RESEARCH PARTICIPATION REQUIREMENT–

INSTRUCTIONS for STUDENTS

I) INTRODUCTION

Many courses in the Department of Communication Studies either require or allow students to participate in Departmental research. All options to earn research participation credit are posted online. Using the online system that our Department shares with the Department of Psychology, you can sign up for research, keep track of the credit you have earned, and allocate credits to your different CMST courses. Please note that even though the system is shared with Psychology, you can ONLY COMPLETE STUDIES CONDUCTED BY CMST FACULTY OR AFFILIATES FOR CMST CREDIT. If you happen to also be enrolled in a Psychology class, the credits do not transfer from CMST to PSYC or vice versa. The system is set up so you should only see those studies for which you qualify; however, please double check before you sign up and complete a study.

- **For Students in CMST 1061, 1150, 2010, and 2060:**
  These courses require students to participation in 2 research credits for a given semester. There are three ways to earn your credit

  1. Participate in survey or experimental research. You can earn <u>1 credit</u> for each **30 minutes of study participation.** So, for example, if you participate in a study that is up to 30 minutes in length, that study will count as 1 research credit. If you participate in a study that is between 30 and 60 minutes in length, that study will count as 2 research credits.

  2. Participate in departmentally sanctioned functions such as debate or public speaking competitions. Only departmental sanctioned events will count toward a student's research learning requirement; thus, no credit will be given for a student attending an outside speaker or performance.

  3. Serve as a research assistant for a member of the Department certified by the IRB as a Principle Investigator.

  Students in 1061, 1150, 2010, or 2060 can NOT earn course extra credit for completing more than the 2 required credits.

- **For Students in other CMST courses:**
  Some courses other than 1061, 1150, 2010, and 2060 require research participation as part of the course grade. Other courses may allow research participation to count toward class as extra credit. See your instructor if you are unsure.
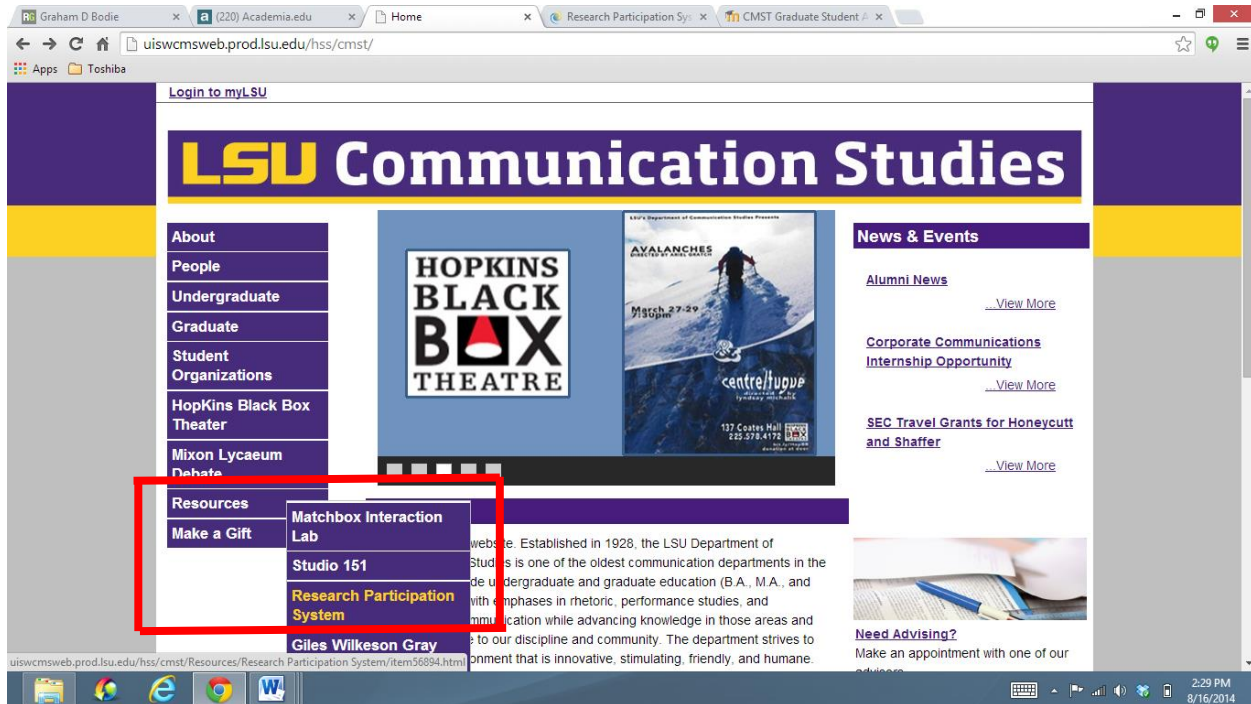
  ******BUT,** not all CMST classes allow extra credit for research participation. **SO, BEFORE** signing up for an experiment, **FIRST** check with your instructor or check your course syllabus to determine which of your courses allows extra credit for research participation! Check with your instructor for specifics about how much extra credit you can earn for each experiment completed.

