you should immediately email the RP Coordinator (rp@uga.edu) and give your full name, the last 4 digits of your unique personal identifier from your UGAcard, psychology class, class period & professor's name. They can then send you your login and password.

After I input my information it says I "already exist" and won't let me register

You may already have an account on the web site from a previous semester. If so then just click on "log in" and give it your old login & password. If you don't remember this information email the RP Coordinator. Some people, because they incorrectly enter some piece of information the first time, will try to register again. When you register the first time your account is immediately created, even in your inputted information is incorrect, and will stay on the web site for 3 days waiting for you to activate it with your login and password. This is why you can't register again for that 3-day period because your account "already exists" in the system. You need to email the RP Coordinator.

I just can't seem to get into the web site to register

Usually this means the site is overloaded with traffic and you should try to register at a less busy time (such as later in the evening or early morning).

Another common problem is when people use a "bookmark" to reach the site (you do this when you set it as one of your "favorites"). Occasionally the site has changed its web address slightly (don't ask me why) and this makes your bookmark obsolete. Try typing in the www.experimetrix.com/uga address manually and you should get to the site.

Sometimes the trouble is with the computer you are using. Your computer may have a very slow internet connection or an outdated version of internet browser. Try registering on a different computer. Finally, make sure you use Microsoft Internet Explorer. For some reason the experimetrix web site does not like Netscape.

How do I sign up for these experiments?

Before you can sign up for an experiment you must first register on the system (see first page for instructions). After you have registered on the system do the following to sign up for an experiment:

1. Go to the web site and click on "sign up".
2. Scroll down the list of experiments until you find one you are interested in & click on "view schedule".
3. In the experiment page look at the experiment information at the top of the page and make sure you are eligible to participate. *Some experiments have restrictions on who can participate.*
4. In the experiment page you will see a list of times you can sign up for. Click on one of these times and then give it your login and password to sign up.
5. Make sure you WRITE DOWN when and where the experiment is or you may miss your appointment.

NOTE: Although experimetrix will email you a reminder of your experiment appointment most of the time, occasionally this does not happen. Even if you are not emailed the appointment reminder you are STILL responsible for showing up and will be penalized if you don't. Not receiving a reminder email from experimetrix is NOT an excuse for not showing up to the experiment.

Common problems with signing up for experiments and what you should do

It asks me for an “authorization code” and I don’t have one

Some experimenters restrict who can sign up for their experiment by creating an “authorization code” (essentially a password) students use to sign up with. Look at the information posted on the page that lists all the experiments. It may tell you to call or email someone to get the authorization code. Most likely this is so the experimenter can ask you a few questions to ensure you are eligible for the experiment. Other times the study you are trying to sign up for is the second part of a 2-stage study and you have to go through the 1st stage before you get the authorization code to go through the 2nd stage. In this case find the 1st stage experiment and sign up for that.

I get a message about selecting a class before I can sign up

This means you didn’t indicate which psychology class(es) you are in this semester when first registering. To do this, go back to the main page and click on “log in” then click on “edit my course selections”. Click on the box(es) next to the class(es) you are taking and then click on “apply changes” at the top of the page. Now you can go back and sign up for your experiment.

What is Large Group Testing (LGT)?

Large Group Testing (LGT) is conducted periodically by researchers who wish to pre-screen potential research participants. LGT involves completing several questionnaires and can take from 30 minutes to a few hours. Large Group Testing experiments are listed with the prefix “LGT” followed by the experiment number (e.g., LGT 35). Many participants who complete an LGT will be contacted by researchers to participate in additional research. Thus, participating in an LGT provides research opportunities not otherwise available. Therefore, please participate in LGTs with the awareness that you may become eligible to earn credit hours through participation in further research.

How do I cancel an experiment?

Click on “sign up” and then find the experiment you need to cancel. Go into that experiment and find the time slot you originally signed up for. To cancel your appointment, just click on the “cancel” button.

When canceling, you will also be prompted to log in. After entering your information, hit “Finish”.

NOTE: To cancel this way you must do so AT LEAST 24 hours before your appointment time. If you can’t cancel the normal way please contact THE EXPERIMENTER (NOT the RP Coordinator) and ask the experimenter to cancel your session for you. You can find the experimenter’s contact information on the first page of sign up times for that experiment.

What happens if I miss an experiment?

If you miss your scheduled appointment you will receive a penalty equal to the number of credits the experiment was worth (BUT only up to 1 credit). This means you now need to earn additional credit to get your required credit. Please don’t miss an experiment. It means more work for you and wasted time for the experimenter.

But what if I missed an experiment because of some emergency?

