**COURSE INSTRUCTORS’ RESPONSIBILITIES**

*Psychology Undergraduate Research Experience (PURE)*

All students in PSY 100, 221, 250, and 251 courses are required to participate in six (6) credits of research. Research participation includes acting as a research subject in psychology experiments or completing approved research experience alternatives. Students who complete the six credit requirement will receive a course grade; students who do NOT complete the four credit requirement will receive an “Incomplete” in the class until such time as they complete the requirement. **Note:** Instructors may work out, on a case-by-case basis, alternatives to meet this requirement for students with special needs.

PSY 100, 221, 250, and 251 instructors must include in their course syllabus a summary of the Guidelines for Students Research Participation and should review these guidelines with their class.

**Extra Credit Option for Psychology Courses other than General Education Psychology Courses:**

Research participation is NOT required in courses other than PSY 100, 221, 250, and 251. However, instructors may award extra-credit to encourage student involvement in research. Instructors and students are expected to follow the research guidelines established in this document. Grade cut-offs will be established independently of extra-credit such that final-grade ranges will be determined on the basis of the required course work. Extra-credit points should be added after final-grade ranges have been established.

All students enrolled in an undergraduate psychology course will automatically be given a participant account; however, it is at the instructor’s discretion whether to award extra credit for participation.

**Research Alternatives**

Instructors must provide **two non-research participation** options in which students can engage to meet either course credit requirements or extra credit options. For PSY 100, 221, 250, and 251, at least two options should be chosen from the list at the end of this document. If a PSY 100, 221, 250, or 251 instructor would like to utilize an option not on the list, the instructor should check with the Research Committee to determine whether the option is equivalent to research participation. For all other classes where research participation is an extra credit option, instructors may use any two or more activities of their choice. All options should be described in the course instructors’ syllabus.

**Highlighting Studies in Class**

If a research study is relevant for particular course’s curriculum the instructor may choose to highlight that project with a brief in-class announcement and instructions for accessing studies through the research participation website. Individual instructors should determine a study’s curricular relevance and whether or not to highlight it in class. Instructors **cannot** highlight studies in which they are a researcher. Instructors also **cannot** provide course or extra credit for a particular study only and not others. Both of these scenarios could be considered undue influence and is prohibited by the Federal Office of Research Protection.
**Tracking Students’ Research Participation**

Instructors should familiarize themselves with the “Instructor Documentation” provided by Sona Systems. Course instructors will have access to the research participation credits of their students through the WIU Psychology Department research participation website at [http://wiupsychology.sona-systems.com/](http://wiupsychology.sona-systems.com/) under the “Course Reports” section of the website. A website login is required in order to access student credit reports. Instructors will be assigned a website login.

In cases in which a student’s research credit is not recorded on the website, course instructors may accept a copy of the informed consent document signed by the researcher (or a printed informed consent document if it is an online study) as proof a student participated in a particular experiment.

**Instructors Teaching “Practice” Classes**

The Psychology Department and OSP have developed specific ethics guidelines for those courses in which students will be practicing assessment or interview skills that require the use of “test clients” (e.g., PSY 581, 582, or 583). Students in these classes must complete the Human Subjects Protection Class Projects Training ([http://wiu.edu/sponsoredprojects/research_policies/class_projects_training.html](http://wiu.edu/sponsoredprojects/research_policies/class_projects_training.html)). Certificates from this training should be given to the instructor who will complete and submit an exempt IRB protocol explaining the “practice” requirements. The IRB protocol and training certificates should be sent to the IRB Administrator for approval.
SONA SYSTEMS INSTRUCTOR DOCUMENTATION

Introduction
Sona Systems is used for the scheduling and management of a human subject pool. As an instructor, your interaction with the system will be minimal, but also painless. Your primary use of the system will be to check on the credit status of students (participants) in your courses.

Getting Started
The system works best if you use a web browser that is less than 2 years old. It works well with all recent versions of Internet Explorer, Firefox, and Safari. It will work with other web browsers, and with older versions popular browsers, however the layout may not be as clean. No functionality will be lost by using an older web browser. Ask your IT department if you need help with installing or using a web browser. This documentation assumes you have a basic knowledge of how to use the web. On this system, it is not necessary to use the Back button. You can always use the toolbar on the top to navigate anywhere on the site.

Logging In
To login, go to the front page of the site (you will be given the URL by the Research Administrator) and type in your username and password. If you have forgotten your password, you will see a link where you may choose to have your password emailed to you. Once you login, you will be presented with a Main Menu with a few options.
Course Reports

On the Main Menu that you see after logging in, you will see an option to generate course reports. Once you click on that, you will see a list of all the courses you are listed as an instructor for, and you have the option to generate reports for each of those courses.

![Image of course listing](image-url)

**Figure 2 - Course Listing**

You have 3 choices for the type of report you would like to generate. All Participants will list all participants in the course. Completed Participants will list only participants who have met or exceeded their credit requirements. Incomplete Participants will list only participants who have not met their credit requirements. Click the link for the desired report.

The report will be listed in alphabetical order by a participant’s last name, and participants that have not completed their requirements will be highlighted in bold. For privacy and research ethics reasons, you will never see exactly which studies the students participated in – only a summary of their credit earnings. If for some reason this information is needed, the administrator can produce such a report for you using the Course Credit History report available to them.

You will see a credit status for the participant overall, as well as for the listed course. If this is the case, **you should look at a participant’s credit for the course to determine if they have completed their requirements**. If the report is too wide to be printed easily, you can use the Printer-Friendly format. A link to that will appear at the bottom of the report. The report also includes a column indicating the Overall Unexcused No-Shows a participant has accrued.

If you would prefer to deal with the information in CSV (comma-separated) format (for easy import into a spreadsheet program like Excel), use the CSV link at the bottom of the report to generate such a data file. If you have problem working with the CSV format file, please contact your IT department for assistance – CSV is a standard data format and they be quite familiar with it.
To generate a new report, choose the Main Menu link from the left toolbar and proceed from there.

**Viewing Studies**

You may have the ability to view what studies are available in the system (to students). This is useful if you want to discuss information or concepts from those studies in class, as a part of the educational experience. You will see an All Studies link after you login. If you click this, you will see a list of studies, and you may then click on any study to view more about it. For privacy reasons, you may not see who has signed up for any of the studies.

![Figure 3 - Viewing Studies](image)

**Changing Your Password**

To change your password or other information, choose the My Profile choice from the toolbar. Fields marked with (+) are optional and do not need to be filled out.

If you change your password, please be sure to select a password you do not use on any other systems or websites. This is good computing practice, and especially important as in some cases, your password may be sent over email.
In situations where the system is configured so you may enter an email address on this page, you will be asked to enter it twice when changing the address, to ensure it is typed correctly.

**Logging Out**

When you are done using the system, choose Logout from the top toolbar to log out. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.