Psychology 310 .001
US Psychology and Sociology of Diverse Populations
Course Syllabus: Fall 2012

Instructor: Marion E Blake (Ms.)
Office Location: Henderson 221A
Office Hours: Wednesdays, 2:00 p.m. to 4 p.m.
Office Phone: 903-886-5978
Office Fax:
University Email Address: Marion.Blake@tamuc.edu

COURSE INFORMATION

Class Meeting

This will be a web enhanced class that will meet on Mondays, Wednesdays and Fridays from 9:00 to 9:50 a.m. August 27 to December 14, 2012.
Location: Henderson 207

Materials – Textbooks, Readings, Supplementary Readings:

Textbook Required:


Course Description:

The purpose of this course is to examine the factors that determine group identity and cultural identity in the context of the diversity that exists in the US population.

Student Learning Outcomes:

Upon completion of this course, participants will be able to:
1. Understand how group identity is determined
2. Identify the factors that determine cultural identity such as:
   - Ethnicity and race
   - Class and socioeconomic status
   - Gender and sexual orientation
   - Exceptionality
   - Language
   - Religion
   - Age
   - Geography
   - Education
3. Appreciate the cultural diversity that exists in United States population
4. Recognize importance of including diversity within education process.
COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This is a face-to-face course. Your full participation is required for successful course completion. You will be required to attend class, read the course text, view DVDs, participate in class discussions, complete exams, group projects, presentations, and research projects. All assignments must be completed within given time limits of the course. A course schedule is provided below, which is subject to change and you will be notified by of any updates in class or by email.

Exams will be comprised of multiple choice items. Students will provide their own Scantron sheets (long form, either green or brown, 50 items each side) for each examination as required. Students must take the exams during the scheduled class time unless they have an excused absence as described in the Student Handbook and/or have made other arrangements with instructor in advance. There will be no make-up exams. The exam questions will require not only your recognition of concepts, but will be designed to test your comprehension and application of those concepts. Material for the exams will be drawn from the text and the lectures. All course work will be due at the designated deadline dates. Except for a university approved excuse, late work or missing an exam/assignment due date will result in a mark of zero.

Cultural diversity reflects who we are and potentially who we may become. As such, the topics of conversation will be emotional and controversial. Please do not make racial, sexist, non-scholarly comments or derogatory statements or you will invoke disciplinary action. In extreme circumstances the matter will be referred to the Dean of Students. You are encouraged to offer your opinions in a manner that is respectful to your classmates and instructor.

In order to maintain an environment of respect and trust, it is vital that no information that is shared here be reproduced in ANY other forum. You can be certain that the information that you share here will only be used for class purposes, except where informed consent has been given for research purposes. Any reproduction of student submitted content, with or without credit to the responsible party, is both unethical and prohibited. Please see your Student Handbook for more details on consequences for violations of University policy.

Individual Assignments, Group Projects and Presentations, Research Participation

You will be required to work individually and in small groups to complete assignments, complete reflection and research/review papers, and make a group presentation. You will also be invited to participate in a research project or complete an individual written assignment. Detailed instructions and a grading rubric will be provided.

Grading

There are 500 points available. You need 450 points (90%) or better for an ‘A’, 400 points (80%) or better for a ‘B’, 350 points (70%) or better for a ‘C’ and 300 points (60%) or better for a ‘D’. A total below 300 points (60%) will result in an ‘F.’ The items and grade points attached are as follows:

<table>
<thead>
<tr>
<th>Assigned Work</th>
<th>Percent</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance &amp; Participation</td>
<td>15%</td>
<td>75</td>
</tr>
<tr>
<td>Exams</td>
<td>30%</td>
<td>150</td>
</tr>
<tr>
<td>Group Project &amp; Presentation</td>
<td>20%</td>
<td>100</td>
</tr>
<tr>
<td>Reflection Papers</td>
<td>9%</td>
<td>45</td>
</tr>
<tr>
<td>Individual Research/Review Paper</td>
<td>10%</td>
<td>50</td>
</tr>
<tr>
<td>Discussions &amp; Debates</td>
<td>10%</td>
<td>50</td>
</tr>
<tr>
<td>Research Participation</td>
<td>6%</td>
<td>30</td>
</tr>
<tr>
<td>Total for class</td>
<td>100%</td>
<td>500</td>
</tr>
</tbody>
</table>
APA Format:

