SYLLABUS

PSY 409: Group Psychotherapy
Thursday 4:30 PM-7:10 PM
CHEC campus TBA room
Spring 2015

Instructor: Natalie Saladino, M.S.
Contact: natalie.saladino@tamuc.edu
Office hours: virtually, by appointment only. (Tues/Th 345 - 430; Th; 7:10 – 8)

Required Materials
To successfully complete this course, you will need
Textbook by Author(s):


![Group Theory and Group Skills](image1)

2)  The Therapeutic Toolbox: 103 Group activities and TIPS by Judith A. Belmont

![The Therapeutic Toolbox](image2)

**Requirement for Course Research Participation:** A goal of this class is to help you familiarize yourself with research methods. One manner to obtain this goal is to have you participate in research studies. Participating in research studies contributes to students and faculty at TAMU-C, your understanding of how research is conducted, and human knowledge in general. All students in this class will be required to participate in the psychology department’s participant pool or complete alternative assignments (see appendix for more information on alternative assignments).

Students must complete a total of **at least 4** experiment credits.

4) These 4 experiments can be complete: (1) online - or - (2) in-person.

5) If completed in-person experiment(s) via on main campus, Commerce or CHEC campus via the student portal system (Sona-system), you will receive that credit to be added to the overall grade in course per final grade for semester. Therefore, you will only receive credit(s) for credit(s) earned (only for in-person).

6) In order to receive credit, I must receive a confirmation page from the researcher stating that you attended/received credit and the amount of credit.

7) When you first sign into the experiment management system (EMS) you will be asked to take a prescreen. The prescreen takes about 20 minutes to complete.

8) If you complete the prescreen in the **first two weeks** of the semester you will receive ½ free experiment credit. This can be combined with later experiments that are worth ½ credit.

9) If you cannot complete them online or in-person, there is an alternative paper assignment. Instructions are located at the bottom of the syllabus. They must be submitted via dropbox for research credit, if you decide on paper option(s). The deadline is listed below.

10) **1 alternative paper = 1 credit**

11) **So in essence if you have 3.5 credits, you will still need to complete a paper in order to reach 4 credits.**

**Due by April 30, 2015 all 4 credits (online - or – in-person) and/ or Alternative paper assignment. You must print your completion page via Sona-system completion page and bring them to class by May 5th at classtime.**

- The page must list the course listed as receiving credit for this semester course
- It must be legible and a copy from Sona-system
- Papers must follow guidelines listed in appendix

If you fail to complete this portion of the class your grade will be lowered by one full grade. In effect, if you have an A in the class but fail to complete your research participation (either through participating in research studies, alternative assignments, or a mixture of both) your final grade in the class will be a B. More information about
participating in research, such as how to log in to the EMS, is given at the end of this syllabus (Appendices).

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INSTRUCTIONAL GOALS

This group psychotherapy course will expose you to the basic theory and practice of group psychotherapy via academic learning as well as experiential learning. The academic learning components will include lectures, text readings, outside readings, and some supplemental reading made available in class. The experiential learning component will require you to participate weekly as a group member and once in the semester as the group leader/co-leader.

Grading

In Class Projects/Assignments will be completed in class with varying points/values and will occur randomly. Put name and section number on all items.

Homework will be assigned throughout this course with each assignment varying in points/values. Be sure to turn ALL assignments in on time. Put name and section number on all items.

Chapter Tests may consist of true/false, multiple-choice, short answer, fill-in-the-blank, or other question formats as indicated by the instructor. It is the responsibility of the student to secure all necessary testing items (i.e. scantrons, bluebooks, etc.) and bring them to the exam. Most exams will be online and be available for a period of a couple days depending upon further instructions.

*Notice: tests may include questions that come from the text book, lectures, power points, videos and other lessons. (75% material lectures/in class activities; 25% videos/book information)

Group leader and Co-leader

You will be required at least once in the semester to participate as a group leader and as a co-leader. This will be established after the 12th class day per attendance to determine who will be paired together and I will provide a list of dates for you to be a leader of group and co leader.

