



# **PSY 214 Aspects of Psychology**

COURSE SYLLABUS: Fall 2016

## **INSTRUCTOR INFORMATION**

**Instructor:** Shirley Allen, MS,  
**Office Location:** N/A  
**Office Hours:** by appointment only

**Office Phone:** 903-886-5954 (department office)  
**University Email Address:** [sallen2@leomail.tamuc.edu](mailto:sallen2@leomail.tamuc.edu)  
**Preferred Form of Communication:** email/after class  
**Communication Response Time:** ~24 hours

## **COURSE INFORMATION**

### ***Materials – Textbooks, Readings, Supplementary Readings***

*Textbook(s) Required:* Sternberg, R. J. (2008). *Career Paths in Psychology* (2<sup>nd</sup> ed.). APA.

### ***Course Description***

This ENTIRELY ONLINE course reviews career paths and how to prepare for a career in psychology. We will discuss typical activities professional psychologists pursue while they engaged in the career as well as the approximate range of financial compensation. We will look into the advantages and the disadvantages of psychology as a career, personal and professional attributes desirable for success, and opportunities for employment and advancement.

### ***Student Learning Outcomes*** (Should be measurable; observable)

1. Learn different career opportunities with a degree in psychology
2. Learn current trends in employment with a degree in psychology
3. Learn to do research in the psychology field
4. Learn to create a professional presentation
5. Learn to develop a personal career path

*The syllabus/schedule are subject to change.*

# COURSE REQUIREMENTS

## ***Minimal Technical Skills Needed***

Examples include: Using the learning management system, using Microsoft Word and PowerPoint, using presentation and graphics programs, etc.

## ***Instructional Methods***

This course includes creating a professional power point, a personal career path essay, mandatory weekly discussions and tests.

## ***Student Responsibilities or Tips for Success in the Course***

It is recommended that students keep up with the reading assignments and log in every Monday to start their discussion post and to log in again at the end of the week to complete the weekly discussion assignment. During the first week, students need to log into eCollege and locate the power point assignment list and due date. Depending on individual styles of reading and study, students should expect to spend 3-5 hours a week for this course.

## GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

### **Evaluation and Assessment:**

<u>Method</u>	<u>Total Percentage</u>
Presentation/Power Point	40%
Attendance/Discussions	15%
Exam 1	15%
Exam 2	15%
Paper	15%

ALL ASSIGNMENTS MUST BE COMPLETED TO GET A GRADE IN THIS COURSE

NO LATE WORK ACCEPTED.

→ If you are having problems in class, please come and talk to me immediately. I will be better able to help you if you come to me early. Do not come to me at the end of the semester, unhappy with your grade, asking for a way to change it.

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## **Assessments**

**Tests 15% grade (100 pts):** There will be *two* examinations, total 100 points. They will cover materials discussed in class (from textbook, lecture materials, special assignments, student presentations). Exam format may be true/false, multiple choice, matching, and/or short answer. **No makeup exams will be given.**

**NO MAKE-UP EXAM WILL BE GIVEN** Make-ups will only be given in the case of **verifiable** medical or legal excuses. Verifiable means that written documentation is provided (e.g., signed doctors' notes, court appearance tickets, newspaper obituaries). The final decision concerning make-up exams rests with the instructor. If no valid excuse (in the opinion of the professor) is presented your exam grade is a zero.

### **Presentations 40% grade (100 pts) THIS IS A POWER POINT PRESENTATION TO BE POSTED IN DOC SHARING BY THE DAY IT IS DUE PER PRESENTATION TOPIC LIST**

Students will provide an **online presentation on a selected topic**. Each student will assigned a topic from a list and it is your responsibility to assure you have been assigned a topic. Schedule and topics once assigned are **not subject to change**. Written expectations and directions are listed below. Conduct a professional (APA) presentation about the topic using your text and at least 3 other sources (internet, interviews, text or journals) **YOU MUST CITE YOUR SOURCES. ANY PRESENTATIONS WITHOUT A REFERENCE SLIDE IS AN AUTOMATIC ZERO.** Your references **MUST** be APA compliant. A PowerPoint presentation is recommended (not a paper). **Presentation material may be included in tests.**

Length: 15 slides **EXCLUDING** title page, picture pages, chart pages and reference pages. The **body** of your presentation should be at least 15 (not title page, questions, reference or "pictures" slides) slides long and content rich to be eligible for the maximum points. **LATE WORK WILL NOT BE ACCEPTED.**

**Before you begin** submit to the instructor your handout with 3 possible test questions **AND ANSWERS** based on your presentation material, and a brief statement explaining your topic, power point handouts will not be accepted. Questions must be T/F or multiple choice only. Submit handout to doc sharing for instructor only. **Please upload your presentation to doc sharing for the entire class to view by the date it is due (might be best to upload the night before).** **DUE DATE IS ON PRESENTATION TOPIC LIST, NOT THE GRADEBOOK.** The gradebook does not allow for individual student due dates.

