THE ADVANCED PSYCHOLOGY STUDENT GUIDE

STEPS TO FULFILLING THE RESEARCH REQUIREMENT

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# TABLE OF CONTENTS

The Research Requirement ........................................................................................................... 1

Alternative to Research Participation .......................................................................................... 1

Participation in Research Studies ............................................................................................... 1-21

  Study Sign-Up ............................................................................................................................ 2

  Types of Available Studies ...................................................................................................... 2-3

  Requesting a Sona Account .................................................................................................... 3-4

  Resetting Your Password ........................................................................................................ 5

  Sona Phone App ...................................................................................................................... 5

  Human Subjects/Privacy Policy ............................................................................................... 5-6

  The Prescreen ........................................................................................................................ 6-7

  Your Profile ............................................................................................................................ 7-9

      Changing your password .................................................................................................... 8

      Receiving study e-mails ..................................................................................................... 8

      Account deletion ............................................................................................................... 9

  Viewing and Signing Up for Available Research Studies ....................................................... 9-12

  Study Appointment Arrival Time ............................................................................................ 12

  Cancelling a Scheduled Appointment in Sona ..................................................................... 13-14

  Researcher Cancellation ......................................................................................................... 14

  Researcher is a No-Show ........................................................................................................ 14-15

  Credit for Research Participation .......................................................................................... 15

  The Debriefing Form .............................................................................................................. 15-16

  Credit Issues .......................................................................................................................... 16

  Updating Courses in Sona ...................................................................................................... 16-17

  Assigning Credits to your Course .......................................................................................... 17
THE RESEARCH REQUIREMENT

Students registered for Cognition, Personality and Social Psychology courses are required to fulfill a research requirement by participating in 2 credit hours of research studies OR completing a written assignment. This requirement applies to these courses because many studies in cognition, personality and social psychology use data from undergraduate participants and having experience with empirical studies can provide insights into the nature of psychological science.

This guide has been prepared to give you all the information you need to fulfill the research requirement for your course(s). PLEASE READ THIS GUIDE CAREFULLY!

ALTERNATIVE TO RESEARCH PARTICIPATION

Participation in studies is voluntary. Even after a participant has signed-up for a particular experiment and has provided informed consent, he/she is still under no obligation to participate. Participation can be withdrawn at any time.

If you are not comfortable participating in any experiments, you should speak to your professor at the beginning of the semester regarding the alternative written assignment, which will fulfill the research requirement for your course.

To complete the written assignment:

- Identify 1 significant article in psychology published in the last 5 years that reports findings from studies that collected new experimental or survey data. The article must be approved by the course instructor before you begin the next steps.
- Read the article and write a two-page critique (1 two-page critique).
- The critique should discuss the significance of the study; the validity of the instruments and the data collection methods; the method of analysis, the conclusion, and the direction the results point to for future research.
- Email the critique to your Head TA by the deadline set by your professor.

NOTE: Both research participation and the written critique are evaluated Pass-Fail rather than graded. If neither is completed by the end of the semester, you will not receive a grade for your course. Please read the Unfulfilled Research Requirement section (Page 20).

PARTICIPATION IN RESEARCH STUDIES

To experience firsthand how knowledge in psychology is acquired through research, students registered in cognition, personality and social psychology may fulfill their research requirement by participating in two hours of research studies over the course of the semester. The research studies are being conducted by NYU Department of Psychology faculty and their students and have been approved by NYU’S Institutional Review Board (IRB), the University Committee on Activities Involving Human Subjects (UCAIHS). The purpose of the UCAIHS is to ensure that researchers abide by federal regulations that protect the rights and welfare of research participants.

Most students find participation in research studies to be educational, interesting, and one of the best parts of the course. In the next pages we describe how to register to be a participant in various studies and how to select studies that provide credit toward the two-hour requirement. If you choose to fulfill the research requirement by participating in research studies, please take the time to review Your Research Participant Rights (See Appendix A) and the Research Participant Checklist (Appendix B).
Study Sign-Up

You sign-up for research studies to fulfill the research participation requirement for a course using the NYU Sona Systems, [https://nyu-psych.sona-systems.com](https://nyu-psych.sona-systems.com). In a section below, we describe how to set up your Sona account. You will be able to sign-up for studies from the first week through the last day of classes.

It is important for you to keep in mind that you CANNOT receive research participation credit by signing up for studies through other NYU Department or university sites. Before you start signing up for research studies, make sure that you are on the correct website! There have been cases of students who have signed up for research studies through the NYU Psychology Department’s Paid Sona website or through certain labs only to find that those studies they participated in did not count toward their course! So please make sure you are signing up for studies on [https://nyu-psych.sona-systems.com](https://nyu-psych.sona-systems.com).