You are required to use APA format in your written work for all citation of sources and references, including those gathered from the internet. If you are unaware of how to use APA format, you may consult the APA Publication Manual, 6th edition. In addition, there are many free internet sources that can help you in this regard such as the Purdue Owl at http://owl.english.purdue.edu/owl/resource/560/01. Ensure where you incorporate material that you have not created that you provide an internal citation within the body of the text and a full reference at the end of your document to give proper credit to the work of persons other than yourself.

TECHNOLOGY REQUIREMENTS

Students need to have regular access to a computer and Internet for preparation and submission of course assignments, checking of email regularly (e.g., daily), to receive course information, assignments, and to review your course grades and download course material and information.

ACCESS AND NAVIGATION

We will use the eCollege Learning Management System (LMS) from time to time in this course. You should complete first time/do refresher of the Student Orientation Tutorial which is available under the My Courses tab of the eCollege website. Support Services are provided for eCollege technical concerns. Please contact the eCollege Help Desk, available 24 hours a day, seven days a week, by sending an email directly to helpdesk@online.tamu.edu. You may also reach the Help Desk by calling (toll-free) 1-866-656-5511.

COMMUNICATION AND SUPPORT

Students may make contact with instructor in person or by email about course related matters. Please type Psy310 and your name in the subject line of all email submitted. Do not hesitate to make contact in person or by email with questions or concerns that may arise concerning the course or related matters in connection with your participation in the course.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

1. Students are required to observe the TAMU-C procedures for class attendance. Class attendance will be documented. Class attendance does not only include physical presence but also requires active participation and engagement. Students who make themselves comfortable and go to sleep for the majority of the class time will be considered as being absent.
2. Students who enter class but depart class before the end without providing a prior explanation to instruction will be considered as having unilaterally excused themselves and will be marked absent.
3. Students are required to turn off all electronic devices (e.g. laptops, cell phones, pagers, iPods, or other electronic devices) and put them away before class begins, unless exceptions are made and such devices are permitted to be used during class under specified circumstances.

University Specific Procedures:
Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook). The following items are being emphasized for student attention and observance.
Code of Conduct – Extracted from Student Guide Book

a. Civility in the Academic Environment

Civility in the classroom or online course and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom/online course. Courteous behavior and responses are expected.

To create and preserve a learning environment that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students are expected to conduct themselves at all times in a manner that does not disrupt teaching or learning.

Faculty have the authority to request students who exhibit inappropriate behavior to leave the class/online course and may refer serious offenses to the University Police Department and/or the Dean of Students for disciplinary action.

b. Breaches of Conduct

The University regards the following as illustrations of misconduct by individuals or groups which may result in review by the appropriate disciplinary agencies:

1. Academic Cheating and Plagiarism.

2. Disorderly conduct which inhibits or interferes with the educational responsibility of the University community or the University’s social-educational activities.

3. Recurring incidents which are in violation of University policies and/or other such persistently irresponsible behavior that brings into question the student’s serious intent to pursue an education.

4. Failure to respond to a summons by letter, telephone call, or personal messenger from a University administrative official or faculty member.

5. Failure to comply with the directions of a university administrative official or faculty member.

6. Complicity is condoning, supporting, or encouraging any violation of the Student Code of Conduct. Students who anticipate or observe any violation of the Code are expected to remove themselves from association or participation in any such inappropriate behavior.

In Class Disciplinary Action

Student breaches of conduct or other misconduct in this class will result in specific disciplinary actions:

1. First breach – Disciplinary citation resulting in student being required to comply with specific in class instruction. Failure to comply will result in loss of points from attendance and participation allocation.

2. Second breach – second citation resulting in student being asked to leave the classroom for the remaining class period. Failure to comply will result in written notice sent to student and a referral made to the Head of Department – Psychology, Counseling, and Special Education.

3. Third breach – third citation resulting in student being asked to leave the classroom for the remaining class period. Written notice will be sent to the student and a referral made to Dean of Discipline of Discipline.