Include in your presentation to class:

1. Title of Presentation (topic) instructor handout in doc sharing.
2. Goals Slide/Bullet points (1,2,3; goals of presentation)  
State goals for the class – at the end of the presentation, you will have learned, been exposed to, experienced, etc.
3. Introduction- Brief: introduce your topic
4. Body- longest part

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Present information so that class reaches your goals; exercise your objectives to meet your goals (first, second, third, next, finally, etc.)  
Discuss job duties, education required, work setting, expectations, a day in the life of..., financial compensation, opportunities for employment

5. Summary/Conclusions- brief, tie it all together
6. Q & A-
7. Reference slide, no reference slide = zero for presentation
8. Provide handout which includes; 3 possible test questions and answers to the instructor

Grade 100 points possible; **grading rubric is below in syllabus**. Your grade will depend on how well you met rubric and syllabus requirements in your presentation.

Your presentation test questions may be included on the final test. Your attendance and participation in the presentations is required to pass the course.

**\*\*\*Due to late registers/drops, it is your responsibility to be sure you have an assigned presentation topic\*\*\***

**PAPER total 15% of grade (100 pts);** You will need to complete a full 3 to 4 page personal career paper describing one career in psychology you may be interested in pursuing. You can submit your paper to the dropbox labeled week 13 ONLY. Your paper must be submitted via Turnitin to receive credit. This paper should include:

- Why you decided on this career.
- What talents, or experience you possess that make this career attractive
- What level of education you will need and include at least **TWO** colleges that offers programs and those specific programs.
- List required internships, practicums, licenses, certifications and specialize training needed.
- List at least **TWO** specific different places you might be able to work at after your education/training is complete (Plano Children's Advocacy Center, Austin Hospice, etc). If you are going into private practice, include where you plan to work (home, office) and how you plan to find clients. BE SPECIFIC.

This is a personal career paper, cite sources as appropriate; double-spaced, 12pt New Times Roman, 1" margins. **LATE WORK WILL NOT BE ACCEPTED.**

**Online discussions (attendance) 15% Grade: 2 responses, minimum of 250 words.**

Every **Sunday** of the week a student PowerPoint about their topic will be added to eCollege and will remain open till the following **Saturday** night. Students are required to participate in the online discussions each week. In general, these assignments are designed to augment your comprehension of the material. For obvious reasons, there are absolutely no make-ups for these class assignments (however, I suggest that you still ask about the assignment to see if it would help you better understand the material).

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**Each student is required to post at least 2 responses**, the first of which must be posted by **Wednesday midnight** and be your understanding of the chapter(s) to allow for ample feedback and discussion by all students. By Sunday midnight, the second post required is a response to other student. Discussion posts must be substantive (250 words and yes, I will check) and thoughtful responses to receive full credit. A substantive response includes content and contextual additions, add something to the discussion. **Students will not receive full credit if all postings are made on the same day. IF YOU MISS MORE THAN 3 WEEKS OF FULL DISCUSSIONS OR MORE THAN 6 WEEKS OF PARTIAL DISCUSSIONS OR ANY COMBINNATION LEADING TO A TOTAL OF 6 MISSED DISCUSSIONS, YOU MAY BE DROPPED OR RECEIVE A FAILING GRADE FOR THE COURSE.**

\*\*\*PLEASE NOTE: Just because you meet the requirements for the assignments in this class does not automatically assume an "A". "A" work goes above and beyond with exceptional quality of work\*\*\*

Alternate Extra Credit paper, 9 points added to lowest text grade. Assignment will be posted in doc sharing

## TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

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- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check](http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset) [http://help.ecollege.com/LS\\_Tech\\_Reg\\_WebHelp/en-us/#LS\\_Technical\\_Requirements.htm#Browset](http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
  - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
  - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
  - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical) <https://secure.ecollege.com/tamuc/index.learn?action=technical>

## **ACCESS AND NAVIGATION**

### ***Pearson LearningStudio (eCollege) Access and Log in Information***

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx) and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab. <http://www.tamuc.edu/myleo.aspx>

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

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## **Pearson LearningStudio Student Technical Support**

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/) <http://247support.custhelp.com/>

The student help desk may be reached in the following ways:

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

**Accessing Help from within Your Course:** Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

### ***Policy for Reporting Problems with Pearson LearningStudio***

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you

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**PLEASE NOTE:** Your personal computer and internet access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

### myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu).  
<https://leo.tamuc.edu>

### Learner Support

The [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/) was created to serve you by providing as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>


The [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/) provides academic resources to help you achieve academic success.