Please be aware, all Research Participation Credits must be completed by Tuesday, December 02. NO late allocation will be accepted.
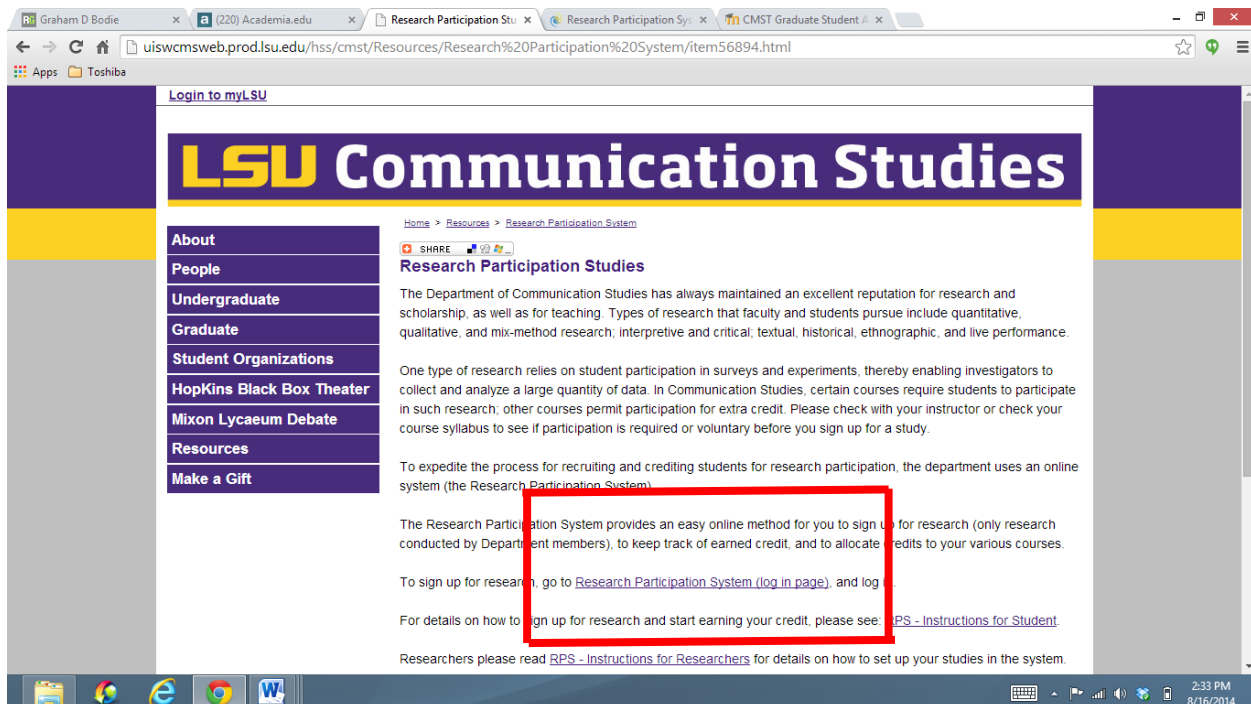
II) GETTING STARTED

A. Access the *Research Participation System*

1. Go to the Department of Communication Studies homepage: www.lsu.edu/cmst.
2. Click on RESOURCES
3. Click RESEARCH PARTICIPATION SYSTEM


4. Click RESEARCH PARTICIPATION SYSTEM LOGIN PAGE.

B. Log into the *Research Participation System*

For students WITH existing accounts
- If you already have an account from a previous semester or from a course you took in the Department of Communication Studies or the Department of Psychology, you can continue to use that log in information.
     - Please note that other LSU departments also use Sona Systems for study signups. You will need an account specific to CMST/PSYC.