Types of Available Studies

Many NYU psychology studies are lab studies that require you to come in for an in-person session. For these studies, which typically last between 30 minutes to an hour, you will be instructed to go to a room, typically in the Meyer building (4 Washington Place), and engage in various tasks, such as viewing images on a computer screen, responding to visual/auditory stimuli, and completing surveys. On rare occasions, in-person sessions may take place in a location other than a laboratory (e.g., Washington Square Park).
Some studies are **online** survey studies and will involve you completing an online questionnaire. These online questionnaires usually take between 15 - 60 minutes to complete and can be accessed on the study information page in Sona once you’ve signed-up for the study. It is worth noting that some studies require a greater time commitment, requiring multiple in-person lab sessions or completing more than one survey at different times.

**NOTE:** Ideally, you should participate in a variety of studies, both in-person and online, so that you can get a broader perspective on the various methods used by psychology researchers.

**Requesting a Sona Account**

The first thing you will need to do in order to sign-up for research studies is to create an NYU Sona account. An NYU Sona account will allow you to participate in available research studies and check the number of credits you have earned. The account also allows the Coordinator of Psychology Research Subjects to keep track of your earned credits and provide your professor with a report on your research participation at the end of each semester.

**NOTE:** If you already have a Sona account that was created in a previous semester, you do NOT need to request another account. Simply use your User ID (Net ID) and password to login to your account. If you have forgotten or simply do not have your login information available, you will need to reset your password (See Page 5).

**To request your Sona account:**

2. On the right hand side of the login page, click on **Request Account**.
3. Enter all the required information, including your first name, last name, your User ID (which is your Net ID). Your Student ID number (An “N” precedes the 8-digit ID number) and telephone number are optional. You must select the course(s) you are enrolled in and whether you would like to receive a weekly email announcement about available studies. When you have entered all the necessary information, submit your request for an account at the bottom of the page.

4. You will receive your login information including your auto-generated password via your NYU email address within 24 hours.

5. Once your login information is received, you will be able to login to your Sona account using your User ID (Net ID) and password on the left hand side of the Sona login page (https://nyu-psych.sona-systems.com).
Resetting Your Password

If you have forgotten or cannot find your Sona account login information, you can reset your password by clicking **Forgot Password?** on the NYU Sona login page. If this does not work, contact the Coordinator of Psychology Research Subjects for assistance at Brenda.Woodford@nyu.edu or at 212-998-7874.

Sona Phone App

If you want to sign-up for research studies using your phone, you can download a Sona Systems Mobile app for iPhone in the Apple App Store or for Android in the Google Play Store. Please go to [http://www.sona-systems.com/app-download.aspx](http://www.sona-systems.com/app-download.aspx).

Human Subjects/Privacy Policy

The first time you log into your Sona account, the Human Subjects/Privacy Policy will appear on your screen. Please make sure to read through this policy **carefully** so that you familiarize yourself with how your information is used and disclosed, learn your individual rights as a participant and NYU’s responsibility to you, and to know who to contact in the event you have a complaint. Once you have read through the policy, you must agree to its terms in order to continue using the system.
The Prescreen

Prior to being able to view the available studies in Sona, you will be prompted to participate in a short prescreen questionnaire or the Psychology Sona Screening. On your screen, you will see an informed consent/assent for the screening. You can choose to participate in the prescreen questionnaire or decline your participation.
The purpose of the prescreen questions is to gather general information about you and match you with studies for which you may be eligible. For example, if you are left-handed, you will be eligible to participate in studies that require left-handed participants.

If you choose to participate in the prescreen questionnaire, you will have the option to decline answering each individual question. Declining to answer a question is considered a response. Once you have gone through all the questions, make sure to click on Record Responses at the bottom of the page in order to proceed to your homepage.

Participating in this questionnaire is completely voluntary. If you decide not to participate, you will still be eligible to participate in studies that do not have specific eligibility requirements and are open to everyone.

NOTE: If you are under 18 years old, you must obtain parental consent to participate in the Psychology Sona Screening prior to completing the questionnaire. To download the parental permission form for the screening, go to [http://as.nyu.edu/psychology/research/participate-in-research/parental-consent-forms.html](http://as.nyu.edu/psychology/research/participate-in-research/parental-consent-forms.html). You must drop off the parental permission form to the Coordinator of Psychology Research Subjects, located in the Meyer building (4 Washington Place), Room 601.