Reaction Papers: you will be evaluated on reaction papers that you are required to write following each group session. They will be accepted via eCollege Doc Sharing set to options of only viewable to instructor under title Reaction paper. They will be due by next class. (Group leader and co leader are exempt)

Course Requirements for Leading a Group session

Evaluation 1
Group Psychotherapy leader
3 stages:
Planning
During group
Paperwork of group notes
You will be assigned a group for adults and cover issues related to the specific group and population such as:

- Guidelines for working with the group
- Purpose and rationale
- Basic ground rules
- Exercises and techniques utilized
- Information gathering
- Establishment of rapport with patients
- Problem conceptualization – Possible diagnosis

Intervention planning

Evaluation 2 Group psychotherapy co-leader

COURSE SCHEDULE

*Tentative, subject to change or modify*

<table>
<thead>
<tr>
<th>Schedule Class</th>
<th>Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1: January 19-25</td>
<td>Syllabi and introductions</td>
</tr>
<tr>
<td>Week 2: January 26 – Feb 1</td>
<td>Ice-breakers and begin group setting</td>
</tr>
<tr>
<td>Week 3: Feb 2 – Feb 8</td>
<td>Role-playing; interactive; establish ground rules</td>
</tr>
<tr>
<td>Week 4:February 9-15</td>
<td>Group goals; Social interdependent and trust; confidentiality</td>
</tr>
<tr>
<td>Week 5:February 16-22</td>
<td>Leadership and using power</td>
</tr>
<tr>
<td>Week 6:February 17-20</td>
<td>Taking case notes of each clt; writing skills</td>
</tr>
<tr>
<td>Week 7:February 23-March 1</td>
<td>How to be a group leader/co-leader</td>
</tr>
<tr>
<td>Week 8:March 2-8</td>
<td>Half-way point and communication</td>
</tr>
<tr>
<td>Week 9:March 9-15</td>
<td>Final session and saying goodbye/endings</td>
</tr>
<tr>
<td>Week 10:March 16-22</td>
<td>SPRINGBREAK- NO CLASS</td>
</tr>
<tr>
<td>Week 11:March 23-29</td>
<td>Class online – Midterm Exam</td>
</tr>
<tr>
<td>Week 12:March 30-April 5</td>
<td>Groups by Leader/co leader</td>
</tr>
<tr>
<td>Week 13:April 6-12</td>
<td>Groups by Leader/co leader</td>
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<tr>
<td>Week 14:April 13-19</td>
<td>Groups by Leader/co leader</td>
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<tr>
<td>Week 15:April 20-26</td>
<td>Groups by Leader/co leader</td>
</tr>
<tr>
<td>Week 16:April 27- May 3</td>
<td>Groups by Leader/co leader</td>
</tr>
<tr>
<td>Week 17:May 4- May 10</td>
<td>Groups by Leader/co leader</td>
</tr>
<tr>
<td>May 11 –May</td>
<td>Finals- cumulative - online</td>
</tr>
</tbody>
</table>

Grading Policies:
1. Research participation: 4 experiment credits (see above for requirements)
2. Reaction papers: 10 points each (pass/fail)
3. Exam: (1) Exam 1: 100 pts
   (2) Exam 2: 100 pts
4. Group leader: 100 points; co-leader: 50 points
5. Extra Credit – attend a group counseling session and write a reactions paper. Read guidelines listed further in syllabi.

Grading Rubrics
ALL grading rubrics are located on eCollege Doc Sharing labeled Grading Rubrics. Review these items prior to turning in final copy of items to ensure you meet the criteria.

**GRADES**

A = 90 –100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 59 and below

*** If you have an overall grade point of an "A" by last class day before finals you may be exempt from finals and receive an A for the course. All research credits must have been achieved as well, per requirement. ***

**TECHNOLOGY REQUIREMENTS**

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements for the Epic Web Client are:
  - Any current Flash-compliant browser (e.g., Internet Explorer 7 or Firefox 3.0)
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- A sound card and speakers or headphones
- Current anti-virus software must be installed and kept up to date
- Most home computers purchased within the last 3-4 years meet or surpass these requirements.
- You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader
  - Adobe Flash Player
- At a minimum, you must have Microsoft Office 2003, XP, 2007 or Open Office. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required.

**COMMUNICATION AND SUPPORT**

Interaction with Instructor Statement
My primary form of communication with the class will be through Email and Announcements. Any changes to the syllabus or other important information critical to the class will be disseminated to students in this way via your official University Email address available to me through MyLeo and in Announcements. It will be your responsibility to check your University Email and Announcements regularly.

