



PSY 341.01H Learning Theories and Processes COURSE SYLLABUS: Spring 2022

Professor: Dr. Stephen Reysen

Class Location: HEN 207

Class Times: MWF 12:00PM to 12:50PM

Office Location: Binnion 213

Office Hours: Tuesday 7:00AM to 12:00PM, and by appointment

Office Phone: 903-886-5197

Email Address: Stephen.Reysen@tamuc.edu (*email is the best way to reach me*)

COURSE INFORMATION

Course Description: In this course we will cover the fundamental theories and research conducted related to learning and motivation within psychology. We will cover both classic and modern psychological research. There is no textbook for this class. Instead we will read journal articles and book chapters each week. The purpose of the readings is to give you an understanding of (1) early research in learning and motivation, (2) modern research in learning and motivation, and (3) how research is conducted. Due to the breadth of the research that has been conducted in these areas within psychology it is impossible to cover every theoretical contribution. Therefore, I have selected what I believe to be key writings in the field.

Student Learning Outcomes:

1. Develop an overview of the field of psychology by studying and reflecting on the topics.
2. Appreciate how psychologists take a scientific approach to understanding human behavior and thought.

COURSE REQUIREMENTS

Grading:

- 1. Exams:** There will be two exams. Each exam will consist of 50 multiple-choice questions, and are worth 50 points each. Exams will cover the readings.

Exam 1 is due Sunday March 6 by 11:59PM

Exam 2 is due Monday May 9 by 11:59PM

- 2. Reaction Papers:** Students will complete 15 ¼-page (single space) reaction papers (one for each week's readings). The purpose of the reaction paper is to apply the concepts in a given article to your own life (e.g., past experience, expectations, ideas of how the concepts can be applied in other areas of life, research ideas). There is no specific requirement for these papers except to show that you have thought about the concepts presented in the class readings. The reaction paper can cover just one reading (or all the readings that week). The reaction papers should be written in a word document (to catch spelling and grammar errors). The text should then be copied and pasted into the discussion section of myLeo Online (for that week). Please do not attach the paper in the discussion board, rather copy/paste the text into the discussion box.

You can write more than a $\frac{1}{4}$ page, however you will be docked points if your reaction paper is less than $\frac{1}{4}$ page. The reaction papers are due by Sunday night at 11:59PM for that week. **Within each paper please write one multiple-choice question on that topic.** I highly recommend that you work ahead (e.g., post reactions a couple days (or weeks) in advance of when they are due) to avoid a last minute rush to post your reaction. Late reaction papers will be accepted, however points will be docked. Each paper is worth 10 points (150 total points).

3. Research Participation: A goal of this class is to help you familiarize yourself with research methods. One manner to obtain this goal is to have you participate in research studies. Participating in research studies contributes to students and faculty at TAMUC, your understanding of how research is conducted, and human knowledge in general. All students in this class will be required to participate in the psychology department's participant pool or complete alternative assignments (see me for more information on alternative assignments).

Students must complete a total of 6 experiment credits. However, if students complete their first 4 experiment credits without any "no-shows" you will receive 2 free punctual participant credits. In other words, if you show up to your experiments on time you will only need to complete 4 experiment credits. When you first sign into the experiment system (SONA) you will be asked to take a prescreen. The prescreen takes about 20 minutes to complete. If you complete the prescreen in the first two weeks of the semester you will receive $\frac{1}{2}$ free experiment credit.

If you fail to complete this portion of the class your grade will be lowered by one full grade. In effect, if you have an 'A' in the class but fail to complete your research participation (either through participating in research studies, alternative assignments, or a mixture of both) your final grade in the class will be a 'B.' More information about participating in research is given at the end of this syllabus.

Assessment:

Exams: 100 points

Reaction Papers: 150 points

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

EXTRA CREDIT

There is a small amount of extra credit available for this course. I will offer 40 points of extra credit for participation in research studies. I will offer 10 points for each 0.5 credits of research (max 40 raw points or 2 experiment credits). You can find a guide to participating in research at the bottom of the syllabus. Also, in the class materials section of myLeo Online I have a pictorial guide to get you started. If you would like an alternative assignment for extra credit instead of participating in research contact me by email. Additionally, the first time you log into SONA (the web system the psychology department uses to schedule participation) you will be asked to complete a prescreen survey. Completion of the prescreen is worth 0.5 experiment credits if done in the first two weeks of the semester.

FREQUENTLY ASKED QUESTIONS

Q: What is the best way to study for the test?

A: Print out and read over the articles and have them with you as you take the test. The questions on the test will be based on the questions students post in the reaction papers. Thus, it is a good idea to study those questions.

Q: I forgot to post my reaction paper can I still post it?

A: Yes, I will take late papers. However, I will take a couple points off for being late. The one exception to this is that all work in the class must be completed by Monday May 9 by 11:59PM. I will not accept any late work after that time.