Your Profile

Once you have completed the prescreen questionnaire or have declined participation, you will be taken to your Sona homepage. The first thing you may want to do before viewing available studies is change your password to one you will easily remember. To do this, you must go to your profile page. To access your profile page, click on My Profile on the top toolbar of your homepage or on Change password under My Profile on the left hand side of your homepage.
**Changing your Password**

On the left hand side of your profile page, enter your current password, your new password, and then re-enter your new password. When you are done, click **Update** at the bottom of the page.

**Receiving Study e-mails**

On your profile page, you also have the option of selecting whether you would like to receive study invitation emails and a weekly email announcement about available studies. Select your preferences, and remember to click on **Update** at the bottom of your profile page once your selections have been made.
Account Deletion

If at the end of the semester you would like to delete your Sona account, you can submit a request to the Coordinator of Psychology Research Subjects. The request can be submitted on your profile by clicking on the Request Account Deletion button on the right hand side of your profile page.

NOTE: If you are a psychology major and/or will be taking other psychology courses with a research requirement or that offer extra credit by participating in Sona studies, do NOT request a deletion of your account. This way, you will not have to go through the process of requesting a new account each semester and you can view all the studies in which you have previously participated.

Viewing and Signing Up for Available Research Studies

When you login to Sona, click on Studies on the top tool bar or on the View Available Studies button on the left hand side of your homepage to be taken to the studies page.
On the studies page, only studies with available time slots will appear on your screen. For each study listed, you will be able to view the credit(s) being offered, a brief description of the study, and any eligibility requirements.

### Available Studies

<table>
<thead>
<tr>
<th>Study Information</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salty, Sweet or Fruity? - What is the best snack?</strong></td>
<td>All undergraduate students are welcome to participate.</td>
</tr>
<tr>
<td>(1 Credits) We are interested in learning more about how attitudes and preferences interact.</td>
<td></td>
</tr>
<tr>
<td><strong>Thinking about People - I</strong></td>
<td></td>
</tr>
<tr>
<td>(0.5 Credits) (Online study) The study is designed to learn more about how people incorporate information from the world around them to make judgments about themselves, others, and various other events and factors of the world.</td>
<td></td>
</tr>
<tr>
<td><strong>Perception Research I</strong></td>
<td></td>
</tr>
<tr>
<td>(1 Credits) This research focuses on how people perceive everyday stimuli.</td>
<td></td>
</tr>
<tr>
<td><strong>Perception of Speech</strong></td>
<td></td>
</tr>
<tr>
<td>(1 Credits) The study is designed to learn more about how people listen to sounds based on who is talking.</td>
<td></td>
</tr>
<tr>
<td><strong>Attitudes About Society</strong></td>
<td>US Citizen</td>
</tr>
<tr>
<td>(0.5 Credits) (Online study) The study examines your attitudes about society.</td>
<td></td>
</tr>
</tbody>
</table>

To learn more about a study, click on the **Timeslots Available** button or the study name to be taken to the study information page.

### Study Information Page

<table>
<thead>
<tr>
<th>Available?</th>
<th>Study Information</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attitudes About Society</strong></td>
<td>(0.5 Credits) (Online study) The study examines your attitudes about society.</td>
<td>US Citizen</td>
</tr>
<tr>
<td><strong>About Your Health and Habits Over Time - 2</strong></td>
<td>(0 Credits) (Online study) You will complete brief online surveys covering 7 days.</td>
<td></td>
</tr>
<tr>
<td><strong>Perception Research I</strong></td>
<td>(0 Credits) This research focuses on how people perceive everyday stimuli.</td>
<td></td>
</tr>
<tr>
<td><strong>Attention and Perception E</strong></td>
<td>(0 Credits) In this study, we aim to better understand how we pay attention to certain parts of the environment in support of visual appearance and behavior.</td>
<td>Corrected-to-normal vision</td>
</tr>
<tr>
<td><strong>Thinking about People - I</strong></td>
<td>(0 Credits) (Online study) The study is designed to learn more about how people incorporate information from the world around them to make judgments about themselves, others, and various other events and factors of the world.</td>
<td></td>
</tr>
</tbody>
</table>

On the study information page, you can view the study details. The study information includes the duration, the tasks or activities involved in completing the study, the eligibility requirements (e.g., left-
handed), the credit(s) being offered, and the sign-up and cancellation deadlines. You will also be able to view the names of the Principal Investigator, the researcher(s) and their contact information. If you are interested in participating, click on the View Time Slots for This Study button to see what appointment times are available.

