



PSY 2301.03E Introduction to Psychology
COURSE SYLLABUS: Spring 2024

Professor: Dr. Stephen Reysen

Class Location: BA 109

Class Times: MWF 11:00AM to 11:50AM

Office Location: Binnion 213

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

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 in psychology. We will cover both classical and modern psychological research. We will read journal articles and book chapters each week. I will have these available on myLeo Online. The purpose of the readings is to give you a deeper understanding of specific research topics in psychology. The textbook will cover a variety of classic theory and research, while the article readings will focus on specific topics within psychology.

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.
3. Practice the convention of scientific discourse appropriate to the audience, purpose and message.
4. Explain the real-world phenomena by applying the concepts, theories, and methods learned in our course. Learning how to learn is a good start.

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 (textbook and articles).

Exam 1 is due Sunday March 3 by 11:59PM

Exam 2 is due Wednesday May 8 by 11:59PM

2. Reaction Papers: Students will complete 14, 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/chapter 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 (There are four exceptions to this to assess the student learning outcomes. You will see prompts

in the discussion sections for certain weeks). The reaction paper can cover just the chapter, just the article, or both. 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. Everyone can see these (so maybe avoid writing anything too personal). You can write more than a ¼ page, however you will be docked points if your reaction paper is less than ¼ 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 (140 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 ½ 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: 140 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 the textbook with you as you take the test. The questions on the test will be based on the questions students have posted in the reaction papers in prior semesters. Thus, it is a good idea to study questions students have posted this semester (they tend to be similar).

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 Wednesday May 8 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 the 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: History

Wednesday January 10

Friday January 12

Textbook: Chapter 1

Week 2: Methods

Monday January 15: MLK Day [NO CLASS]

Wednesday January 17

Friday January 19

Textbook: Chapter 2

Week 3: Brain

Monday January 22
Wednesday January 24
Friday January 26

Textbook: Chapter 3

Week 4: Perception

Monday January 29
Wednesday January 31
Friday February 2

Textbook: Chapter 4

Paper 1: Adams, G., & Dzokoto, V. A. (2007). Genital-shrinking panic in Ghana: A cultural psychological analysis. *Culture and Psychology, 13*, 83-104.

Week 5: Consciousness

Monday February 5
Wednesday February 7
Friday February 9

Textbook: Chapter 5

Paper 2: Bargh, J. A., & Morsella, E. (2008). The unconscious mind. *Perspectives on Psychological Science, 3*, 73-79.

Week 6: Development

Monday February 12
Wednesday February 14
Friday February 16

Textbook: Chapter 6

Paper 3: Sameroff, A. (2010). A unified theory of development: A dialectic integration of nature and nurture. *Child Development, 81*, 6-22.

NOTE: Special reaction paper this week (see instructions in discussion section)

Week 7: Learning

Monday February 19
Wednesday February 21
Friday February 23

Textbook: Chapter 7

Paper 4: Dunlosky, J., Rawson, K. A., Marsh, E. J., Nathan, M. J., & Willingham, D. T. (2013). Improving students' learning with effective learning techniques: Promising directions from cognitive and educational psychology. *Psychological Science in the Public Interest, 14*, 4-58.

NOTE: Special reaction paper this week (see instructions in discussion section)

Week 8: Memory

Monday February 26

Wednesday February 28

Friday March 1

TEST 1 (covers Weeks 1 to 8) due Sunday by 11:59PM

Textbook: Chapter 8

Paper 5: Coman, A., Brown, A. D., Koppel, J., & Hirst, W. (2009). Collective memory from a psychological perspective. *International Journal of Politics, Culture, and Society*, 22, 125-141.

Week 9: Thinking

Monday March 4

Wednesday March 6

Friday March 8

Textbook: Chapter 9

Paper 6: Fryberg, S. A., Markus, H. R., Oyserman, D., & Stone, J. M. (2008). Of warrior chiefs and Indian princesses: The psychological consequences of American Indian mascots. *Basic and Applied Social Psychology*, 30, 208-218.

Week 10

Monday March 11: Spring Break [NO CLASS]

Wednesday March 13: Spring Break [NO CLASS] Friday

March 15: Spring Break [NO CLASS]

Week 11: Emotion

Monday March 18

Wednesday March 20

Friday March 22

Textbook: Chapter 10

Paper 7: Parkinson, B. (1996). Emotions are social. *British Journal of Psychology*, 87, 663-683.

Week 12: Personality

Monday March 25

Wednesday March 27

Friday March 29

Textbook: Chapter 11

Paper 8: Jenkins, S. T., Reysen, S., & Katzarska-Miller, I. (2012). Ingroup identification and personality. *Journal of Interpersonal Relations, Intergroup Relations and Identity*, 5, 9-16.

Week 13: Disorders

Monday April 1

Wednesday April 3

Friday April 5

Textbook: Chapter 12

Paper 9: Frances, A. J., & Widiger, T. (2012). Psychiatric diagnosis: Lessons from the DSM-IV past and cautions for the DSM-5 future. *Annual Review of Clinical Psychology*, 8, 109-130.

NOTE: Special reaction paper this week (see instructions in discussion section)

Week 14: Therapy Monday

April 8

Wednesday April 10

Friday April 12

Textbook: Chapter 13

Paper 10: Lilienfeld, S. O. (2007). Psychological treatments that cause harm. *Perspectives on Psychological Science*, 2, 53-70.

Week 15: Social Psychology

Monday April 15

Wednesday April 17

Friday April 19

Textbook: Chapter 14

Paper 11: Adams, G., Biernat, M., Branscombe, N. R., Crandall, C. S., & Wrightsman, L. S. (2008). Beyond prejudice: Toward a sociocultural psychology of racism and oppression. In G. Adams, M. Biernat, N. R. Branscombe, C. S. Crandall, & L. S. Wrightsman (Eds.), *Commemorating Brown: The social psychology of racism and discrimination* (pp. 215-246). Washington, DC: APA Books.

NOTE: Special reaction paper this week (see instructions in discussion section)

Week 16: Research

Monday April 22

Wednesday April 24

Friday April 26 **NOTE:**

No readings this week.

Week 17

Monday April 29: Study Day [NO CLASS]

Wednesday May 1: Study Day [NO CLASS]

Friday May 3: Study Day [NO CLASS]; RESEARCH POOL CLOSURES

NOTE: Any research credits/alternative assignments (for the research requirement and/or extra credit) is due by Friday May 3 by 11:59PM.

Finals Week Wednesday

May 8, 10:30-12:30 **TEST 2 DUE Wednesday May 8** (covers Weeks 9-15) by 11:59PM.

Any late reaction papers are due by Wednesday May 8 by 11:59PM (no work will be accepted after that time).

TECHNOLOGY REQUIREMENTS

You will need access to a computer with internet to access eCollege.

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 emails 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 emails should include the student's last name, first name, course name and brief description of the reason for contact.

COURSE AND UNIVERSITY PROCEDURES/POLICIES
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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 always maintain a mature and professional manner. 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 breaches 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 on myLeo Online.

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 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>

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, Chatbots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

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&MCommerce 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.

A&M-Commerce Supports Students' Mental Health

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

Community Psychology Clinic

The Community Psychology Clinic at A&M-Commerce, located in Binnion Hall 106, offers assessments services to assist students who may be experiencing difficulties in their classes, mental health issues, support groups, Autism, ADHD, and assist with gaining accommodations in college. All services are FREE to students. Call today to schedule an appointment 903-8865660 or email CCPC@tamuc.edu

Students' Guide to Research Participation
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 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. Maria Carlson (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://tamucommerce.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://tamuc-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.