Dear Student:

This letter explains the research participation requirements in your PSC 1/1Y/1V or PSC 41 class. If you are <u>not enrolled</u> in one of these courses, then you are <u>not</u> required to participate in research. However, your instructor may offer you extra credit for participating in research studies.

<u>CONTACT</u>:

Subject Pool Coordinator at spcoordinator@ucdavis.edu. Always include the following information in your emails: **(1**) Student ID, **(2)** Course #, **(3)** Course Section #, **(4)** and Course Instructor

<u>OVERVIEW</u>:

(1) Credit Requirement: PSC 1/1Y/1V and PSC 41 students must complete 6 credits of research by the deadline.
(2) SONA Account: To participate in research, you will be assigned a SONA account. You will <u>NOT</u> be able to access your SONA account until the <u>first day of classes</u>. You will login here (see below for how to sign up). For instructions on using the SONA website click here.
(3) Paper Option: If you cannot participate in research studies (or do not wish to), you can write research papers instead. Click here for more info. You will not submit your papers to the Canvas website of your PSC class. You will submit them to a special Canvas page called *Papers for Research Credit*. Contact the Subject Pool Coordinator to be added to this page.
(4) Deadline: You must participate in research or submit your papers by Thursday, June 5th at 5PM.

<u>MOST IMPORTANT THINGS TO KNOW ABOUT USING SONA:</u>

- **PRESCREEN SURVEY:** When you first log into SONA, you will be prompted to answer several questions. If you decline to answer the age question, no studies will be available to you. The more questions you answer in the prescreen, the more studies you will be eligible for.
- **FAQ:** There is a Frequently Asked Questions (FAQ) website that you can visit to resolve your SONA issues here.
- **CANVAS NOT LINKED TO SONA**: SONA is not automatically linked to your Canvas Account. If you add or drop a class in Canvas, you have to manually add or drop the class in SONA. Follow the instructions here to learn how.
- **CONTACT ME:** Don't bother your instructors with SONA questions, and don't contact the advising office or your instructors about how to resolve an incomplete. You should contact the Subject Pool Coordinator directly.

<u>HOW DO I SIGN UP FOR SONA?</u>

You sign up for research studies at https://ucdavis.sona-systems.com. The SONA site is configured through Central Authentication Service (CAS) Single Sign-On (SSO). You can log into the system using your UC Davis credentials.

Please note that this login system is a new feature as of Winter 2025; if you have used the SONA site for credit before, you should be able to log into your existing account using SSO. Your old user ID and password will no longer be applicable. If you have any troubles accessing your account, please email the Subject Pool Coordinator.

After you login through SSO, you will be prompted to select the course you are enrolled in that is offering credit. Please double check that you are selecting the right course with the right instructor. You are able to select multiple courses if you are taking more than one course that is offering credit through the SONA system.

Before you can view any studies, you will be prompted to fill out a prescreen survey, which helps to determine your eligibility for certain studies. *The prescreen survey does not count for any research credit.*

WHAT EXACTLY IS REQUIRED?

You need to earn 6 research participation credits. You can earn these 6 credits by participating in studies, writing research papers, or any combination of the two. Some studies can be completed online while other studies require you to visit a research lab on campus.

- In PSC 1, PSC 1Y, and PSC 41, only **5 out of 6 research credits** can come from online studies (for example, if you are required to complete 6 SONA credits, this means you can do up to 5 credits through online studies, and at least one of the remaining credits must be obtained through in-person studies or writing research papers).
- In PSC 1V, there is no limit on the number of research credits that come from online studies. You can do any combination of online studies, in-person studies, and research papers to achieve the 6 credits.
- In courses other than PSC 1/1Y/1V and PSC 41, your instructor will indicate whether there is a limit on online studies.

FREQUENTLY ASKED QUESTIONS:

Research Participation **DEADLINES***:*
For **Spring Quarter 2025**, you may participate in research starting on Monday, March 31st and must finish by Thursday, June 5th at 5pm. Completing the requirement well in advance of the final week is highly recommended—there are many students who wait until the last minute, and there are often not enough studies to accommodate them all in the final week.

What is the reason for the research participation requirement?
Just as biology students often do dissections and chemistry students often conduct laboratory experiments, psychology students learn about research partly by participating in it. When you participate in studies, you will see how psychologists and communication researchers collect data and what it feels like to be the 'subject' of study. You will be able to talk with researchers about what they're doing and why.

Besides being educational, your participation is very important to UC Davis researchers who depend on human participants to advance their research programs. UCD's Psychology Department is a world leader in research, and this reputation could not be sustained without the help of research participants like you.

What if I am retaking a course and have already completed some research credits?
If you are retaking a course and completed some or all of your credits in a previous quarter, you do not have to repeat those credits. However, you **MUST** email the Subject Pool Coordinator (spcoordinator@ucdavis.edu) and say you would like to reuse your old credits. This process will NOT happen automatically.

What if I am under 18 years old?
If you are under 18 years of age, then you cannot fulfill your requirement by participating in studies. Instead you must write brief research papers (click here for more info). If you turn 18 during the term, then you may participate in studies after your birthday— just email the Subject Pool Coordinator to reset your age.

What if I do not want to or cannot participate in research?
If you do not wish to participate in research studies, you may write research papers instead. Click here for more info.

What happens if I do not finish my research requirement this quarter?
If you have not earned the 6 required credits by the deadline, you will receive an Incomplete for the course. You will have until the end of the next registered academic quarter to complete your research. Once you complete your research, your Incomplete will be reverted to the letter grade you originally earned in the course.

Click here for instructions for clearing the Incomplete. Note that once you have completed the required research credits, you must email the Subject Pool Coordinator with the course information to process the Incomplete paperwork.

If you do NOT complete the research requirement by the end of the next quarter or do NOT email the Subject Pool Coordinator in time, your Incomplete will be replaced by a letter grade but the grade will be reduced by one level (e.g., A- becomes B+, B+ becomes B, and so on). Students may petition to receive extra time to complete the Incomplete.

Please note: This policy applies to students who receive an Incomplete for courses taken in Fall Quarter 2023 and onward. The policy is slightly different if you received your Incomplete for courses prior to Fall Quarter 2023 (see the Research Participant Letter you received when you took the class or contact the Subject Pool Coordinator).

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