When selecting an available timeslot, always be mindful of your schedule. Select a date and time that works best for you so that you do not end up having to cancel your appointment at a later date.

Make sure to select a timeslot that is convenient for you and works with your schedule to prevent unnecessary cancellations.
For online survey studies, there will only be one timeslot available for students to sign-up. Once you sign-up for the timeslot, you can access the survey link on the study information page and you will have until the participation deadline provided to complete the survey. Please make sure to sign-up for a timeslot **before** completing the survey to ensure that your credit is granted in Sona.

Some studies require a special password (known as an Invitation Code) to sign up. In this case, it will be noted. The researcher should have given you this invitation code. It is not the same as the password you use to log in to the system. You will need to enter the invitation code just before you click the Sign-Up button to sign up for a timeslot.

Upon study sign-up, you will receive an email confirmation including the study’s name, the date, time and location of the appointment, the researcher’s name, information regarding the credit you will earn for your participation, and the study’s description, which should include the researcher’s contact information. You will also receive a reminder email the evening before the study is scheduled.

**NOTE:** You cannot participate in a study more than once. Even if you are enrolled in another psychology course with a research requirement in a subsequent semester and see timeslots available for a study you participated in a previous semester, you will not be able to sign-up for that study again. Sona keeps a record of all your study sign-ups.

**Study Appointment Arrival Time**

Make sure to go to your study, and please **be on time**! Most studies have to start on time, because many participants are scheduled around the same time. If you are late, you may miss the study. Although some studies can start late, these are the exception rather than the rule. Give yourself enough time to find the right place, to wait for the elevator, etc. You will receive an email reminder of your appointment the evening before the study is scheduled.
Cancelling a Scheduled Appointment in Sona

You may cancel a scheduled appointment in Sona by going to My Schedule/Credits on the top toolbar or View or cancel my study appointments under My Schedule & Credits on the left hand side of your homepage.

Cancellation deadlines are set by the researchers, therefore each study may have a different cancellation deadline. Typically, however, you will have up to 24 hours prior to a study appointment occurring to cancel it in Sona. If you have not missed the cancellation deadline, you will see an option to cancel your study sign-up.
To cancel your study sign-up, click the **Cancel?** button. You will then be taken to the page where you can cancel the appointment. If applicable, you will be warned if your cancellation might affect your ability to participate in other studies you have signed up for due to pre-requisite restrictions.

To proceed with the cancellation, click on the **Yes, I want to cancel** button. Once this is done, you will receive an email confirming the cancellation of your appointment. If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will not be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date.

If you must cancel your study appointment due to an unforeseen event and it is too late to cancel it online, you should always contact the researcher ASAP. Be mindful of the researcher’s time and make it possible for your timeslot to be opened up to other participants. You can either email the researcher or contact him/her by phone if a phone number is provided on the study information page. If you are unable to reach the researcher, contact the Coordinator of Psychology Research Subjects ([Brenda.Woodford@nyu.edu](mailto:Brenda.Woodford@nyu.edu)).

**Researcher Cancellation**

Sometimes, it is the researcher who cancels your study appointment due to sickness or an unforeseen event (e.g., equipment malfunction). In the event this happens, you should expect to receive a cancellation email prior to your scheduled appointment and an explanation for the cancellation. The researcher will likely offer you an opportunity to participate in the study at another date and time and may let you know in advance when more timeslots will be posted in Sona. If a researcher cancels your study appointment because data collection has been completed and participants are no longer needed for the study, you will also be contacted in advanced regarding the cancellation.

**Researcher is a No-Show**

If you are scheduled to participate in a study and are on time for your appointment and the researcher is nowhere to be found, wait a few minutes to see if the researcher shows up. It is possible he/she may be running late.

Make sure you are in the right location. Often times, it is not that the researcher is late or a no-show but that the student is in the wrong location or has mixed up the date and time of the study appointment. Review the information on the study sign-up confirmation or reminder email to verify that you are in the right place and that you do not have the date and time of the appointment mixed up. Also, check your
inbox and/or spam folder. Sometimes researchers will cancel a study appointment, and a cancellation email will be sent to the participants only to be overlooked.

Finally, if you checked your inbox/spam folder and you never received a cancellation email, you have confirmed the study details and you know you are in the right location, on the right day and time, and you have waited for a few minutes, email or call the researcher. At this point, you have the option of either waiting for a response to see if the researcher arrives or you can choose to leave. The researcher should follow-up with you ASAP and provide you with an explanation. In addition, you should receive study credit as compensation for your lost time.