Students who Email me outside of regular office hours can expect a reply within 72 hours M-F. Students who Email me during holidays or over the weekend should expect a reply by the end of the next regularly scheduled business day or within a reasonable amount of time.

### eCollege Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of eCollege.

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support**: Click on 'Live Support' on the tool bar within your course to chat with an eCollege Representative.
- **Phone**: 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email**: helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.

**Help**: Click on the 'Help' button on the toolbar for information regarding working with eCollege (i.e. how to submit to dropbox, and how to post to discussions, etc.)

### Policy for Reporting Problems with eCollege

Should students encounter eCollege-based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed?

1. Students must report the problem to the help desk. You may reach the helpdesk at helpdesk@online.tamuc.org or 1-866-656-5511
2. **Students MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should Email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you
PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the help desk. You are strongly encouraged to check for compatibility of your browser BEFORE the course begins and to take the eCollege tutorial offered for students who may require some extra assistance in navigating the eCollege platform. ONLY eCollege-based problems are legitimate.

Internet Access

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

Academic Honesty
Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment, the possibility of failure in the course and dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. In ALL instances, incidents of academic dishonesty will be reported to the Department Head. Please be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion.

Cheating is defined as:
• Copying another's test or assignment
• Communication with another during an exam or assignment (i.e. written, oral or otherwise)
• Giving or seeking aid from another when not permitted by the instructor
• Possessing or using unauthorized materials during the test
• Buying, using, stealing, transporting, or soliciting a test, draft of a test, or answer key

Plagiarism is defined as:
• Using someone else's work in your assignment without appropriate acknowledgement
• Making slight variations in the language and then failing to give credit to the source

Collusion is defined as:
• Collaborating with another, without authorization, when preparing an assignment

If you have any questions regarding academic dishonesty, ask. Otherwise, I will assume that you have full knowledge of the academic dishonesty policy and agree to the conditions as set forth in this syllabus.
**Cell Phones**
If you need to make a call or you receive a call, please step into the hallway away from the door. Set the phone ringtone to vibrate or silent or turn it off. The class does not need to be interrupted. If you work in a profession where readiness to your phone is part of your job functions, please let me know. Other reasons, please advise me. Respect the right that after repeated measures, students who abuse this cell phone right will be asked to leave class for that day. Any quizzes or work during after subsequent removal will not be allowed to be made up.

*E-Cigarettes/ Vapors/ Chewing/ all related Tobacco products*
Per University new* policy rules these items (e-cig/vapor/chewing tobacco/cigarettes/any tobacco product) are restricted from use inside the university building. Any student seen using such items will be removed from class and not allowed to return for the remainder of that class nor make up any items missed in the absence (i.e., in-class assignments). If you must use these items, please find the designated smoking area to do so.

**Attendance Policy**
Students are expected to attend class and actively participate. Failing to attend class regularly will most likely affect your overall final grade. Refer to University handbook for requirements. **Attendance is reflected upon the student’s readiness and preparedness for coursework.** Under such University obligations, as an instructor I may have to **DROP** a student for lack of attendance or if such a student requests per the deadlines set by University.

**Excused absences:**
- If you need to attend a funeral for whatever reason, I will need to have sufficient material provided in order to be excused.
- Serious illnesses that impede you attending class
- If your child is seriously ill, need documentation from physician
- You/ or Immediate family in hospital – need verified records to confirm.
- School function per University (sports events – athlete, etc.)
- Please given me 24-48 hour window of notice of absence via email provided in syllabi.

**APA Citation Format Policy**
It is very important that you learn how to cite properly. In some ways, citations are more important than the actual text of your paper/assignment. Therefore, you should take this task seriously and devote some time to understanding how to cite properly. If you take the time to understand this process up front, it will save you a significant amount of time in the long run (not to mention significant deductions in points).

In the social and behavioral sciences (including Criminal Justice), we use APA (American Psychological Association) format. As a rule of thumb, one cites whenever they are paraphrasing other people’s words or when they quote other’s words directly. You may learn to cite from a variety of different sources including the APA Tutorial and the sources listed below and in the Getting Started section of your course.
University Closing Due to Inclement Weather:

University closing information will be posted on the web at http://web.tamuc.edu. Information will be forwarded to radio station KETR (88.9 FM); Dallas-area television stations KDFW (Channel 4), KXAS (Channel 5), and WFAA (Channel 8); and, Tyler/Longview-area television station KLTV (Channel 7).