- If you lost your information, click on the "***Forgot Password***?" link. (see above)

The first time you log in during a new semester, you will need to agree to the Human Subjects statement.
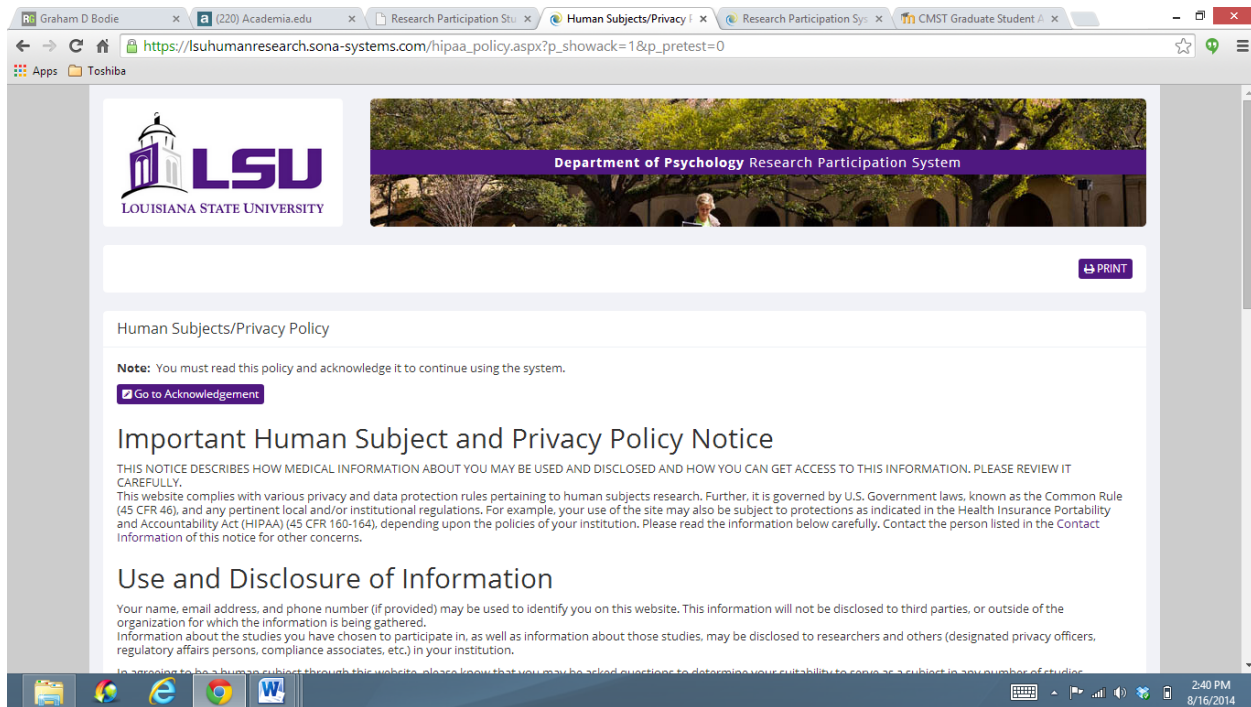
***NOTE: If when you try to agree to the privacy policy it tells you that your authentication has expired and to log-in again, you have a problem with your web browser. Often the software detects this automatically and sends you to a page with information about how to correct it, but it does not detect the problem in all cases. 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.

After you do this you will be prompted to select your courses. Please note that **you MUST select the class or classes in which you are enrolled for that semester**.

 ***CAREFULLY** select your course or courses from the drop down box of CMST courses.
 If you do not select a course, the system will not allow you to add credits to that course!
Please make sure you choose the CORRECT SECTION for the course/courses you are taking this semester. This is the primary problem that students have with the system – they are in one class then switch to another and their credits are then allocated to the wrong course.