<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

## FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	<b>App Title:</b>	<b>iPhone</b> – Pearson LearningStudio Courses for iPhone <b>Android</b> – LearningStudio Courses - Phone
	<b>Operating System:</b>	<b>iPhone</b> - OS 6 and above <b>Android</b> – Jelly Bean, Kitkat, and Lollipop OS
	<b>iPhone App URL:</b>	<a href="https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8">https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8</a>
	<b>Android App URL:</b>	<a href="https://play.google.com/store/apps/details?id=com.pearson.lsphone">https://play.google.com/store/apps/details?id=com.pearson.lsphone</a>

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

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- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

## **LearningStudio Notifications**

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

## **COMMUNICATION AND SUPPORT**

### ***Interaction with Instructor Statement***

I will attempt to respond to inquiries as soon as possible. Estimated response time for email is ~24 hours. Tests are graded immediately by eCollege. Power points will be graded within 7 days of due date. Final papers will be graded by final exam week.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### ***Course Specific Procedures/Policies***

Attendance governed by discussion posts. No Late Work, No Make-up Exams

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Extra Credit offered

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **University Specific Procedures**

#### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

#### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

#### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

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## ***ADA Statement***

### **Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [Rebecca.Tuerk@tamuc.edu](mailto:Rebecca.Tuerk@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### ***Nondiscrimination Notice***

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### ***Campus Concealed Carry Statement***

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## COURSE OUTLINE / CALENDAR

### Schedule for Lectures and Exam\*\*\*    Psy 214    Web based

Monday	Planned assignment	Comments
AUG 29	Introductions/Syllabus	
SEPT 5	Chapter 1	
SEPT 12	Chapter 2	
SEPT 19	Chapters 3, 4	
SEPT 26	Chapters 5, 6	
OCT 3	Chapters 7, 8	
OCT 10	Chapters 9, 10	
OCT 17	<b>Midterm Exam</b>	Online eCollege
OCT 24	Chapters 11, 12	
OCT 31	Chapters 13, 14	
NOV 7	Chapter 15, 16	
NOV 14	Chapter 17	Papers Due
NOV 21	<b>THANKSGIVING</b>	
NOV 28	Chapter 18	
DEC 4	Chapter 19	
DEC 12	<b>Final Exam</b>	Online eCollege

\*\*\*Changes may be made to this schedule; modifications will be announced in class. Students that do not attend class are responsible for the alterations made to the syllabus.\*\*\*

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## Psy 214 Presentation Grade Rubric

Name of Presenter \_\_\_\_\_ Date \_\_\_\_\_  
Topic \_\_\_\_\_

	10	9	8	7	6	5	4	3	2	1
	Excellent	Very good		Marginal						
	Outstanding	Average		Failing						
1. Did the presenter state and meet their goals?	10	9	8	7	6	5	4	3	2	1
2. Overall was the presentation useful or valuable?	10	9	8	7	6	5	4	3	2	1
3. How much work and preparation was evidenced in the presentation?	10	9	8	7	6	5	4	3	2	1
4. Was the presentation well organized? Did the material "flow" easily or was it disjointed?	10	9	8	7	6	5	4	3	2	1
5. How knowledgeable was the speaker on the topic?	10	9	8	7	6	5	4	3	2	1
6. Did the presenter include 4 references including the text book?	10	9	8	7	6	5	4	3	2	1
7. What was the quality of handout and presentation materials? Were three test questions included?	10	9	8	7	6	5	4	3	2	1
8. Did the presentation include an introduction, body, summary, questions and answers?	10	9	8	7	6	5	4	3	2	1
9. Was the pace and length of the presentation appropriate, 15 slides of content?	10	9	8	7	6	5	4	3	2	1
10. Overall rating for the entire presentation?	10	9	8	7	6	5	4	3	2	1

100 total \_\_\_\_\_

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## Students' Guide to Research Participation for Extra Credit

Department of Psychology, Counseling, & Special Education

Texas A&M University-Commerce

- **What is Research Participation?**

Exposure to research is essential to your gaining a better understanding of the scientific study of psychology. It is how we add new knowledge in psychology. Being involved in research is a good way to experience first-hand and learn about the scientific enterprise. We believe there are two key ways to experience research activity at this level: 1) read about related scientific investigations; 2) experience research as a volunteer participant; or some combination of both. The class in which you received this handout offers extra credit through one or both of these activities.