4. The instructor may request that a student leave the classroom for one class period without prior warning for flagrant and highly offensive breaches of conduct and at his or her discretion. Written notice will be sent to the student and a referral made to Dean of Discipline of Discipline.

The University Police Department will be called in to assist with removal of students who repeatedly engage in breaches of conduct or other misconduct and who refuse to leave the classroom for one class period after the instructor has made such a request or students who refuse to attend Disciplinary Hearings.
ADA Statement

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

COURSE OUTLINE / CALENDAR

The course schedule below provides general details as a guide to assist you in moving through the course. The schedule is subject to change due to various circumstances and such changes will be communicated in class and also by email.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic &amp; Required Reading</th>
<th>Assigned Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Introduction and Course Overview</td>
<td>• Review course syllabus&lt;br&gt;• Participate in class discussions&lt;br&gt;• Complete required reading</td>
</tr>
<tr>
<td></td>
<td>Required Reading Course Text:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Foundations of Multicultural Education – Chapter 1</td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>Required Reading Course Text:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ethnicity and Race – Chapter 2</td>
<td></td>
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<tr>
<td>Week 2</td>
<td>Required Reading Course Text:</td>
<td>• Complete required reading&lt;br&gt;• Participate in class discussions</td>
</tr>
<tr>
<td></td>
<td>• Individual Assignment - Reflection paper</td>
<td></td>
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<tr>
<td>Week 2</td>
<td>Required Reading Course Text:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Class and Socioeconomic Status - Chapter 3</td>
<td>• Complete required reading&lt;br&gt;• Participate in class discussions&lt;br&gt;• Review instructions and participate in Group Project.</td>
</tr>
<tr>
<td>Week 3</td>
<td>Required Reading Course Text:</td>
<td></td>
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<tr>
<td></td>
<td>• Group Project</td>
<td></td>
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<tr>
<td>Week 3</td>
<td>Required Reading Course Text:</td>
<td></td>
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<tr>
<td></td>
<td>• Geography – Chapter 8</td>
<td>• Complete required reading&lt;br&gt;• Participate in class discussions&lt;br&gt;• Review instructions and participate in Course Project.</td>
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<tr>
<td>Week 4</td>
<td>Required Reading Course Text:</td>
<td></td>
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<tr>
<td></td>
<td>• Group Project</td>
<td>• Exam 1 – Chapters 1, 2, 3, 8</td>
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<tr>
<td>Week 5</td>
<td>Required Reading Course Text:</td>
<td></td>
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<tr>
<td></td>
<td>• Gender and Sexual Orientation - Chapter 4&lt;br&gt;Debate</td>
<td>• Complete required reading&lt;br&gt;• Participate in class discussions and debate</td>
</tr>
<tr>
<td>Week 6</td>
<td>Required Reading Course Text:</td>
<td></td>
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<tr>
<td></td>
<td>• Exceptionality - Chapter 5</td>
<td>• Complete required reading&lt;br&gt;• Participate in class discussions</td>
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<tr>
<td></td>
<td>• Individual Assignment – Reflection paper</td>
<td>•Review instructions and complete Individual Assignment</td>
</tr>
<tr>
<td>Date</td>
<td>Topic &amp; Required Reading</td>
<td>Assigned Work</td>
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<tr>
<td>Week 7</td>
<td>Required Reading Course Text:</td>
<td>• Complete required reading</td>
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<td></td>
<td>• Language – Chapter 6</td>
<td>• Participate in class discussions</td>
</tr>
<tr>
<td>Week 8</td>
<td>Required Reading Course Text:</td>
<td>• Complete required reading</td>
</tr>
<tr>
<td></td>
<td>• Religion – Chapter 7</td>
<td>• Participate in class discussions</td>
</tr>
<tr>
<td></td>
<td>Assignment of Group Presentations</td>
<td>• Exam 2 Chapters 4, 5, 6 &amp; 7</td>
</tr>
<tr>
<td>Week 9</td>
<td>• Reflection Paper</td>
<td>• Complete required reading and reflection paper</td>
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<td></td>
<td>• Debate</td>
<td>• Participate in class discussions and debate</td>
</tr>
<tr>
<td>Week 10</td>
<td>Required Reading Course Text:</td>
<td>• Complete required reading</td>
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<tr>
<td></td>
<td>• Age – Chapter 9</td>
<td>• Participate in class discussions</td>
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<td></td>
<td></td>
<td>• Prepare for Group Presentations</td>
</tr>
<tr>
<td>Week 11</td>
<td>• Group Presentations</td>
<td>• Participate in Group Presentations</td>
</tr>
<tr>
<td>Week 12</td>
<td>Required Reading Course Text:</td>
<td>• Complete required reading and reflection paper</td>
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<tr>
<td></td>
<td>• Chapter 10 – Education That Is Multicultural</td>
<td>• Participate in class discussions</td>
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<tr>
<td></td>
<td>• Reflection Paper</td>
<td></td>
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<tr>
<td>Week 13</td>
<td>• Group Presentations</td>
<td>• Participate in Group Presentations</td>
</tr>
<tr>
<td>Week 14</td>
<td>• Group Presentations</td>
<td>• Participate in Group Presentations</td>
</tr>
<tr>
<td></td>
<td>• Research/Review Paper</td>
<td>• Complete and submit Research/Review Paper</td>
</tr>
<tr>
<td>Week 15</td>
<td>• Course Review</td>
<td>• Participate in Class Discussions and Debate</td>
</tr>
<tr>
<td>Week 16</td>
<td>Final Exam &amp; End of Course Wrap-Up</td>
<td>• Exam 3 – Chaps 8 &amp; 9, Group Presentations, and other Course Material</td>
</tr>
</tbody>
</table>