To select your classes, click on MY PROFILE
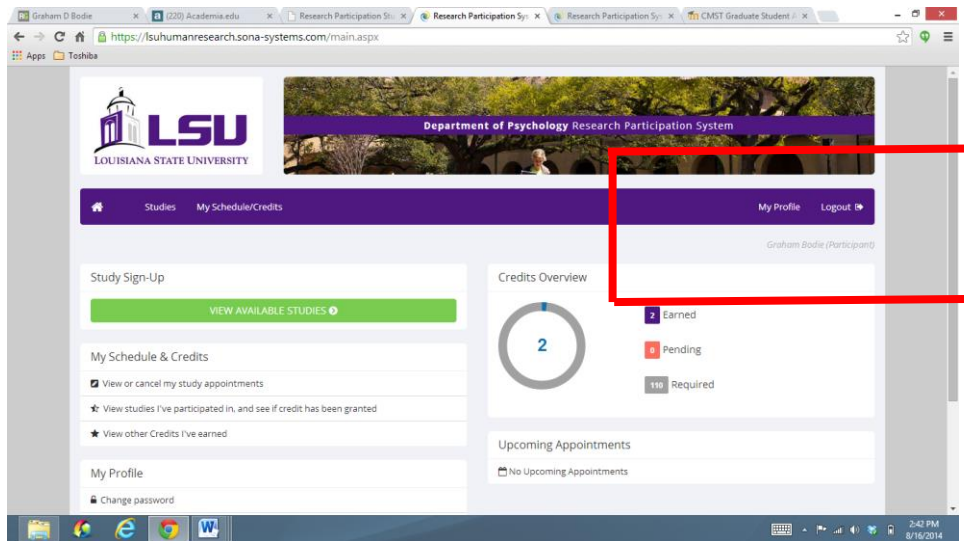
Within MY PROFILE, you can "change" or "add" courses.
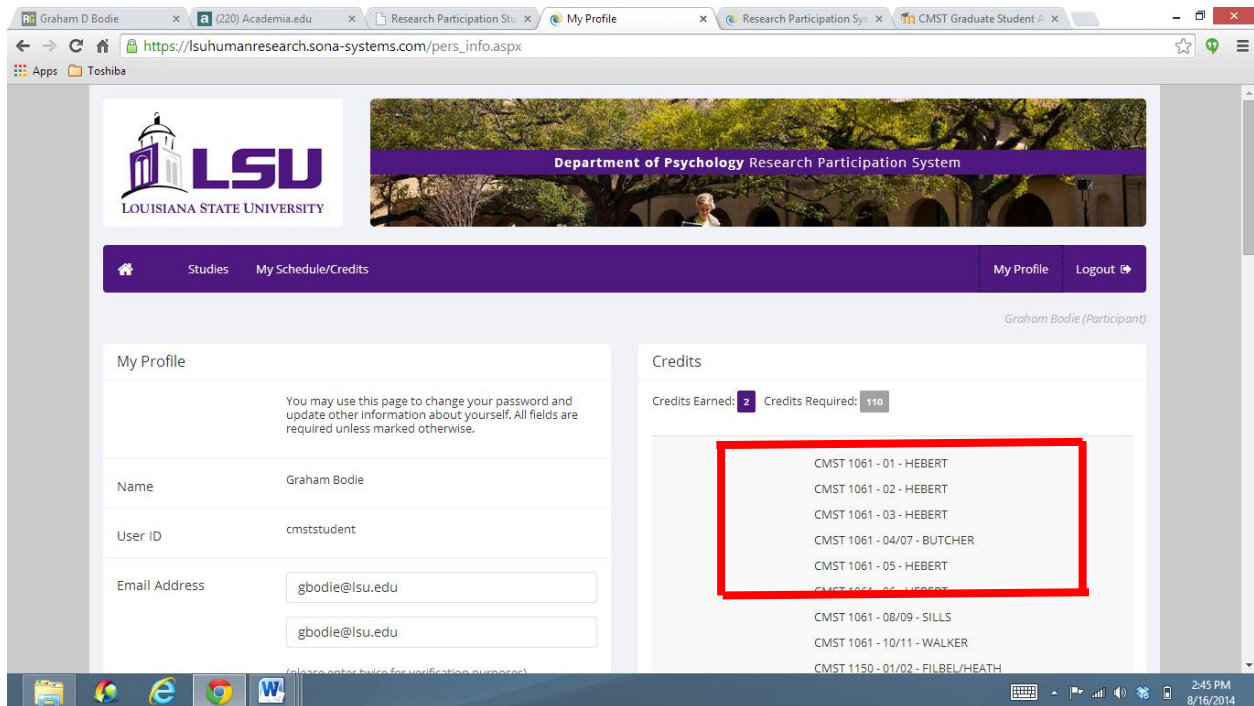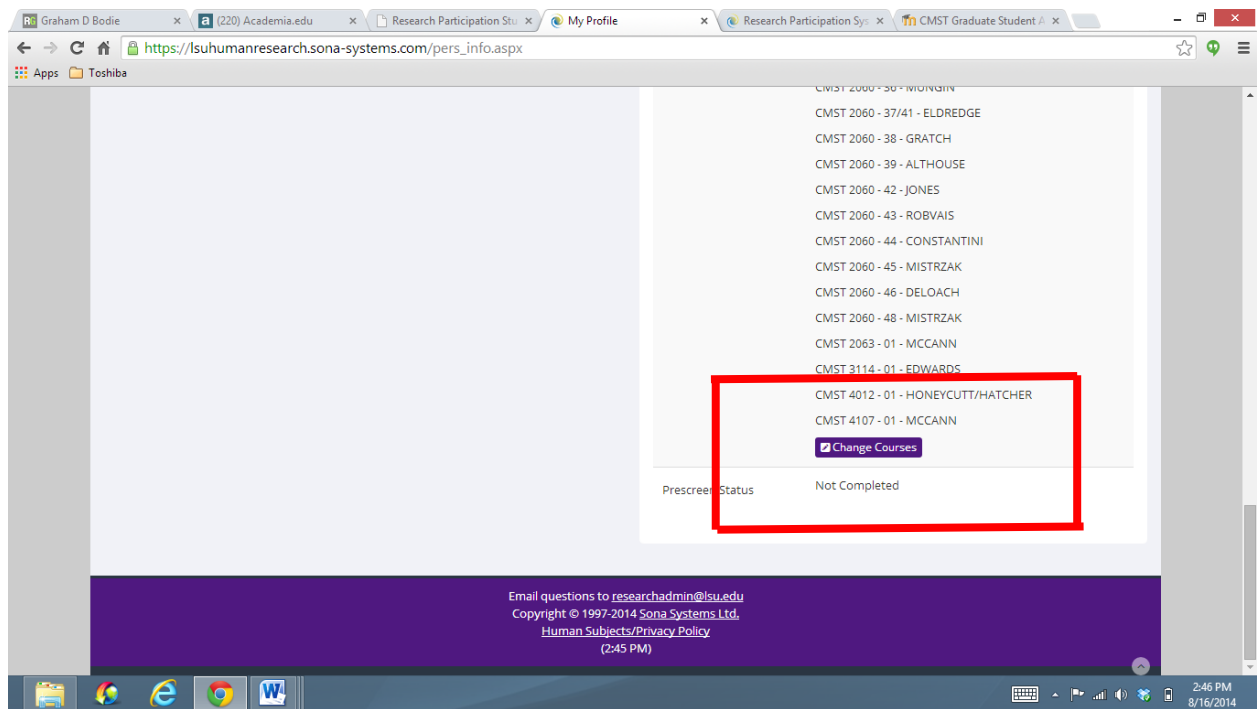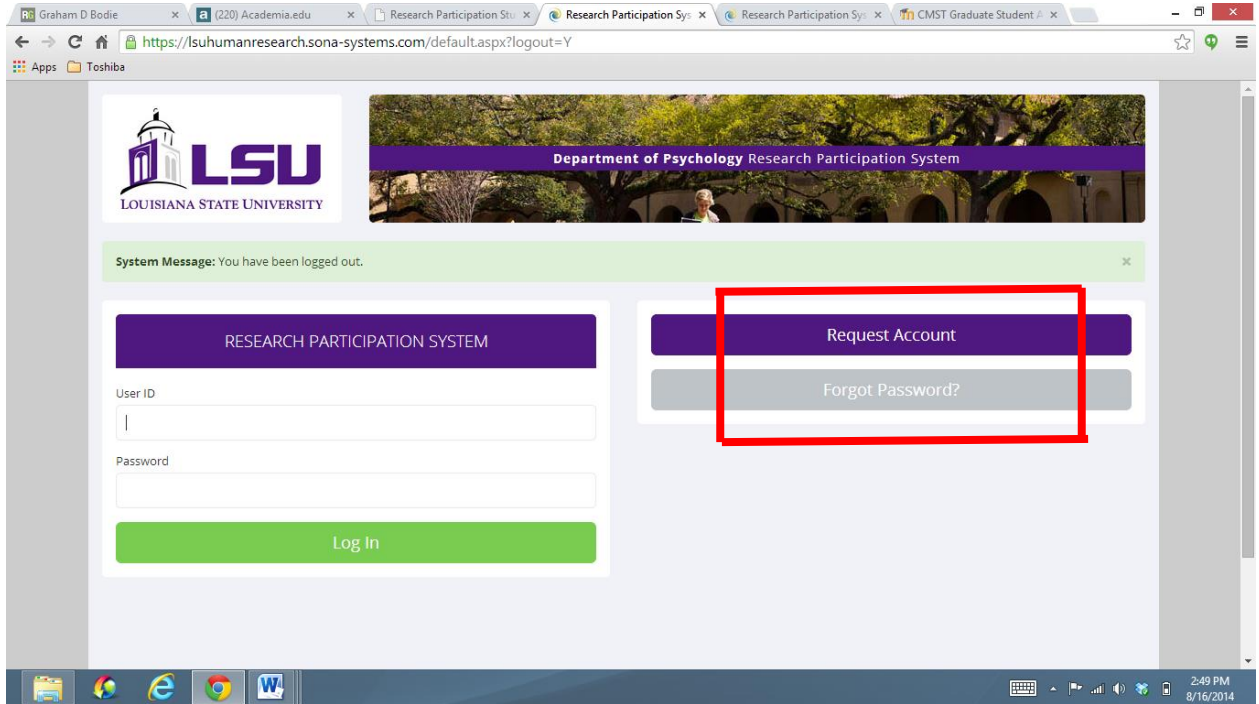
<u>Unless you are also enrolled in a course, do not select it.</u> Selecting courses in which you are not enrolled serves no advantage since you won't be able to obtain credit in those courses anyway.