- **What if I am not yet 18 years old?**

In order to participate in research you must be at least 18 years old. If you are not yet 18 years old, please see your instructor, and ask him/her about alternative ways of earning extra credit.

- **In what type of research studies will I participate?**

All studies you will participate in have been reviewed and approved by the Texas A&M University-Commerce Institutional Review Board (IRB) and by the Department of Psychology, Counseling, & Special Education. Studies vary widely. Many involve completing questionnaires or carrying out tasks on the computer. Some are even fun, and you'll learn something from all of them.

- **What are my rights as a research participant?**

Your participation is voluntary and you may withdraw from any study at any time. Your data will be kept confidential. If you have any further questions about your rights as a research participant, you may contact the IRB head, Dr. Tara Tiejten-Smith (IRB@tamuc.edu). More information about your rights will be provided to you prior to each study for which you sign up.

- **How will my research participation credit be calculated?**

You will receive 1 credit for each hour of research participation. Studies lasting 15 minutes or less are worth 0.25 credit. For example, a 15 min. study = 0.25 research credits; 30 min. = 0.5 credits; 45 min. = 0.75 credits; 60min = 1 credit; 1½ hours = 1.5 credits... etc.

- **How many research credits may I complete?**

You are encouraged to participate in as much research as you wish, but your instructor will inform you of how many credits are offered for extra credit.

**You may complete 3 hours of research participation credits. For each research participation credit hour completed you will receive 3 extra credit points to be added to your lowest test grade for a total of 9 points.**

Participation credit earned = .5	extra credit earned = 1.5
Participation credit earned = 1	extra credit earned = 3
Participation credit earned = 1.5	extra credit earned = 4.5
Participation credit earned = 2	extra credit earned = 6

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Participation credit earned = 2.5  
Participation credit earned = 3

extra credit earned = 7.5  
extra credit earned = 9

- **What if I do not wish to participate in research studies?**

Participation in research is voluntary. Your instructor is offering you the opportunity to earn extra credit by participating in research (and helping psychology).

- **How do I find and sign up for research participation opportunities?**

Throughout the semester, researchers in the Psychology Department will post their research studies in the Experiment Management System (EMS) online. It is up to you to check the EMS regularly to find and sign up for research studies that fit into your schedule. Detailed instructions for how to use the EMS are listed in the following pages of this handout.

- **What if I cannot go to a study I signed up for?**

If for whatever reason you cannot attend a study that you have signed up for you need to cancel your appointment before the start of the study. There are two ways to cancel an appointment. First, if you cancel 24 hours before a study you can do this in your online account. Second, if it is the same day of the study you can email the experimenter – their contact information will be available online.

## How do I use the Experiment Management System (EMS)?

(Create a new participant account unless you already have one and your login information works. If you do not remember your login information click on the “lost your password?” on the front page of the EMS website and follow the directions on the site, and if that does not work email [curt.carlson@tamuc.edu](mailto:curt.carlson@tamuc.edu). A list of courses will be presented, from which you must select the courses you are taking this semester for which you will receive credit for participation. If your course is not listed, see the instructor for that course.)

### A. How to create a participant account on the EMS

1. Go to <http://tamu-commerce.sona-systems.com/>
  - a. Click on New Participant “request an account here” link on the left of the screen.
  - b. This takes you to a screen on which you must enter your name, a unique User ID, your University ID number, and primary email address (reminders of studies you sign up for will be sent to that email address). You will also need to highlight the course(s) in which you are enrolled, and for which you will be earning credits. If more than one, highlight all that will be involving you in research participation. However, each study in which you participate will only provide you credit for ONE course. In other words, there is no “double-dipping” allowed. BE CAREFUL TO SELECT THE CORRECT COURSE AND SECTION # – IF YOU CHOOSE THE WRONG ONE, YOUR INSTRUCTOR WILL NOT BE INFORMED OF YOUR CREDITS! After you submit your information, you will be emailed your login information. (After you have received your login information, I recommend that you login into EMS and go to your “Profile” and change your password to something that you can remember.)

If you encounter any problems with creating your account (e.g., login information not sent to you), contact the EMS administrator, [curt.carlson@tamuc.edu](mailto:curt.carlson@tamuc.edu) with your full name and a detailed description of the problem.