**REQUIREMENT FOR PARTICIPATION IN RESEARCH SUBJECT POOL**

You will be requested to participate in the Psychology Department Subject Pool and per the guidelines and information below. You may choose to complete an alternative written assignment instead of subject pool research participation.

**Students’ Guide to Research Participation**

Department of Psychology, Counseling, & Special Education
Texas A&M University-Commerce

What is Research Participation?
Exposure to research is essential to your gaining a better understanding of the scientific study of psychology. It is how we add new knowledge in psychology. Being involved in research is a good way to experience first-hand and learn about the scientific enterprise. We believe there are two key ways to experience research activity at this level: 1) read about related scientific investigations; 2) experience research as a volunteer participant; or some combination of both. The class in which you received this handout requires you to fulfill 6 research credits through one or both of these activities.
What if I am not yet 18 years old?
In order to participate in research you must be at least 18 years old. If you are not yet 18 years old, please see your instructor, and ask him/her about alternative ways of earning research credit.

In what type of research studies will I participate?
All studies you will participate in have been reviewed and approved by the Texas A&M University-Commerce Institutional Review Board (IRB) and by the Department of Psychology, Counseling, & Special Education. Studies vary widely. Many involve completing questionnaires or carrying out tasks on the computer. Some are even fun, and you'll learn something from all of them.

What are my rights as a research participant?
Your participation is voluntary and you may withdraw from any study at any time. Your data will be kept confidential. If you have any further questions about your rights as a research participant, you may contact the IRB head, Carmen Salazar (Carmen_Salazar@tamu-commerce.edu). More information about your rights will be provided to you prior to each study for which you sign up.

How will my research participation credit be calculated?
You will receive 1 credit for each hour of research participation. Studies lasting 30 minutes or less are worth ½ credit. For example, a 30 min. study = 0.5 research credits; 60min = 1 credit; 1½ hours = 1.5 credits... etc.

How many research credits may I complete?
You are encouraged to participate in as much research as you wish, but at a minimum you must complete 6 research credits (by participating in research, or alternative assignments, or a mixture of both). However, if you show up on time to all the studies you sign up for you will receive 2 free research credits. In other words, if you show up to all your studies on time you only need to complete 4 research credits.

What if I cannot go to a study I signed up for?
If for whatever reason you cannot attend a study that you have signed up for you need to cancel your appointment before the start of the study. There are 2 ways to cancel an appointment. First, if you cancel 24 hours before a study you can do this online through the Experiment Management System (EMS) website. Second, if it is the same day of the study you can call or email the experimenter – their contact information will be available in the EMS.