For students WITHOUT an existing account:
1. When you get to the RPS, you'll need to first click the link on the top right of the log-in page that says: **Request Account**.

2. You will be asked to provide basic information. Your user ID is the first part of your LSU e-mail address, for example: cmststudent@lsu.edu. Fill in the required information:

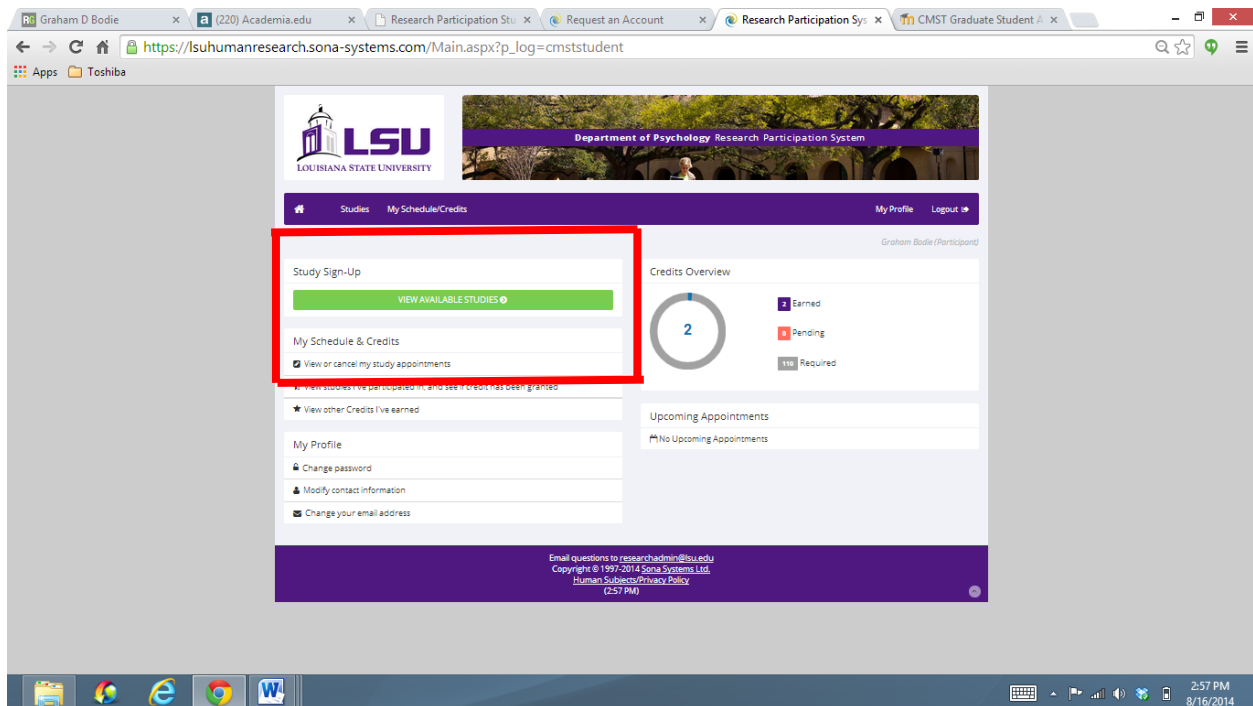 ***__CAREFULLY__** select your course or courses from the drop down box of CMST courses. *If you do not select a course, the system will not allow you to add credits to that course!* Please make sure you choose the CORRECT SECTION for the course/courses you are taking this semester.

Do not select any courses in which you are not enrolled; it serves no advantage since you won't be able to obtain credit in those courses anyway.

3. After clicking the Request Account box you will receive an email with your login password.

4. Once you receive your PASSWORD, you can login the RPS anytime throughout the semester.