Q: Why were points taken off my reaction paper?

A: In myLeo Online there is a way to see any comments I may give. If points are taken off the paper I will put a comment. The two most common reasons for deducting points are (1) the paper is too short (i.e., less than 1/4 page single-spaced) and (2) the response is missing the multiple-choice question.

Q: Do I need to understand the statistics in the articles?

A: No, the purpose of the articles is to expose you to actual research and theory. Often students are only exposed to a textbook. One sentence in the textbook usually represents years of research and theory on a topic. The purpose of the articles is to expose you to that side of psychology. I do not expect you to understand everything in the article (however, you may have to google some of the terms to gain a fuller understanding of the article). I DO expect you to grasp the gist of the article (i.e., the general thesis of the article).

COURSE OUTLINE / CALENDAR

Week 1

Wednesday January 12

Friday January 14

Paper 1: Jordan, C. H., & Zanna, M. P. (2000). How to read a journal article in social psychology. In E. T. Higgins & A. W. Kruglanski (Eds.), *Motivational science: Social and personality perspectives* (pp. 425-434). Philadelphia, PA: Psychology Press.

Week 2

Monday January 17: NO CLASS

Wednesday January 19

Friday January 21

Paper 2: Chance, P. (1999). Thorndike's puzzle boxes and the origins of the experimental analysis of behavior. *Journal of the Experimental Analysis of Behavior*, 72, 433-440.

Paper 3: Bouton, M. E., & Moody, E. W. (2004). Memory processes in classical conditioning. *Neuroscience and Biobehavioral Reviews*, 28, 663-674.

Paper 4: Watson, J. B., & Rayner, R. (1920). Conditioned emotional reactions. *Journal of Experimental Psychology*, 3, 1-14.

Week 3

Monday January 24

Wednesday January 26

Friday January 28

Paper 5: Beck, H. P., Levinson, S., & Irons, G. (2009). Finding little Albert: A journey to John B. Watson's infant laboratory. *American Psychologist*, 64, 605-614.

Paper 6: Harris, B. (1979). Whatever happened to little Albert? *American Psychologist*, 34, 151-160.

Paper 7: Walther, E., Weil, R., & Langer, T. (2011). Why do we like the iPhone? The role of evaluative conditioning in attitude formation. *Social and Personality Psychology Compass*, 5, 473-486.

Week 4

Monday January 31

Wednesday February 2

Friday February 4

Paper 8: Both, S., Brauer, M., & Laan, E. (2011). Classical conditioning of sexual response in women: A replication study. *Journal of Sexual Medicine*, 8, 3116-3131.

Paper 9: Baldwin, M. W., & Dandeneau, S. D. (2009). Putting social psychology into serious games. *Social and Personality Psychology Compass*, 3, 547-565.

Week 5

Monday February 7

Wednesday February 9

Friday February 11

Paper 10: Bitterman, M. E. (2006). Classical conditioning since Pavlov. *Review of General Psychology*, 10, 365-376.

Paper 11: Rossiter, J. R., & Foxall, G. R. (2008). Hull-Spence behavior theory as a paradigm for consumer behavior. *Marketing Theory*, 8, 123-141.

Week 6

Monday February 14

Wednesday February 16

Friday February 18

Paper 12: Eisenstein, E. M., Eisenstein, D., & Smith, J. C. (2001). The evolutionary significance of habituation and sensitization across phylogeny: A behavioral homeostasis model. *Integrative Physiological and Behavioral Science*, 36, 251-265.

Paper 13: Wong, S. E. (2008). Operant learning theory. In B. A. Thyer (Ed.), *Comprehensive handbook of social work and social welfare, Volume 2: Human behavior in the social environment* (pp. 69-99). New York: John Wiley.

Paper 14: Shields, C., & Gredler, M. (2003). A problem-solving approach to teaching operant conditioning. *Teaching of Psychology*, 30, 114-116.

Week 7

Monday February 21

Wednesday February 23

Friday February 25

Paper 15: Bandura, A., Ross, D., & Ross, S. A. (1963). Vicarious reinforcement and imitative learning. *Journal of Abnormal and Social Psychology*, 67, 601-607.

Paper 16: Seligman, M. E. P., & Maier, S. F. (1967). Failure to escape traumatic shock. *Journal of Experimental Psychology*, 74, 1-9.

Paper 17: Jablonsky, S. F., & DeVries, D. L. (1972). Operant conditioning principles extrapolated to the theory of management. *Organizational Behavior and Human Performance*, 7, 340-358.

Week 8

Monday February 28

Wednesday March 2

Friday March 4

TEST 1 DUE SUNDAY MARCH 6

Paper 18: Rentfrow, P. J. (2012). The role of music in everyday life: Current directions in the social psychology of music. *Social and Personality Psychology Compass*, 6, 402-416.