What if I sign up for a study but forget to go?
If you fail to show up for a study (without canceling prior to the start of the study) you will receive an email alerting you that you were listed as a “no show” for that study. Additionally on the EMS website you will see a “failure to appear” message in your list of studies completed. If this occurs you are no longer eligible to receive the 2 free credits that participants who are on time to all of their studies receive, and you will have to complete the full 6 credits.

What will happen if I fail to participate in studies or do the alternative assignments?
If you fail to complete your research requirement for the class you grade in the class will be lowered one class grade. For example, if you have a “B” in the class, but fail to complete your research requirement you will receive a “C” for the class.

What if I do not wish to participate in research studies?
If you do not wish to participate in research studies, you may utilize the alternative assignment option. You must consult your instructor for information about this option.

What is the difference between an online study and a laboratory study?
There are two types of studies that are conducted through the EMS system. You can sign up for both online studies and laboratory studies through the EMS system, however you are only allowed to complete 50% experiment credits through online studies (the system will not allow you sign up for more than 50% credits of online studies). A laboratory study requires that you attend the experiment at a specific time and place (e.g., Henderson 202 at 12:30pm on September 6th).
How do I find and sign up for research participation opportunities?
Throughout the semester, researchers in the Psychology Department will post their research studies in the Experiment Management System (EMS) online. It is up to you to check the EMS regularly to find and sign up for research studies that fit into your schedule. Detailed instructions for how to use the EMS are listed in the following pages of this handout.

If I decide to participate in research, what are my responsibilities?

You are responsible for...

Registering with the Experiment Management System (at http://tamu-commerce.sona-systems.com/).
You can keep your login information if you already have an account.
Scheduling appointments for research participation.
Writing down important information about the studies for which you sign up (e.g., name of study/time/location of your experiment, name and contact information of the experimenter).
Showing up on time, at the correct location for your scheduled research appointments (you must cancel online, or email/phone the experimenter before the start time of the study if you cannot attend).

Keep track of how many credits you need to complete (you can do this on the EMS website). Everyone is required to do 6 credits, however if you are on time for all of your appointments you only need to complete 4 credits.

GUIDE TO USING THE EXPERIMENT MANAGEMENT SYSTEM

How do I use the Experiment Management System (EMS)?
(Create a new participant account unless you already have one and your login information works. If you do not remember your login information, email curt.carlson@tamu-commerce.edu. A list of courses will be presented, from which you must select the courses you are taking this semester for which you will receive credit for participation. If your course is not listed, see the instructor for that course.)

A. How to create a participant account on the EMS

Go to http://tamu-commerce.sona-systems.com/

Click on New Participant “request an account here” link on the left of the screen.

This takes you to a screen on which you must enter your name, a unique User ID, your University ID number, and primary email address (reminders of studies you sign up for will be sent here). You will also need to highlight the course(s) in which you are enrolled, and for which you will be earning credits. If more than one, highlight all that will be involving you in research participation. However, each study in which you participate will only provide you credit for ONE course. In other words, there is no “double-dipping” allowed. BE CAREFUL TO SELECT THE CORRECT COURSE AND SECTION # – IF YOU CHOOSE THE WRONG ONE, YOUR INSTRUCTOR WILL NOT BE INFORMED OF YOUR CREDITS! After you submit your information, you will be emailed your login information. (After you have received your login information, I recommend that you login into EMS and go to your “Profile” and change your password to something that you can remember.)

If you encounter any problems with creating your account (e.g., login information not sent to you), contact the EMS administrator, curt.carlson@tamu-commerce.edu with your full name and a detailed description of the problem.

When you first log into the EMS at the beginning of the semester you will be asked to take a prescreen survey. This is a short survey that researchers will use to decide if you meet the specified requirements for some studies (e.g., as a researcher I may only allow participants who are female. If you do not complete the prescreen you will not be eligible to participate in this study). In other words, if you do not complete the prescreen you will have fewer studies that you are eligible to participate in. IF YOU COMPLETE THE PRESCREEN IN THE FIRST TWO WEEKS OF THE SEMESTER YOU WILL GET 0.5 CREDIT. Take it even if you have done it before – it has probably changed, and you will still earn the 0.5 credit.