    a. Enter your user ID (for example: cmststudent) and your password (contained in the email).

III) SIGNING UP FOR EXPERIMENTS

- To view a list of experiments, click on View Available Studies. A brief description of each experiment will be listed.
    - o NOTE: *Some studies require you to attend a laboratory session on campus, while others can be completed online.*

To Sign Up For Experiments

• To sign up for an experiment, click on the experiment name to view more information.

You will be able to read about the study – the requirements and so forth – so you can make an informed decision about which study or studies you want to complete to fulfill your research credit requirement.

- Once you have read about the study and decided you are willing to participate, click on View Time Slots for This Study (the green bar at the bottom). You will see a list of available timeslots and a drop down box "Courses to Credit" which lists the CMST courses that you are registered for.
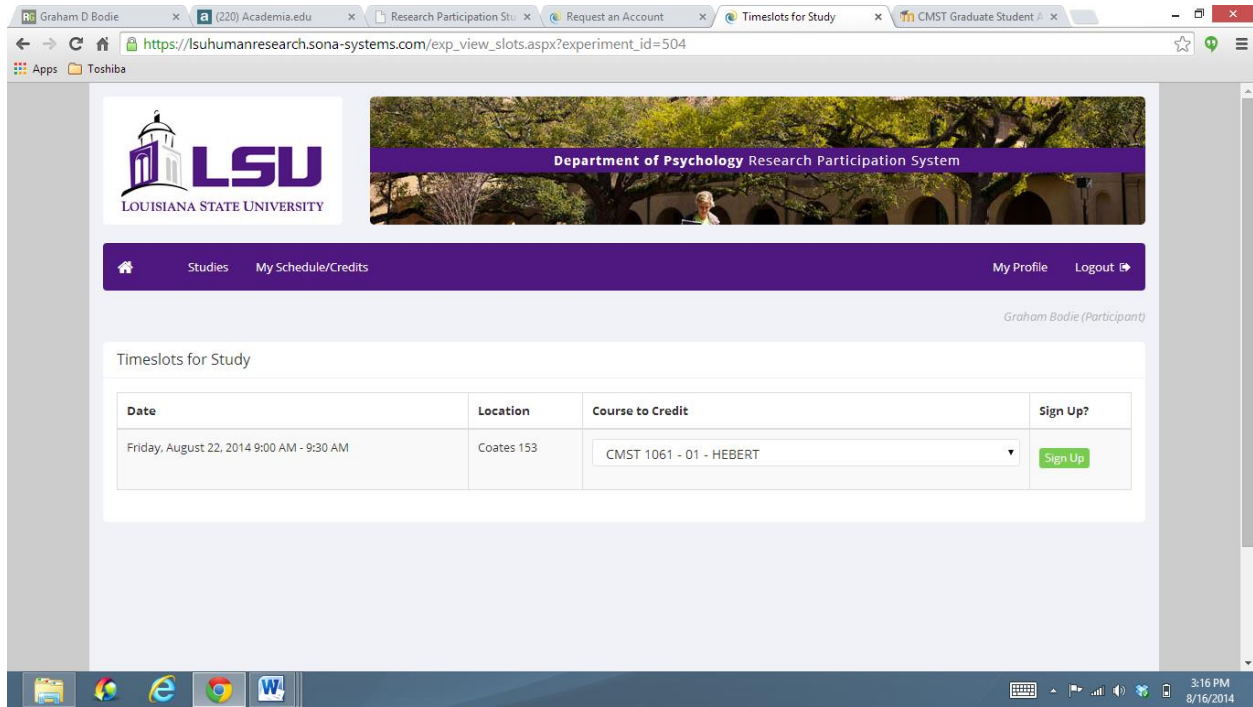
- Choose an available timeslot that is convenient for you.