If you have any questions/concerns, please contact the Coordinator of Psychology Research Subjects (Brenda.Woodford@nyu.edu).

Credit for Research Participation

The credit you will receive for your research participation is dependent on an experiment’s duration, and it is granted in half hour increments. Please see the table below:

<table>
<thead>
<tr>
<th>Experiment duration</th>
<th>Credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 – 30 minutes</td>
<td>.5</td>
</tr>
<tr>
<td>31 – 60 minutes</td>
<td>1</td>
</tr>
<tr>
<td>61 – 90 minutes</td>
<td>1.5</td>
</tr>
<tr>
<td>91 – 120 minutes</td>
<td>2</td>
</tr>
</tbody>
</table>

Only researchers may grant you credit for participation in a research study. Generally, researchers will grant you credit within 1-2 business days after your study participation. However, there are many reasons why researchers may not grant you credit right after your participation, and sometimes they will include information on their Study Information Page specifying the time frame for when you can expect credit to be granted to you in the system. Make sure to read the study details carefully.

If you have not received credit within 1-2 business days or within the time frame specified on a researcher’s Study Information Page, you should contact the researcher directly. If you do not receive a response from the researcher within 48 hours and you still have not received credit, contact the Coordinator of Psychology Research Subjects (Brenda.Woodford@nyu.edu).

NOTE: It is a departmental policy that Sona studies offering credit must be limited to 2 credit hours. However, occasionally you will find studies that are over 2 hours in length. For these studies, you will receive 2 credits for the first 2 hours of your participation and monetary compensation for any additional time spent to complete the study.

The Debriefing Form

At the end of each study, you should receive a debriefing form, which will include information about the study purpose and other important details about the study. It is essential that you receive the debriefing form at the end of your participation, as it serves as a receipt and proof that you participated in a study. Make sure to keep a folder of all of the debriefing forms you have received. If there is ever a question regarding whether you participated or not in a study, you can always email the debriefing form to the researcher or Coordinator of Psychology Research Subjects (Brenda.Woodford@nyu.edu) as proof of your participation.
For lab studies, you should receive the debriefing form and have the opportunity to ask questions at the end of the in-person session. Upon reviewing the debriefing form, you will sign and date it and you will be given a copy to keep. For online studies, the debriefing form will be emailed to you after your participation or the debriefing may be included at the end of the survey. If the debriefing is included at the end of the survey, make sure to print the page or take a screenshot of it for your records.

If a researcher does not provide you with a debriefing form, please make sure to follow-up until you have received it! If the researcher does not respond to your request for a debriefing form within 1-2 business days, please contact the Coordinator of Psychology Research Subjects (Brenda.Woodford@nyu.edu).

Credit Issues

There have been cases when students contact a researcher a few days after their study participation due to concern that they were not granted study credit, and the researcher informs them that credit was not granted due to there being no record of their participation or survey responses. This issue seldom occurs with lab studies, and in the rare event that it does, students can always submit their debriefing form to the researcher as proof of study participation.

For online studies, if a researcher has no record of your survey responses, it is possible that there was a survey glitch. However, more likely than not, you exited the survey before you arrived to the last page and were able to submit your responses. For some surveys you complete, you may be informed that you have come to the end of the survey and there will be a Submit button for you to click on in order to submit your survey responses.

However, in cases where there is no Submit button, you will know that you have come to the end of a survey and that you are submitting your survey responses when there is no longer a Next button or arrow on the right hand corner at the bottom of a page. Once you submit your responses, they will be recorded.

In addition to ensuring that you have submitted your survey responses, please take note of what the survey questions asked, and if you can, print or take a screenshot of the last page of the survey—which may also be a study debriefing—as a proof survey completion that you can send to researchers if credit has not been granted to you. If you are able to recall details about the study you completed and/or have a screenshot from the last page of the survey, you should be granted study credit.

Updating Courses in Sona

It is your responsibility when you request your Sona account to select the correct course(s) in which you are enrolled. However, students have an opportunity up until the end of the second week of classes to either add or drop courses. In such cases, it is important for you to remember to update your Sona accounts with the correct courses.

If you do not update your course(s) in Sona, your earned research participation credits will not be allocated to the appropriate course, and when your professor receives the report on his/her students’ research participation at the end of the semester, it will seem as though you did not meet your research participation requirement. You must assign the correct course(s) to your Sona account to ensure that your research participation credit is appropriately assigned! This is your responsibility.

