

Instructions for Participating in the Psychology Course Credit Participant Pool

Below are instructions about participating in the Psychology Department's Course Credit Participant Pool. Read the information carefully. If you have questions, consult the FAQ on the department website or contact the Participant Pool Coordinator (psych-subjects@illinois.edu). If you have moral or ethical concerns with participating in research, please contact your instructor for an alternative assignment.

You must be 18 years of age or older to take part in the **Course Credit** Participant Pool. To participate, you must be **18 years old on or before May 19th, 2020 (for Summer Session 1) and on or before June 17th, 2020 (for Summer Session 2).**

If you will NOT be 18 by the date above, you will complete the Under-18 Alternative Assignment. You must still register on SONA and complete the prescreen questionnaire.

Participation Credits

SONA is an online system where you can sign up for studies and keep track of your credits earned. Credits are determined by the length of the study according to the following:

0.5 credit = 25 mins	1.5 credits = 80 mins	2.5 credits = 140 mins
1.0 credit = 50 mins	2.0 credits = 110 mins	3.0 credits = 170 mins

Please consult your course instructor or the course syllabus for the number of SONA credits offered by your course. How each credit is converted to points for your psychology course grade will be determined by your instructor.

You can only receive credit for participating in studies that you sign up via SONA. You can review your credits by logging into SONA and clicking on "My Schedule and Credits." Researchers must record credit within 48 hours of the study. If credit has not been recorded after 48 hours, email the researcher in charge of the study and the Participant Pool Coordinator (be sure to include your name, NetID, study #, and date/time of your study appointment).

Registration and Prescreen Questionnaire

If you have ALREADY REGISTERED on Course Credit SONA at any time after January 1st, 2017, please use your existing user ID and password. All others, please request for a new account.

If you DO NOT have a user account on Course Credit SONA, please register ASAP to become a Course Credit Pool participant and complete the prescreen questionnaire.

Registering for the Psychology Course Credit Participant Pool consists of 2 steps: (1) Create an account in the online SONA system, and (2) Complete the prescreen questionnaire. Even if you are under-18, you must register in SONA before completing the alternative assignment.

1. Go to the Course Credit SONA website [<https://uiuc.sona-systems.com/>]. On the screen, click *Request Account*. Enter your name, user ID (the NetID should be used), UIUC email, student ID number, birthdate, and the course(s) you want credit in. Your temporary password will be emailed to you promptly (be sure to check your junk mail folder). **When you register, you MUST use your UIUC email address**; if you use an alternative address, you may be asked to complete the registration process again. **Please enter your UIUC email address carefully**, as you will need a correct email address to receive the temporary pass code.
2. Using the user ID and the temporary password that was emailed to you, log into your Course Credit SONA account. You will be asked to take a prescreen questionnaire, which includes a variety of background questions. The prescreen results are purged at the end of each semester, so you will be prompted to complete the prescreen every semester when you take psychology courses that allow credit for study participation. Please answer all questions honestly. All responses will be kept confidential.
3. For returning users from previous semesters, remember to update your list of course(s) that you'd like to receive credit for!

You will automatically receive 0.5 credit for completing the prescreen questionnaire. Please contact the Participant Pool Coordinator if you have problems registering. If you do not register in the Course Credit SONA system, you will not be able to sign up for any studies.

General Guidelines for Participating in Studies

For Summer 2020, all studies will be conducted online.

Please follow instructions, be respectful, take participation seriously, and try to give quality responses. If you purposely provide inaccurate or inappropriate responses, or respond in a manner which makes the researcher believe that your data will be unusable, you will not receive any credit for the study.

Some studies have requirements that you must meet in order to take part in them. Pay close attentions to a study's requirements and do not sign up for it if you do not meet them.

Online Studies

- After you sign up for a study on SONA, you need to click on the study number and click "View Study Website" to access the study.
- **Note that for online studies, the "timeslot" you sign up for is the deadline.** For example, if you sign up for an online study timeslot for July 2 at 5:00pm, the entire survey must be completed by that date/time for you to receive credit. If you do not complete the study before the deadline, you will be marked as an Excused No-Show, receiving 0 credit.

- You must complete the entire online study in one sitting; be sure you have enough time to complete the study before you begin (study duration is indicated on the sign-up page).

Multi-Session Studies

- If you sign up for a multi-session study, it is your responsibility to complete ALL of the sessions.
- If you cancel a part of a multi-part study, the subsequent parts (but not preceding parts) will also be cancelled. You will need to ask the Participant Pool Coordinator to manually sign you up for the other parts again, if you would like to participate in it at a later date.
- Often, if you miss the first session, you will be marked as No-Show for the subsequent sessions.
- In some cases, you may receive prorated credit for partial completion of a multi-session study. Ask the researcher to provide a Course Credit Early Withdrawal Form, which you must fill out and return to the Participant Pool Coordinator to receive partial credit.

Signing up for Studies

Once you have taken the prescreen in the Course Credit SONA, you can sign up for studies. **You must complete all studies by June 11, 2020 (Summer 1) and by August 6, 2020 (Summer 2).** If you're under-18, you must complete the Under-18 Alternative Assignment and submit the necessary information to the Participant Pool Coordinator by the same date listed above (see Under-18 Alternative Assignment Instruction). It takes some time before studies are posted. Do not panic if no studies are posted for the first few days of the semester. Follow the directions below and keep checking SONA.

Once you have registered in SONA, you can sign up for studies. To sign up for studies, log in to the Course Credit SONA website and click the Study Sign-Up box. This will take you to a list of the studies that you are eligible to participate in. You can also click on Studies from the top toolbar and a list will be provided. This page shows studies that are available on a particular day. You can select a different date by using the drop-down menu at the top of the page. Studies that currently have available participation times (timeslots) will have "TIMESLOTS AVAILABLE" listed next to the study.

For each study, you can see available timeslots, and the length and location of the study. You won't know any other details about the study until you arrive. You will receive a reminder email the night before the study. However, you are responsible for completing the study on time even if you do not get the email.

Cancelling Studies

Each study has their own deadline for cancellation. Please pay close attention to this information on the study information page before you sign up. If it is before the cancellation deadline, then you can cancel your appointment online in the Course Credit SONA system. Log in and click My Schedule/Credits. This screen shows studies that you are signed up for. If it is before the

deadline for a certain appointment, there will be a Cancel button next to it. Once you click Cancel, you will need to confirm that you want to cancel the appointment. Save a copy of this page as a record of your cancellation.

If the cancellation deadline has passed and you miss the study deadline, an Excused No-show will be recorded on your account. This means you will receive 0 credit.

Sometimes, researchers may cancel a study. If a researcher cancels less than 24 hours in advance, they should email you and explain that the session has been cancelled, and you will receive credit for the study. If it is more than 24 hours in advance, you will still be notified, but you will be marked as an Excused No-Show in the SONA system and will not receive credit for the study (although you can reschedule and sign up for the same study again, if you'd like).

No-Shows

A No-Show includes any situation in which the participant does not complete a study session and receive credit. A No-Show is not necessarily a penalty because it does not remove credit earned; it just does not add a credit to your account.

Excused No-Show

- An Excused No-Show is marked when a participant does not complete an online study by the designated deadline.
- Excused No-Shows are also granted whenever a researcher cancels a study session more than 24 hours in advance, if a participant chooses to withdraw from a study, or if a participant responds in an inappropriate manner which makes the researcher believe that the data will be unusable.

Unexcused No-Show

- This option should not be marked for online studies. Please contact the participant pool coordinator if you receive "Unexcused No-Show" on your account.