



## **PSY 310.02W Social/Cultural Bases of Behavior**

COURSE SYLLABUS: Fall 2024

### **INSTRUCTOR INFORMATION**

Professor: Dr. Stephen Reysen

Class Location: Online

Office Location: Binnion 213

Office Hours: Tuesdays 8AM-1PM (Zoom) or by appointment

Phone: 903-886-5940

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

### **Course Description**

The course is not going to be a typical cross-cultural psychology course in which we are going to compare and contrast, looking for universals and differences, in psychological functioning among various cultures. Instead, we will concentrate major theories in psychology and how they relate to diversity.

A main theme—diversity in psychological functioning—considers whether results from typical psychological studies are observed in more varied settings. Most studies in psychology are based on a limited range of world's people: predominantly young, middle-class, European-American, college students. But what will happen if the same studies are conducted with more diverse populations, such as people outside the USA, older adults, or people residing in rural areas in Texas?

The landscape covered will include topics: social psychological theory applicable to ethnic/racial relations, diversity in the workplace and educational settings, stereotypes, prejudice, and discrimination.

On MyLeo Online you will find video lectures. The videos are (1) embedded in each week and (2) available for download as either .mov or .mp4 in the doc sharing section. All of the readings are also available in doc sharing section.

Student Learning Outcomes: Students will be expected to identify and analyze social and ethical challenges, including possible resolutions. To demonstrate these two learning outcomes students will be asked to write a midterm paper.

*The syllabus/schedule are subject to change.*

## COURSE REQUIREMENTS

### Grading:

**1. Reaction Papers:** Over the course of the semester all students are required to post online (in the discussion section for that week) **THIRTEEN** ¼-page (single spaced) reaction papers. The papers are due Sunday by midnight for that week (see below for topics we are discussing). For example, if we discuss social identity theory the week of September 9 to September 15, you need to post your reaction by Sunday (September 15) by midnight. The purpose of the reaction paper is to apply the concepts in a given lecture/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 lecture and article. You can write about just the lecture, just the article, or both. **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 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.

**2. Midterm Paper:** The midterm paper will consist of a 2-page paper (double-spaced, 12-point Times New Roman font, left/right margins 1", top/bottom margins 1", saved as .docx, .doc, .pdf, or .rtf). The purpose of the paper is to identify and analyze a social or ethical challenge in the world, offer 2-3 resolutions to the challenge, and examine the challenge from two cultural perspectives. There are three parts to this assignment. First, you need to decide on a current event that you find interesting (e.g. from politics, international events) and you consider to be a social and ethical challenge. Second, you need to offer 2-3 possible resolutions to the challenge. Then you need to find two media sources from two different cultural worlds that describe, comment, etc. on the event that you have chosen. I would recommend that you find sources from two different countries. One of the sources can be a U.S. source. You can use the Internet to find articles, but it will be useful if you use reputable sources (e.g. USA Today, CNN, New York Times, FoxNews, etc.). Many foreign countries have their news websites in English as well, so you will not be required to learn a foreign language☺. The third part of the assignment is to compare and contrast the two sources, such as examining the language used, projected attitudes towards the event, perceptions of the event, etc. Thus, your paper should describe the social/ethical challenging event, describe how the two news sources cover the event, and include 2-3 possible resolutions to the challenge. Please use APA format and be sure to cite any outside sources (e.g., newspapers, websites, journal articles). Google News is a great place to find articles covering the same topic. When you see a topic that interests you, you can click on see realtime coverage (and then see all articles) and view all of the articles that have been written about that topic (and based on the names of the newspapers figure out which country they are from). The paper is worth 50 points. The midterm paper is due by Sunday February 26 by 11:59PM.

**3. Exams:** There will be two online exams. Each exam will consist of 50 multiple choice questions, and are worth 50 points each. You will have 5 hours to complete each exam.

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Please allow yourself at least a full hour on the computer for each exam (you cannot start and stop the exam time).

Exam 1 is due by Sunday October 27 by 11:59PM

Exam 2 is due by Sunday December 8 by 11:59PM

**4. Research Requirement:** 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 class stuff section of the website 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:**

Reaction papers: 130 points

Exams: 100 points

Midterm Paper: 50 points

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

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LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

## **ACCESS AND NAVIGATION**

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:** 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.

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### **Interaction with Instructor Statement**

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

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

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

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

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)!

### **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 can be found at <https://www.tamuc.edu/student-code-of-conduct/>.

If you believe someone has engaged in behaviors that do not align with the Code of Student Conduct or you have other concerns, please visit the File a Report page at <https://www.tamuc.edu/office-of-student-rights-and-responsibilities/concerns-incident-reporting/>

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>

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## **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 student academic dishonesty policy  
[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

Undergraduate student academic dishonesty policy  
[Undergraduate Student Academic Dishonesty Form](#)

Graduate student academic dishonesty policy:  
<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

Graduate student academic dishonesty form:  
<https://inside.tamuc.edu/academics/graduateSchool/faculty/GraduateStudentAcademicDishonestyForm.pdf>

## **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage.

## **Artificial Intelligence**

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**

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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 Services  
Velma K. Waters Library- Room 162

**Phone (903) 886-5930**

Fax (903) 468-8148

Email: [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

**Website:** <http://inside.tamuc.edu/campuslife/campusServices/StudentDisabilityServices/default.aspx>

### **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



### **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](http://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.

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## 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.

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### FREQUENTLY ASKED QUESTIONS

**Q:** I am having problems viewing the video lectures.

**A:** There are multiple reasons why the video lectures will not play. The .mov video is meant for quicktime player. The .mp4 format is more universal. Try .mp4 first (try using a different media player like VLC). If that doesn't work, then try the .mov version using quicktime player. If that doesn't work, email me.