2. When you first log into the EMS at the beginning of the semester you will be asked to take a prescreen survey. This is a short survey that researchers will use to decide if you meet the specified requirements for some studies (e.g., as a researcher I may only allow participants who are female. If you do not complete the prescreen you will not be eligible to participate in this study). In other words, if

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you do not complete the prescreen you will have fewer studies that you are eligible to participate in. **IF YOU COMPLETE THE PRESCREEN IN THE FIRST TWO WEEKS OF THE SEMESTER YOU WILL GET 0.5 CREDIT.** Take it even if you have done it before – it has probably changed, and you will still earn the 0.5 credit.

3. You are now ready to use the EMS to sign-up for research studies.

### **B. Sign-up for studies—login to the EMS with your User ID and password that was emailed to you after creating your account**

1. Click **Study Sign-Up**. A list of all available studies for which you qualify will appear. You can sign-up by clicking on either the study name or **Timeslots Available**, and you will go to a new screen showing more information about the study, with a link to **View Time Slots for This Study**.
2. Click the **Sign-Up** button to schedule your time. You should then write down or print out the study information (name of study, place, time, name and contact information of experimenter, etc.) that appears in the final window. You will also receive an email reminder the day before the study time you have selected.

### **C. Canceling a Sign-Up (MUST be done if you know you will not show up)**

1. If you need to cancel a timeslot you have signed up for, you can do this from the **My Schedule and Credits** page. Choose the **My Schedule and Credits** option from top toolbar.
2. You will see listed all of the studies for which you have signed up, as well as those you have completed (see the Tracking Your Progress section below for more information).
3. Studies for which you have signed up that you are allowed to cancel will have a **Cancel** button next to them. If you cannot attend the study session you signed up for, you need to cancel it, either within the EMS system or by contacting the researcher directly prior to the start of the study. Keep in mind that there is a time limit before the study is to occur, when it is too late to cancel online. This restriction is listed at the bottom of the page (it can be 24 hours before your timeslot, or much less, such as just 2-4 hours). If you cannot cancel online please email or call the experimenter to cancel. **IF YOU DO NOT CANCEL ONLINE, BY EMAIL, OR OVER THE PHONE BEFORE THE START OF THE STUDY YOU WILL BE COUNTED AS A “NO SHOW.”**
4. 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*

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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. However, this is up to the researcher.

#### **D. Tracking Your Progress**

1. You may track your progress at any time by choosing the **My Schedule and Credits** option from the top toolbar.
3. When you view this page, you will see at the top a list of the number of credits you are required to earn, and how many you have earned so far. Below that, if you have signed up for any studies, those are listed as well. In the list of studies, you will see information about your credit status. If you have a no show for a study you will see that the status for that study is “failure to appear.”

Note: Your login session will expire after a certain period of inactivity, usually 20-60 minutes. This is done for security purposes. If this happens, you can always log in again. When you are finished using the system, it is better to explicitly log out, to prevent any problems that may arise if someone uses your computer before the session expires. This is especially important if you are using a public computer lab.

#### **E. Frequently Asked Questions**

*1. Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?*

Your web browser is not properly configured to accept cookies. You should turn on cookies in your web browser, use a different web browser (for example, try Firefox if you are currently using Internet Explorer), or try a different computer. Detailed instructions can be found if you go to the site and enter the URL “cookie\_help.asp” in place of “default.asp” in the address bar of the browser, when you are on the front page of the site.

*2. I participated in a study, but I have yet to receive credit. How do I receive credit?*

The researcher must grant you credit. This is usually done within a few days after your participation. If it has been some time and you have still not received credit, contact the researcher (his or her contact information should be listed when you click on the study name within the system).

*3. How do I change the email address where email notifications from the system are sent?*

You can change the email address where notifications are sent by going to **My Profile** and editing the email address you see there.

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*4. I forgot where and when a study is that I signed up for. What do I do?*

If you forget when or where your study is, check your e-mail for the **EMS reminder**, or logon to EMS and check your appointments.

*5. Should I keep some sort of record of my participation and credits earned?*

The system will keep track of the credits you earn and your instructor will have access at the end of the semester to a report of credits earned by students enrolled in the class. It is a good idea, however, to occasionally print a personal copy of your credits earned and hold on to that printout as a back up to the system.

*6. I showed up for a study on time, and no one was there! What do I do?*

First refer to your information about that study session, to make sure you are in the right place at the right time. If you are, then wait at least 10 minutes for the researcher. If they are still not there at that point, you can leave and must send them an email within 24 hours, stating that you were present at the correct place and time for the study (refer to the study name). It is up to the researcher to try to reschedule with you.

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