If you add or drop a course(s) on Albert during the first two weeks of classes and need to update your Sona account, you will have the option to change courses in the system. Click on My Profile on the top
toolbar of your homepage. Once on your profile page, you will see your courses listed under Credits, on the right hand side of the page. Underneath your listed course(s), you will see the Change Courses button. Click on the Change Courses button to add or remove a course(s) from a dropdown menu of courses.

### Assigning Credits to your Course

Each time you sign-up for a study, you will have the option to assign the credit you will receive to a specific course that is listed in your Sona account. If you only have one course listed, credit granted to you for a study will automatically be assigned to that one course. However, if you are enrolled in more than one course in a semester with a research requirement, you will have the option of selecting the course for which you would like the credit to be assigned to from a drop down list of your courses. **Please make sure that all of your courses are listed in your Sona account so that you may correctly assign credit to your courses!**

### Monitoring Your Progress

You can keep track of how many credits you have earned, are pending and required by looking at the Credits Overview section on the right hand side of your homepage.
For more details and to see whether you have received credit for a particular study, you can click on **My Schedule & Credits** on the top toolbar or on **View studies I’ve participated in**, and see if credit has been granted on the left hand side of your homepage.

At the top of the credits page, you can see the overall credits you have earned, the overall pending credits and the overall number of credits required to fulfill your research participation requirement for your course(s).
You can also view the studies you have signed up for, whether you have received credit for the study, and what course you assigned to the credit(s). If necessary, you can re-assign earned study credit(s) to another course by clicking on the Reassign button found under course. Lastly, you can view how many credits you have earned for each course.

NOTE: In reviewing the studies for which you have signed up, if you notice that there is no course assigned to a study, you should immediately assign a course to that study so that the credit you will receive is not wasted. It is important that you fix this, because if not, the earned credit will not be assigned to any course and will therefore not count toward your research participation requirement.

The No-Show Policy

Everyone gets sick and special circumstances do come up from time to time for most people. However, if you’re not feeling well or something important gets in the way of you making it to your study appointment, please be responsible and courteous by cancelling your appointment in Sona or contacting the researcher ASAP to let him/her know.

If the time for you to cancel your study appointment online has elapsed and you contact the researcher in advance about being unable to make it to your appointment, even if you reach out 30 minutes or an hour prior to your study appointment, you will be marked as an excused no-show in Sona. Ideally, you should give the researcher at least a 24 hour notice. This gives the researcher the opportunity to open up your timeslot to other students. Do not waste the researchers' time; their time is as valuable as yours.

If you fail to cancel your appointment in Sona or to notify the researcher directly that you will be missing your scheduled appointment, you will be marked as an unexcused no show. After 2 unexcused no-shows (two missed appointments that were not excused by the researchers), your Sona account will automatically be blocked/disabled and will remain blocked until you take one of the actions listed below. However, you will receive credit for those studies you completed or are pending sign-ups.

Once your Sona account has been disabled, you will need to do one of the following in order to complete the research requirement for your course:

1. Speak to your professor/Head TA to inquire if you would be able to do the alternative written assignment.
2. Contact the Coordinator of Psychology Research Subjects at Brenda.Woodford@nyu.edu and explain the reason for the two unexcused no-shows. In some cases a third chance may be granted.
NOTE: If you miss the participation deadline for an online study, you will be marked in the system as an unexcused no-show, just as you would for an in-person lab study. Please be mindful of the participation deadlines for all online studies for which you sign-up to avoid getting marked down as an unexcused no-show and having your account disabled.

**Extra Credit Policy**

**Extra credit is offered at the discretion of your professor.** Your professor will let you know on the first day of classes and it will be on the syllabus whether extra credit will be offered as part of the course. If the extra credit being offered involves completing extra research participation hours, you may sign-up for additional Sona studies at any time during the semester once you have completed the required 7 participation hours.

If you participate in additional studies, please make sure that your professor has offered extra credit, because otherwise, those additional credit hours you earn will be lost, as they will not be applied to any psychology courses you take in the future.

Always be mindful of others. If you have fulfilled your required (and extra credit) research participation hours, please leave the study appointments open to those who may need them.

**Unfulfilled Research Requirement**

You should do your best to complete the research requirement for your course by the end of the semester. For those who choose to participate in research studies, the best way to do this is to start signing up for studies early on in the semester so that you do not miss any opportunities to participate in studies for which you may be eligible. The number of studies posted in Sona is continuously monitored to ensure that enough studies are available throughout the semester for everyone. However, there is no guarantee that there will be enough studies at the end of the semester. As the end of the semester approaches, it becomes increasingly more difficult to find available studies. A good guideline is to do at least one study per week. If you choose to complete the read-write option, the same recommendation applies: start early!

