In-Person Course Syllabus

Experiment Participation Requirement

Participation in X.3 hours of social science experiments through the Stanford Research Experience Program (REP) is a requirement of this course. By participating in REP experiments, you gain valuable firsthand knowledge of experimental psychology and contribute to the advancement of the field. There will also be talks and tours which you can attend to learn more about different research in the social sciences.

1. How to Participate in the Research Experience Program (REP)

Mandatory Pre-Requisites:
You need to register for the class in the REP online scheduler. Go to this website: [http://stanford-rep.sona-systems.com](http://stanford-rep.sona-systems.com)

Your deadline for registering into the online scheduling system and taking all the pre-requisite studies is the end of the second week of classes. You have to decide BEFORE the deadline whether you intend to turn in mini-research papers or participate in the REP and inform your instructor before the deadline if you intend to write mini-papers. If you sign up late during the 1-week grace period after the deadline—you will have to perform double the amount of credits to complete the program. Once the one-week grace period is over, we WILL NOT ACCEPT LATE ADD-ON’S into the program. You will not be able to complete your credit if you have not either told your professor that you will complete mini-papers or signed up and COMPLETED all pre-requisites for the REP past the end of the 3rd week of the quarter.

When you sign into the online scheduler for the first time, you will be asked to fill out an initial questionnaire. You will receive .5 credit hour of participation for this initial questionnaire. Please allot approximately half an hour to fill out the questionnaire. Please note that you will not be able save the questionnaire and must finish the questionnaire in one sitting.

Once you sign into the online scheduler, you will receive a 5-digit SONA ID code. You can find this code in the scheduler under “My Profile”, the 5-digit code is labeled “Identity Code”. This code is very important because it is used to identify you to all researchers. Researchers do not have access to your name, student ID number, or even user name. They will only be able to identify you using your 5 digit-SONA Code-so you must always use this code to identify yourself for ALL REP studies. You MUST bring your code with you to ANY study, talk, or tour.

Before you can sign up for any experiments you must also first participate in the Questionnaire Studies. There are 2 different Questionnaire Studies:

* the Online Questionnaire Study
  You will receive .5 credit hour for taking part in the Online Questionnaire Study. You can take the online study after you sign up in the online scheduler. The Online Questionnaire Study
takes about 30 minutes.

*the Paper Questionnaire Study Packet*

You will receive 1 credit for completing the paper Questionnaire Study Packet. You will receive the Paper Questionnaire Study Packet during the first week of class. You can turn it in to your instructor during class. You can also turn it into the Stanford Research mailbox in the BSS Office. Please write down your 5 digit SONA code on every page of the Paper Questionnaire Study Packet. Do NOT write your name or your Foothill ID Number. You should have completed the Questionnaire Study Packet by the end of the second week of classes.

**Mandatory Post-Questionnaire:**

You are also required to take an end-of-quarter survey about your experience with the Research Experience Program AFTER you have completed your credits. The mandatory post-questionnaire is worth 0.3 of a credit and takes about 10 minutes to complete.

**Online and In-Person Studies:**

After you have filled finished the pre-requisites, you can start participating in experiments. By the end of the quarter you will have taken X hours worth of research studies in addition to the pre-requisite surveys. There will be a wide range of studies for you to take part in. At least X credits of these HAVE to be face-to-face (in-person) studies where you physically come in to take the experiment. After those X credits are completed, you can take as many online studies as you wish. You can NOT have all X of your credits performed online. You can tell if a study is online or in-person by looking at the title of the study. After the study name, the words “(Online Study)” or “(In-Person Study)” will be listed.

**Finding and Signing Up for Studies:**

To find studies, go under “Studies”, and you’ll see a list of studies available. You will know whether or not a study can be signed up for if you see the words “Timeslots Available” next to the study name. To sign up for a study click on “Timeslots Available”. Note that online studies can be taken at your convenience, however read the study description to see whether you need to complete the study within a certain timeframe of either having signed up or receiving a researcher link to the study.

Experiments will be available to participate in during the first week of classes. By the end of the last week of classes, you should have participated in at least 4 hours worth of experiments. Please do not wait till the end of the quarter to fulfill your requirement. There may not be enough time slots to accommodate you if you wait too long. If you do one experiment approximately every 2 weeks, you should have no problem finishing in time.

**2. Signing into the Online Scheduler**

In order to sign up for studies, you must log into our online scheduling system. Studies that are available to take will state that they have timeslots available in the online scheduler. You can find a link through the REP website, or you can directly access the online scheduling system by going to this website: [http://stanford-rep.sona-systems.com](http://stanford-rep.sona-systems.com). Here is how you sign up:
1) Go to http://stanford-rep.sona-systems.com
2) Find the link at the bottom left-hand corner of the screen for new participants.
3) Click on that link and fill out the form.
4) An email will be sent to you with a password, use your login information to log into the online scheduler.
5) Fill out the first demographic survey.

3. SONA 5 Digit ID Code

The online scheduling system will provide you a SONA ID code. ALWAYS bring your SONA ID code with you when you take a study. The researchers will NOT know you by name, they will only know you by ID code. If you don’t bring in your ID code-the researchers will not be able to identify you and you will not be able to receive credit for your participation. You can see the exact schedule and sign up for experiments and check your credits regularly using our online scheduling system. The number of open timeslots varies, so check the schedule often to sign up for studies.