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

**A:** Print out and read over the articles. Also, look over the lecture slides one more time (they are in the class materials section of myLeo Online). 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.

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**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 11:59PM of the Sunday before finals week. 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 ¼-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. I do not expect you to understand everything in the articles (however, you may have to google some of the terms to gain a fuller understanding of the article).

## **COURSE OUTLINE / CALENDAR**

**Week 1:** Monday August 26 to Sunday September 1  
[NOTE: NO REACTION PAPERS FOR THIS WEEK]

**Week 2:** Monday September 2 to Sunday September 8  
**Lecture 2:** Robbers Cave Study

**Week 3:** Monday September 9 to Sunday September 15  
**Lecture 3:** Identity

**Article:** 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.

**Week 4:** Monday September 16 to Sunday September 22  
**Lecture 4:** Culture

**Article:** 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 5:** Monday September 23 to Sunday September 29

**Video:** Merchants of Cool (Frontline video, watch the whole video (not the individual parts))

<http://www.pbs.org/wgbh/pages/frontline/shows/cool/>

Then click on "Watch the Full Program Online"

(Something to think about... how does this video relate to the previous lecture?)

If that link doesn't work, use: <https://thoughtmaybe.com/merchants-of-cool/>

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**Week 6:** Monday September 30 to Sunday October 6

**Lecture 5:** Stereotypes

**Article:** Jussim, L., & Harber, K. D. (2005). Teacher expectations and self-fulfilling prophecies: Knowns and unknowns, resolved and unresolved controversies. *Personality and Social Psychology Review*, 9, 131-155.

**MIDTERM PAPER DUE THIS WEEK (By October 6 at 11:59PM in MyLeo Assignment folder)**

**Week 7:** Monday October 7 to Sunday October 13

**Lecture 6:** Prejudice

**Article:** Leyens, J.-P., Paladino, P. M., Rodriguez-Torres, R., Vaes, J., Demoulin, S., Rodriguez-Perez, A., & Gaunt, R. (2000). The emotional side of prejudice: The attribution of secondary emotions to ingroups and outgroups. *Personality and Social Psychology Review*, 4, 186-197.

**Week 8:** Monday October 14 to Sunday October 20

**Lecture 7:** Discrimination

**Article:** Hebl, M. R., King, E. B., Glick, P., Singletary, S. L., & Kazama, S. (2007). Hostile and benevolent reactions toward pregnant women: Complementary interpersonal punishments and rewards that maintain traditional roles. *Journal of Applied Psychology*, 92, 1499-1511.

**Week 9:** Monday October 21 to Sunday October 27

**Lecture 8:** Reducing Prejudice

**Article:** Park, B., & Judd, C. M. (2005). Rethinking the link between categorization and prejudice within the social cognition perspective. *Personality and Social Psychology Review*, 9, 108-130.

**EXAM ONE THIS WEEK (Covers Weeks 2 to 9; this includes the reducing prejudice lecture & article)**

**Week 10:** Monday October 28 to Sunday November 3

**Lecture 9:** Ageism

**Article:** Kite, M. E., Stockdale, G. D., Whitley, B. E., Jr., & Johnson, B. T. (2005). Attitudes toward younger and older adults: An updated meta-analytic review. *Journal of Social Issues*, 61, 241-266.

**Week 11:** Monday November 4 to Sunday November 10

**Lecture 10:** Gender

**Article:** Swim, J. K., & Hyers, L. L. (1999). Excuse me—What did you just say?!: Women's public and private responses to sexist remarks. *Journal of Experimental Social Psychology*, 35, 68-88.

**Week 12:** Monday November 11 to Sunday November 17

**Lecture 11:** Sexual Orientation

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**Article:** Herek, G. M. (2000). The psychology of sexual prejudice. *Current Directions in Psychological Science*, 9, 19-21.

**Week 13:** Monday November 18 to Sunday November 24

**Lecture 12:** Diversity at School

**Article:** Steele, C. M. (1997). A threat in the air: How stereotypes shape intellectual identity and performance. *American Psychologist*, 52, 613-629.

**Week 14:** Monday November 25 to Sunday December 1: BREAK  
[NO REACTION PAPERS DUE]

**Week 15:** Monday December 2 to Sunday December 8

**Lecture 13:** Diversity at Work

**Article:** 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.

**EXAM TWO THIS WEEK (covers weeks 10 to 15) DUE SUNDAY DECEMBER 8 BY 11:59PM**

The research requirement is due by midnight of Friday December 6<sup>th</sup> by 11:59PM (all research studies shut down after Friday December 6<sup>th</sup>).

**ALL CLASS WORK SHOULD BE COMPLETED BY SUNDAY DECEMBER 8 AT 11:59PM. NO LATE WORK WILL BE ACCEPTED AFTER THIS DATE.**

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**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 information requires you to fulfill several research credits through one or both of these activities. Or, research participation is by extra credit – ask your instructor if you are not sure whether or not it is required.

- **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 & 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 (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 the number of research credits specified by your instructor (by participating in research, or alternative assignments, or a mixture of both).

- **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 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.

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- **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.

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

You will be penalized if participation is required, and this penalty is up to your instructor.

- **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.

- **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.

## 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://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](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

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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. Online studies will generally have just one timeslot with a set max number of students who can participate. Simply select that timeslot, and it will inform you how long you have to participate in the study.

### **C. Canceling a Sign-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.
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**

*The syllabus/schedule are subject to change.*

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.

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.

*4. 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.

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