**NOTE:** If by the last day of classes, you have not completed the research requirement for your course, you will temporarily receive an “I” or incomplete grade until you are able to make-up the missing research participation hours or complete the read-write option. Please keep in mind that you only have until the end of the subsequent semester to make-up the research requirement and to receive an actual grade. If the requirement is not met within the statutory period, the incomplete will become an F and be calculated in your grade point average. Under special circumstances, professors may agree to give you an extension.

**Archived Study Credits**

At the end of each semester, the NYU Sona systems is reset in preparation for the upcoming semester, which means that all earned credits from a previous semester will be archived. If at the end of the semester you find that you were unable to complete the research participation requirement, make a note of how many study credits you completed for your course.

You can also view your archived credits by going to **My Schedule/Credits** on the top toolbar or **View or cancel my study appointments** under My Schedule & Credits on the left hand side of your homepage. On the credits page, you can see your archived credits for each study under the Comments column,
under the Credit Status column. Tally up your credits and see how many you have left to fulfill the research participation requirement for your course.

<table>
<thead>
<tr>
<th>Study</th>
<th>Time</th>
<th>Location</th>
<th>Credit Status</th>
<th>Course</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measuring Music Preferences</td>
<td>March 29, 2019 1:00 PM - 3:00 PM</td>
<td>Please wait by Meyer 2nd floor elevator</td>
<td>0 Credits granted on March 31, 2019, None</td>
<td>2.00 Credits archived record PSYCH-UA 1.001, Introduction to Psychology Spr ‘19</td>
<td></td>
</tr>
<tr>
<td>Credits: 2 Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virtual Reality and Slides</td>
<td>April 20, 2019 5:00 PM - 6:00 PM</td>
<td>Meyer 4th floor waiting area</td>
<td>0 Credits granted on April 28, 2019, None</td>
<td>1.00 Credits archived record PSYCH-UA 1.001, Introduction to Psychology Spr ‘19</td>
<td></td>
</tr>
<tr>
<td>Credits: 1 Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Opinions &amp; Attitudes - II</td>
<td>May 3, 2019 11:30 AM - 1:30 PM</td>
<td>Wait at Meyer 4th fl. 446A-P waiting lounge</td>
<td>0 Credits granted on May 4, 2019, None</td>
<td>1.00 Credits archived record PSYCH-UA 1.001, Introduction to Psychology Spr ‘19</td>
<td></td>
</tr>
<tr>
<td>Credits: 1 Credits</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Seeing Faces</td>
<td>May 16, 2019 3:00 PM - 5:00 PM</td>
<td>Meyer 4th Floor Waiting Room</td>
<td>0 Credits granted on May 10, 2019, None</td>
<td>0.50 Credits archived record PSYCH-UA 1.001, Introduction to Psychology Spr ‘19</td>
<td></td>
</tr>
<tr>
<td>Credits: 0.5 Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Words and Thoughts</td>
<td>May 10, 2019 11:30 PM</td>
<td>Online</td>
<td>0 Credits granted on May 10, 2019, None</td>
<td>0.50 Credits archived record PSYCH-UA 1.001, Introduction to Psychology Spr ‘19</td>
<td></td>
</tr>
<tr>
<td>Study Type: Online Study Credits: 0.5 Credits</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neural Mechanisms for Stereotypic Vision</td>
<td>May 13, 2019 5:00 PM</td>
<td>Online</td>
<td>0 Credits granted on May 10, 2019, None</td>
<td>1.00 Credits archived record PSYCH-UA 1.001, Introduction to Psychology Spr ‘19</td>
<td></td>
</tr>
<tr>
<td>Study Type: Online Study Credits: 1 Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Nature of Group Activities</td>
<td>May 13, 2019 11:00 PM</td>
<td>Online</td>
<td>0 Credits granted on May 18, 2019, None</td>
<td>0.50 Credits archived record PSYCH-UA 1.001, Introduction to Psychology Spr ‘19</td>
<td></td>
</tr>
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<td>Study Type: Online Study Credits: 0.5 Credits</td>
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</tbody>
</table>

During the second/third week of the new semester, you will be able to start signing up for studies in Sona in order to complete any missing study credits. If enrolled in the Introduction to Psychology course offered in the spring and are unable to complete the required study credits by the end of the semester, you have the option to complete the missing credits during summer session I and II rather than waiting for the fall semester to fulfill the research participation requirement.