Week 9

Monday March 7

Wednesday March 9

Friday March 11

Paper 19: Henderlong, J., & Lepper, M. R. (2002). The effects of praise on children's intrinsic motivation: A review and synthesis. *Psychological Bulletin*, 128, 774-795.

Paper 20: Suls, J., & Wheeler, L. (2012). Social comparison theory. In P. A. M. Van Lange, A. W. Kruglanski, & E. T. Higgins (Eds.), *Handbook of theories of social psychology* (Vol. 1, pp. 460-482). Los Angeles: SAGE.

Week 10: SPRING BREAK

Week 11

Monday March 21

Wednesday March 23

Friday March 25

Paper 21: Crandall, C. S., Silvia, P. J., N'Gbala, A. N., Tsang, J.-A., & Dawson, K. (2007). Balance theory, unit relations, and attribution: The underlying integrity of Heiderian theory. *Review of General Psychology*, 11, 12-30.

Paper 22: Aronson, E., & Cope, V. (1968). My enemy's enemy is my friend. *Journal of Personality and Social Psychology*, 8, 8-12.

Paper 23: Festinger, L., & Carlsmith, J. M. (1959). Cognitive consequences of forced compliance. *The Journal of Abnormal and Social Psychology*, 58, 203-210.

Week 12

Monday March 28

Wednesday March 30

Friday April 1

Paper 24: Miron, A. M., & Brehm, J. W. (2006). Reactance theory - 40 years later. *Zeitschrift für Sozialpsychologie, 37*, 9-8.

Paper 25: Powers, K. E., Worsham, A. L., Freeman, J. B., Wheatley, T., & Heatherton, T. F. (in press). Social connection modulates perceptions of animacy. *Psychological Science, 25*, 1943-1948.

Paper 26: Bastian, B., Jetten, J., Hornsey, M. J., & Leknes, S. (2014). The positive consequences of pain: A biopsychosocial approach. *Personality and Social Psychology Review, 18*, 256-279.

Week 13

Monday April 4

Wednesday April 6

Friday April 8

Paper 27: Greenberg, J., & Arndt, J. (2012). Terror management theory. In P. A. M. Van Lange, A. W. Kruglanski, & E. T. Higgins (Eds.), *Handbook of theories of social psychology* (Vol. 1, pp. 398-415). Los Angeles: SAGE.

Paper 28: Scherer, K. R. (1999). Appraisal theory. In T. Dalgleish & M. Power (Eds.), *Handbook of cognition and emotion* (pp. 637-663). New York: John Wiley & Sons.

Week 14

Monday April 11

Wednesday April 13

Friday April 15

Paper 29: Reysen, S., & Katzarska-Miller, I. (2013). Playing moderately hard to get: An application of Brehm's emotion intensity theory. *Interpersona, 7*, 260-271.

Paper 30: Tajfel, H., & Turner, J. C. (1979). An integrative theory of intergroup behaviour. In S. Worchel & W. G. Austin (Eds.), *The social psychology of intergroup relations* (pp. 33-47). Monterey, CA: Brooks-Cole.

Paper 31: Turner, J. C., & Reynolds, K. J. (2012). Self-categorization theory. In P. A. M. Van Lange, A. W. Kruglanski, & E. T. Higgins (Eds.), *Handbook of theories of social psychology* (Vol. 2, pp. 399-417). Los Angeles: SAGE.

Week 15

Monday April 18

Wednesday April 20

Friday April 22

Paper 32: Branscombe, N. R., Ellemers, N., Spears, R., & Doosje, B. (1999). The context and content of social identity threat. In N. Ellemers, R. Spears, & B. Doosje (Eds.), *Social identity: Context, commitment, content* (pp. 35-58). Oxford: Blackwell.

Paper 33: Hogg, M. A., & Adelman, J. (2013). Uncertainty-identity theory: Extreme groups, radical behavior, and authoritarian leadership. *Journal of Social Issues*, 69, 436-454.

Paper 34: Slotter, E. B., Duffy, C. W., & Gardner, W. L. (2014). Balancing the need to be “me” with the need to be “we”: Applying optimal distinctiveness theory to the understanding of multiple motives within romantic relationships. *Journal of Experimental Social Psychology*, 52, 71-81.

Week 16

Monday April 25

Wednesday April 27

Friday April 29

Paper 35: Kurtis, T., Adams, G., Yellow Bird, M. (2010). Generosity or genocide? Identity implications of silence in American Thanksgiving commemorations. *Memory*, 18, 208-224.

Paper 36: Adams, G., & Markus, H. R. (2004). Toward a conception of culture suitable for a social psychology of culture. In M. Schaller & C. S. Crandall (Eds.), *The psychological foundations of culture* (pp. 335-360). Mahwah, NJ: Lawrence Erlbaum Associates.