- IMPORTANT NOTE: All studies have timeslots.

  - For **ONLINE studies**, the timeslot is the last possible day and time that you can complete the study for credit.
  - For other studies, the timeslot tells you when and where to show up to complete the study.
  - If you ever have a question about a study, please contact the researcher associated with that study. Do NOT contact the research administrator; all emails referencing specifics about individual studies to the research administrator account will be ignored.

- **Choose the course that you want the credits to count towards** and then click Sign Up (in green).

- After you click Sign Up, you will see information displayed confirming the time and location of the study you plan to participate in. You will receive an email confirmation as well. You are now signed up for the study.

- You will also receive an email reminder the day before the experiment, reminding you of the location and time of the experiment.

- Be aware that if you fail to appear for two experiments without prior notification (**see Canceling a Sign-Up Section**), you will be sent an email informing you that you are restricted from completing any studies for the remainder of the semester. If you feel this email is in error, please contact the researcher in charge of the study with a university-approved excuse.

Canceling a Sign-Up

- To cancel a timeslot you have signed up for, click on My Schedule/Credits option from toolbar.

- You will see listed all the studies you have signed up for, and those you have completed.

- Studies you have signed up for but not completed will have a Cancel button next to them.

- Click Cancel to cancel your sign-up.

- It is very important that you cancel your sign-up if you know you will be unable to attend a session. **Failure to do so twice during one semester will result in your access to the system being restricted and you being unable to complete your research learning requirement or obtain credit.**

- If you have a "valid excuse" (see LSU Policy Statement 31) for missing a credit option please email the researcher associated with that option. Do NOT email the research administrator with your excuse as your email will be ignored.

IV) TRACKING YOUR CREDIT PROGRESS

- To track your progress choose **My Schedule/Credits** option from the toolbar.

11

- You will see the experiments that you have signed up for and the credit status for each, and how many credits you have earned for each course.

- There is a <u>cut-off date at the end of the semester</u> (usually the Tuesday of dead week) by which all experiments must be completed in order to receive class credit. Be sure to check your totals before the cut-off to ensure that your credits have been counted and make any changes you wish to your

IV) MISCELLANEOUS

- ***Reassigning Credit:*** If you are in multiple CMST courses, you can reassign a credit from one course to another.

- To do so, use the Reassign link that appears when you view your progress. The link appears under the course entry for each item in your progress listing.

- ***Retrieving a Lost Password****:* If you have forgotten or do not have your password, you can click a link on the top right of the log in page that says: Forgot Password? Follow those instructions.

- ***Changing Your Password, Email Address, and Other Information*** To change your password or other information, choose **My Profile** from the toolbar on the main menu. *If you provide an alternate email address (e.g., Hotmail), this is where emails will be sent rather than to your LSU email*.