You are now ready to use the EMS to sign-up for research studies.
B. Sign-up for studies—login to the EMS with your User ID and password that was emailed to you after creating your account

Click Study Sign-Up. A list of all available studies for which you qualify will appear. You can sign-up by clicking on either the study name or Timeslots Available, and you will go to a new screen showing more information about the study, with a link to View Time Slots for This Study.

Click the Sign-Up button to schedule your time. You should then write down or print out the study information (name, place, time, etc.) that appears in the final window. You will also receive an email reminder the day before the study time you have selected.

C. Canceling a Sign-Up (MUST be done if you know you will not show up)

1. If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page. Choose the My Schedule and Credits option from top toolbar.

2. You will see listed all of the studies for which you have signed up, as well as those you have completed (see the Tracking Your Progress section below for more information).

3. Studies for which you have signed up that you are allowed to cancel will have a Cancel button next to them. If you cannot attend the study session you signed up for, you need to cancel it, either within the EMS system or by contacting the researcher directly prior to the start of the study. Keep in mind that there is a time limit before the study is to occur, when it is too late to cancel online. This restriction is listed at the bottom of the page (it can be 24 hours before your timeslot, or much less, such as just 2-4 hours). If you cannot cancel online please email or call the researcher to cancel. IF YOU DO NOT CANCEL ONLINE, BY EMAIL, OR OVER THE PHONE BEFORE THE START OF THE STUDY YOU WILL BE COUNTED AS A “NO SHOW.” If you are counted as a “no show” for any studies you are not eligible for the 2 free punctual participant credits.

4. If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will not be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date. However, this is up to the researcher.

D. Tracking Your Progress

1. You may track your progress at any time by choosing the My Schedule and Credits option from the top toolbar.

2. When you view this page, you will see at the top a list of the number of credits you are required to earn, and how many you have earned so far. Below that, if you have signed up for any studies, those are listed as well. In the list of studies, you will see information about your credit status. If you have a no show for a study you will see that the status for that study is “failure to appear.”

Note: Your login session will expire after a certain period of inactivity, usually 20-60 minutes. This is done for security purposes. If this happens, you can always log in again. When you are finished using the system, it is better to explicitly log out, to prevent any problems that may arise if someone uses your computer before the session expires. This is especially important if you are using a public computer lab.

E. Frequently Asked Questions

1. Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?

Your web browser is not properly configured to accept cookies. 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.

2. I participated in a study, but I have yet to receive credit. How do I receive credit?

The researcher must grant you credit. This is usually done within a few days after your participation. If it has been several days and you still have not received credit, contact the researcher (his or her contact information will be listed when you click on the study name within the system).

3. How do I change the email address where email notifications from the system are sent?

You can change the email address where notifications are sent by going to My Profile and editing the email address you see there.

4. I forgot where and when a study is that I signed up for. What do I do?

Check your e-mail for the EMS reminder, or logon to EMS and check your appointments.

5. Should I keep some sort of record of my participation and credits earned?

The system will keep track of the credits you earn and your instructor will have access at the end of the semester to a report of credits earned by students enrolled in the class (and if any students have “no shows”). It is a good idea, however, to occasionally print a personal copy of your credits earned and hold on to that printout as a back up to the system.

6. I showed up for a study on time, and no one was there! What do I do?

First refer to your information about that study session, to make sure you are in the right place at the right time. If you are, then wait at least 10 minutes for the researcher. If they are still not there at that point, you can leave and must send them an email within 24 hours, stating that you were present at the correct place and time for the study (refer to the study name). It is up to the researcher to try to reschedule with you.

**UNDERGRADUATE GRADUATION CHECKLIST**

Please refer to website for university guidelines for completing your undergraduate program and graduating with your degree. [http://www.tamu-commerce.edu/registrar/pdfs/UndergradChecklist.pdf](http://www.tamu-commerce.edu/registrar/pdfs/UndergradChecklist.pdf)