Week 17

Monday May 2: NO CLASS

Wednesday May 4: NO CLASS

Friday May 6: NO CLASS

TEST 2 DUE MONDAY MAY 9

Any research credits/alternative assignments (for the research requirement and/or extra credit) is due by Friday May 6 by 11:57PM.

Any late reaction papers are due by Monday May 9 by 11:59PM (no work will be accepted after that time).

TECHNOLOGY REQUIREMENTS

You will need access to a computer with internet to access myLeo Online.

COMMUNICATION AND SUPPORT

Interaction with Instructor:

Please feel welcome to contact me in person during office hours, before or after class, online through University email or schedule an appointment to meet with me. All email should receive

a response within 48 hours. If you have not received a response then assume your email did not go through and please try again to make contact. All email should include student's last name, first name, course name and brief description of the reason for contact.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Student Behavior:

My expectations in this area should be very simple to fulfill. (1) Immaturity will NOT be tolerated! If a student's behavior is disrupting the class, he/she will be asked to stop. (2) Respect: Given the nature of this course, we may discuss issues that some of you may find embarrassing, uncomfortable, and/or even "inappropriate." To remain in this class, you must be respectful of others and maintain a mature and professional manner at all times. Failure to do so will result in your expulsion from the course. (3) The Student's Guidebook addresses the issues of academic cheating and plagiarism. These are a breach of conduct, and students are subject to disciplinary actions. It's simple. Do NOT cheat (to cheat is to act dishonestly or unfairly in order to gain an advantage) or plagiarize (to plagiarize is to take the work or idea of someone else and pass it off as one's own)!

Changes to Class:

Minor changes may be made to this schedule; modifications will be announced via email.

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/student_guidebook/Student_Guidebook.pdf

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

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>

Students with Disabilities—ADA Statement:

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 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services

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

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

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>

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.

Students' Guide to Research Participation
Department of Psychology & 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 requires you to fulfill **6** research credits 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 research 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. Lucy Pickering (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 at a minimum you must complete **6** research credits (by participating in research, or alternative assignments, or a mixture of both). However, if you show up on time to all the studies you sign up for you will receive 2 free research credits. In other words, if you show up to all your studies on time you only need to complete **4** research credits.

• 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 2 ways to cancel an appointment. First, if you cancel 24 hours before a study you can do this online through the Experiment

Management System (EMS) website. Second, if it is the same day of the study you can call or email the experimenter – their contact information will be available in the EMS.

- **What if I sign up for a study but forget to go?**

If you fail to show up for a study (without canceling prior to the start of the study) you will receive an email alerting you that you were listed as a “no show” for that study. Additionally on the EMS website you will see a “failure to appear” message in your list of studies completed. If this occurs you are no longer eligible to receive the 2 free credits that participants who are on time to all of their studies receive, and you will have to complete the full 6 credits.

- **What will happen if I fail to participate in studies or do the alternative assignments?**

If you fail to complete your research requirement for the class, there is likely a severe penalty, such as losing a full letter grade (e.g., having a final grade of C rather than B). Your instructor can inform you of what exactly this penalty is.

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

If you do not wish to participate in research studies, you may utilize the alternative assignment option. You must consult your instructor for information about this option.

- **What is the difference between an online study and a laboratory study?**

There are two types of studies that are conducted through the EMS system. You can sign up for both online studies and laboratory studies through the EMS system, however you are only allowed to complete 50% experiment credits through online studies (the system will not allow you sign up for more than 50% credits of online studies). A laboratory study requires that you attend the experiment at a specific time and place (e.g., Henderson 202 at 12:30pm on October 7th).

- **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.

- **If I decide to participate in research, what are my responsibilities?**

You are responsible for...

1. Registering with the Experiment Management System (at <http://tamu-commerce.sona-systems.com/>). You can keep your login information if you already have an account.
2. Scheduling appointments for research participation.
3. Writing down important information about the studies for which you sign up (e.g., name of study/time/location of your experiment, name and contact information of the experimenter).
4. Showing up on time, at the correct location for your scheduled research appointments (you must cancel online, or email/phone the experimenter before the start time of the study if you cannot attend).

5. Keep track of how many credits you need to complete (you can do this on the EMS website). Everyone is required to do 6 credits, however if you are on time for all of your appointments you only need to complete 4 credits.

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. 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. Then you will see the prescreening prompt. Even if you did it in another semester, please do it again, as it likely has changed (and you will receive 1/2 credit if done w/in first 2 weeks of semester).)

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 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

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 researcher 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.” If you are counted as a “no show” for any studies you are not eligible for the 2 free punctual participant credits.**
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* 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.
2. 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 several days and you still have not received credit, contact the researcher (his or her contact information will 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.

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

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 (and if any students have “no shows”). 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.