Upon completing the required participation credit hours, email your professor, Head TA and copy the Coordinator of Psychology Research Subjects (Brenda.Woodford@nyu.edu). Once the Coordinator of Psychology Research Subjects verifies for your professor and Head TA that you have fulfilled your research requirement, your professor will submit your final grade. Once your grade is submitted, the grade change must be approved by the department and then the Registrar’s office. It may take several business days for the change of grade to be processed and for it to be reflected on Albert.

**Parental Consent**

**IF YOU ARE UNDER THE AGE OF 18, PARENTAL CONSENT IS REQUIRED FOR ALL RESEARCH PARTICIPATION AND CONSENT MUST BE OBTAINED PRIOR TO PARTICIPATION IN ANY STUDIES. STUDENTS WILL FIND THE PARENTAL PERMISSION FORMS AT [http://as.nyu.edu/psychology/research/participate-in-research/parental-consent-forms.html](http://as.nyu.edu/psychology/research/participate-in-research/parental-consent-forms.html).**

Parental consent forms should ideally be submitted to the researchers directly on the day of your study appointment. However, if it’s not possible, you may scan and email them to the researchers before your scheduled study appointments. If you do not provide a parental consent form prior to a scheduled study appointment, you risk having your appointment cancelled.
FOR MORE INFORMATION

Sona related questions may be addressed in the FAQ section in the Sona systems. Login to your account to review the FAQ. Click on FAQ on the top toolbar or Find answers to common questions on the left hand side of your homepage under FAQ.

For a detailed participant tutorial on how to use Sona, it is recommended that you view the Sona Systems Participant Tutorial: https://www.youtube.com/watch?v=_1OnT2ZU6QQ.

If you have any questions about your rights as a research participant or would like to report a complaint regarding your participation experience, please contact the University Committee on Activities Involving Human Subjects (UCAIHS) at ask.humansubjects@nyu.edu or by telephone at 212-998-4808.

If you would like to report a research-related problem, please contact Dr. Patrick Shrout at pat.shrout@nyu.edu.

For questions about the research requirement, Sona or paid studies, please contact Brenda Woodford, Coordinator of Psychology Research Subjects, at brenda.woodford@nyu.edu or stop by her office (Meyer building, 4 Washington Place, Room 601) during her office hours (2 PM – 5 PM Tuesdays and Thursdays).
APPENDIX A

If you choose to participate in research studies, make sure you understand your rights as a research participant before you sign-up for a study. Learn why federal regulations were established to protect human subjects and familiarize yourself with the Federal Policy for the Protection of Human Subjects, also known as the Common Rule, which outlines the criteria and procedures for IRB review of human subjects research.

As a participant in a research study, you have the right to:

- know why the research is being conducted
- know what you will be asked to do (e.g., complete a questionnaire, view images on a computer screen) as part of the study
- know the risks (e.g., will you feel emotional distress or physical pain?) associated with your participation
- know the benefits, if any, of participating in the study
- know the means by which your personal information will be kept confidential
- ask questions at any time
- fully understand what the study is about before signing an informed consent form
- choose whether to participate without feeling pressure
- refuse to take part in or withdraw from a study at any time without penalty
- be treated in a respectful and professional manner
- receive a copy of the consent form
- know whom to contact if you have a question or concern
APPENDIX B

Research Participant Checklist

During the first two weeks of classes

☐ Request a Sona account at https://nyu-psych.sona-systems.com

Second/third week through the last day of classes

☐ Sign up for research studies in Sona

For lab studies, make sure to:
- obtain a copy of the informed consent form you signed
- receive a debriefing form at the end of the study
- file your debriefing forms as proof of study participation
- check your Sona account to ensure that you received credit for your participation

For online studies:
- print a copy of the online informed consent for your records
- print or take a screenshot of the debriefing page if it is included at the end of the survey or follow-up with the researcher if the debriefing form was not emailed to you
- file your debriefing forms as proof of study participation
- check your Sona account to ensure that you received credit for your participation

☐ Participate in additional studies after completing the required 2 hours for extra credit. Note: Only participate in additional studies if your Professor offers extra credit.

Last day of classes

☐ Review your Sona account and check that all earned study credits are assigned to the correct course(s). Note: If you are not sure that your credits are correctly assigned, contact the Coordinator of Psychology Research Subjects at Brenda.Woodford@nyu.edu.