For more information about the program you can go to the REP website:

https://sites.stanford.edu/iriss/centers-programs/research-experience-program/rep-community-college-students

4. Receiving Study Credits

You will receive .5 credit for every half hour a study takes. If a study is one hour long, you will receive 1 credit. If you fail to show up for a study, you will receive one negative credit. Online studies often provide you with a timeframe in which to take the study. If you do not take the study within that timeframe you will receive negative credit. Thus if you do not cancel a study participation or do not take an online study by the required due date, by the end of the quarter you will have to have completed 7 credit hours of studies instead of the original 6 credit hours of studies.

Researchers are obligated to provide you credit within one week of your study. Most provide them within 3 days. If a week goes by and you haven’t received credit, please contact the program-the program administrators will help resolve the issue. The same holds if you want to contest a penalty.

5. Negative Credit

You can receive negative credit for BOTH online and in-person studies. That means you’ll have to make up your negative credit in ADDITION to finishing your required number of credits.

In-Person Studies:
If you fail to come to a scheduled appointment or arrive more than 10 minutes late without cancelling 24 hours in advance, you will receive negative credit. Thus, try to arrive to your In-Person appointments at least 5 minutes early.
Please note, for a no-show all researchers are required to provide you negative credit as a default. If an emergency arises while prevents you from cancelling or if you want to contest the negative credit, please immediately speak with your instructor and explain your circumstances. Your professor has final say in whether or not to give you back your credit based on your specific situation. If your professor sends us notification to forgive your negative penalty, we will do so.

**Online Studies:**

If you fail to pass simple comprehension or engagement checks or it is obvious you did not read or engage in the study, you will receive negative credit. For example, in an online study, if you read a paragraph about a cat and when asked if you read about a cat, you state “no”. This will be considered a sign of non-engagement with the online study. Or if you provide inconsistent answers when asked simple “check” questions, for example across multiple checks, you inconsistently write down your age. Failing to take time to read and participate in a study will be grounds for receiving negative credit. In other words, if it is obvious that you were just clicking on answers to get credit without reading or engaging in a study, it is grounds for receiving negative credit, much like not showing up in an in-person study.

Please note, if you want to contest the negative credit, please immediately speak with your instructor and explain your circumstances. The researcher will also provide proof of what they consider a fail of “comprehension/engagement” check. Your professor will deliberate and have final say in whether or not to give you back your credit based on your specific situation. If your professor sends us notification to forgive your negative penalty, we will do so.

**6. Appointment Cancellation Policy**

**Student Cancellation Policy**

- If a student cancels an experiment more than 24 hours in advance, there is no penalty.
- If an emergency arises within 24 hours of the session, students are to call the researcher (and at least leave a message) AND notify the REP Office (through e-mail). Researchers will have initial discretion as to whether or not a debit should be awarded. The purpose of the email to the REP Office is to provide a record of late cancellations, in case the student feels they have been debited incorrectly. After such an incident, talk with your instructor. Your instructor will have final say on whether or not you will be penalized for not showing up. The program will always defer to your instructor’s decision.
- Experimenters who want to cancel studies MUST notify students prior to cancellation. If a researcher cancels on a student with less than 24 hour notice, the student must be credited for participation.
7. Schedule

**Note** All DEADLINES are FINAL.

<table>
<thead>
<tr>
<th>Deadline Dates</th>
<th>Winter 20XX REP</th>
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<tbody>
<tr>
<td>Monday, January X, 20XX</td>
<td>SONA Registration Opens. To complete registration, you must take a questionnaire that appears when you register for the first time. You will receive .5 credit hour for completing registration.</td>
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<tr>
<td></td>
<td>Online Questionnaire Week opens. You will receive .5 credit hour for completing the Online Questionnaire Week Study.</td>
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<tr>
<td></td>
<td>Receive Paper Questionnaire Week Study Packet. You will receive 1 credit hour for completing the Paper Questionnaire Week Study Packet. You can turn it in in class or in the Stanford Research box in the BSS office.</td>
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<tr>
<td>Friday, January X, 20XX</td>
<td>You must have completed:</td>
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<tr>
<td></td>
<td>• SONA Registration</td>
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<tr>
<td></td>
<td>• Online Questionnaire Study</td>
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<td>• Paper Questionnaire Study Packet</td>
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<td>Sign-up Opens to take REP Studies.</td>
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<td>If you do not intend to take part in the REP, you MUST have informed your professor that you want to complete the alternative assignment by this date.</td>
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<tr>
<td>Friday, January X, 20XX</td>
<td>REP Sign Up Grace Period OVER. You CANNOT participate in the REP past this date. NO exceptions.</td>
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<td>During this one-week grace period, you may still sign up for the REP or turn in prerequisites, but you have to finish double the number of credits to complete the program.</td>
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<td>5:00pm, Friday March X, 20XX</td>
<td>You must have completed all of your experimental credit hours.</td>
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8. Alternative Assignments to REP Participation:

If you do not wish to take part in social science experiments by participating in the Research Experience Program, you may satisfy this requirement by writing 2-page mini-research papers. You MUST inform your professor if you intend to do the alternative assignment by the deadline date of the REP Requirements. Potential Topics for papers are listed below:

- Paper 1: the history of experiments on human behavior
- Paper 2: the basic methodology of social science experiments, and its pros and cons
- Paper 3: comparison of the different kinds of social science experiments (ex: field studies, vignette studies, survey studies, behavioral studies)
- Paper 4: comparison of social science experiments with a different social science methodology (ex: conducting surveys, participant observation)
- Paper 5: the ethics of experimentation on human beings
- Paper 6: case study of an experiment
- Paper 7: critique an experiment
- Paper 8: design your own experiment

If you choose the alternative assignment instead of participating in the REP, you will need to declare this option before the first exam and turn in all mini-papers in a timely manner by the end of the quarter. To do this or ask any other questions about the requirement, please contact your instructor.