An emergency is defined as some event BEYOND YOUR CONTROL that requires your immediate attention. If you miss an experiment because of an emergency please contact THE EXPERIMENTER (not the RP Coordinator) as soon as possible and advise him or her of the situation. You can find the experimenter’s contact information on the first page of sign up times for that experiment. In most cases the experimenter will simply cancel your appointment to avoid penalizing you. In other cases the experimenter may ask you to reschedule your appointment. Please be aware the experimenter may ask for some sort of documentation as evidence of your emergency.

How do I check my total number of earned (and penalized) credits?

To check your credit balance, simply click on “log in”. At the top of the page it will tell you how many credits you have earned, been penalized and are “still pending”. Still pending means the experiment you signed up for has already taken place but the experimenter has yet to give you credit for it. This is normal and you should receive credit within a few days. If an experiment is “still pending” after a couple weeks contact the experimenter and ask him or her to give you credit. You can find the experimenter’s contact information by clicking on “sign up” and then on “view schedule” of the experiment.

What if I notice my credits are incorrect?

If your credits are incorrect please contact the RP Coordinator immediately and be prepared to show a copy of your white card. Typically the RP Coordinator will ask you to drop a copy of your white card, with a note attached explaining the problem, off by the RP office.

Guidelines for writing Research Article Summaries

EVEN IF YOU ONLY WRITE ARTICLE SUMMARIES YOU MUST STILL REGISTER ON EXPERIMETRIX!

The option for earning research participation credit by writing summaries of research articles is designed primarily for students who are not able or do not wish to participate in psychological studies. EACH TWO-PAGE PAPER written will get you 1 credit toward completion of the research requirement. You may also write a one-page paper to receive ½ credit. You must adhere to the following guidelines carefully; work of poor quality will not be accepted. **NOTE: The most credit you can earn PER PAPER is 1 credit.**

What type of article should I read?

1. The idea is to do some in-depth reading about psychological research—beyond the coverage in your textbook. It is recommended that you choose a recent article (within the last five years or so) from the magazine Psychology Today or Scientific American. Be careful, because the article must be related to psychological research in some way (e.g., an article discussing findings from a study). **You may not use Internet articles as your sources UNLESS the internet article is the same article that appears in a published magazine or journal format (e.g., a Psychology Today internet article). YOU CAN USE ARTICLES FROM GALILEO.**
NOTE: All articles must be at least 3 pages in length.
2. If you prefer a more advanced article, you may look in a psychology journal in the main library (such as those in the BF section on the 6th floor). Journals published by the American Psychological Association are generally considered the best.

What information should I include with the paper?

- **A photocopy of the article you read** stapled to the back of your paper.
- A title page with the following: (the title page doesn’t count towards the required page length)
- Year and Semester + Class you received your incomplete in (if you are making up an incomplete – if not ignore this item.)
 - Your name, the last 4 digits of your unique personal identifier from your UGAcard and the current semester
 - Psychology class you are taking with your instructor’s name
 - The article title, the author, the magazine or journal & the page numbers of the article
1. The purpose of the paper is to demonstrate that you have read and have understood the research article. It should be partly a summary and an astute description of what you got out of the article. Papers that contain simple phrases like “I didn’t like the article” or “it didn’t make much sense” will not

be accepted for credit. You need to critically evaluate the material. The paper should be readable, but does not have to be a polished term paper. **It should contain at least two full pages of text (headers with your name and reference do not count towards this length requirement).**

2. The paper must be typed and double-spaced. You must use a standard 12-point font size. Failure to heed these guidelines will result in the paper not being accepted for credit.
3. Any paper that is entirely or partly copied word-for-word from a research article (or from another student) is **not acceptable**. This is plagiarism, which is a very serious academic offense. Your instructor would also be contacted to determine if any additional steps should be taken to deal with the problem. I have access to these journals and will check on papers, especially those that seem questionable.
4. Place any papers in the box outside (or under the door of) the RP office (**Room 253** of the Psychology Building) **by 5:00 PM on Friday, December 4, 2009**. Papers turned in after this point will not be accepted. **Make sure you turn papers in early enough! Any unacceptable papers turned in at the last minute WILL NOT COUNT FOR CREDIT and you won't have a chance to correct them.**

A Final Note:

The experience that you will gain from participating in or reading and summarizing actual research is invaluable. You will learn things about the manner in which psychological research is conducted that you could not possibly learn in a classroom setting.

Additionally, I think you will discover that participating in or reading experiments is actually an enjoyable experience. At times, you might even find yourself having fun.

Please let me know if there is anything that I can do to make your experience with the research pool a more positive one. Do not hesitate to contact me by phone or by e-mail using the information provided on the first page of this handout.

Good luck in class!

Chris Burgin
RP Coordinator, Fall 2009