Late Work
In principle, I do not accept late work and do not believe in allowing students to turn in work after the due date. My position is that everyone knows the rules of engagement at the beginning of the term and that it is the student’s responsibility to ensure that they plan accordingly to submit their assignments in a timely manner. I understand that timely things may interrupt us throughout the semester therefore, read below to see late work.

Assignments that are pass/fail are not eligible for this option. Therefore, if you fail to turn it in it will be a zero.

24 hours after due date/time = grade will begin at 89
48 hours after due date/time = grade will begin at 79
72 hours after due date/time = grade will begin at 69
After 72 hours no work will be accepted late and will be marked a zero

*If you need to make-up an exam you will need a viable excuse and it needs to be arranged prior to exam time. Your exam will be different and it will consist of essay style.*

Drop Course Policy
Students should take responsibility for dropping themselves from the course according to University policy should this become necessary.

University Specific Procedures

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
Go to the following email address: StudentDisabilityServices@tamuc.edu
Go to the following link: Student Disability Resources & Services

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). Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: http://www.albion.com/netiquette/corerules.html

EXTRA CREDIT
Total points up to 10 points towards overall grade

Requirements:
12) Attend group psychotherapy setting (for example. AA, NA, or any group self-help setting that are open to public)
13) Write a 1-2 page reflection paper about your experience (for each meeting)
14) So for example, if you attend 3 meetings, you will need to turn in 3 papers for each experience.
15) Most of these meetings will be listed in your local newspaper or you can search online (Must attend in person)
16) Meetings times vary depending on whatever one you choose
17) Make sure to state that you are a student just observing, because these meetings have confidential and established trust
18) 1 meeting = 1 credit (total points earned 10)
19) So, max meetings to attend 10
20) Points will be added after the final to your overall course grade.
21) DUE MAY 1, 2015 by 11: 59 PM via dropbox extra credit via eCollege
APPENDIX A

CHEC Student Memo: Spring 2015

Dear CHEC Students:

Below are important points to remember when participating in research for your course credit.

1. When you first log-on to the EMS (Experiment Management System), make sure to register under the correct instructor AND course number AND section number (you can find this information on your course syllabus or your myLeo). If you choose the wrong one, you won’t get your credits!

2. After you register, take the prescreen survey (even if you have done it before). The prescreen is very short and will allow you to participate in more research studies than if you did not complete the prescreen. IF YOU TAKE THE PRESCREEN DURING THE FIRST TWO WEEKS OF THE SEMESTER YOU WILL RECEIVE A FREE HALF CREDIT (0.5 CREDITS). When you are completing the prescreen the system will log you off after 15 minutes of inactivity. If you must step away, or if you spend more than 15 minutes on any one section, SAVE YOUR ANSWERS.

3. Do not let your junk email filter prevent you from seeing EMS emails. This will make it impossible for you to be properly scheduled, to receive updates, and so on.

4. You are required to earn at least 4 experiment credits. ONLY SIGN UP FOR STUDIES PREFIXED BY “CHEC.” If you miss an experiment that you were signed up for (without canceling), you will receive a “no show.” Your research credit information will be stored on the EMS system and will be viewed by your instructor at the end of the semester. You can keep track of the credits you’ve earned on the “My Schedule and Credits” page when you are logged on to the EMS website.

5. Do not procrastinate on the research requirement for the class. Take the prescreen in the first two weeks of the semester (for a free 0.5 credit) and get started scheduling experiments. In general, there are fewer research studies at the end of the semester, and you will be busy studying for finals.

Register with the Psychology Research Participant Pool via the EMS website (using the “request a new account” link) at http://tamu-commerce.sona-systems.com/. If you already have an account and can log in, it is fine to continue using it. You do not need to create a new one.

If you have questions, you should consult the Research Participant Pool Guidelines you received with your syllabus. If you still have questions, please check with your instructor first, then the EMS administrator (curt.carlson@tamuc.edu) if necessary.

Thank you, Curt Carlson & Stephen Reysen
APPENDIX B

CHEC 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 4 research credits through one or both of these activities. Or, research participation is by extra credit – ask your instructor if you are not sure whether or not it is required.

• **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. ONLY SIGN UP FOR STUDIES PREFIXED WITH “CHEC”.

• **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, Betty Block (Betty.Block@tamuc.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 15 minutes or less are worth 0.25 credit. For example, a 15 min. study = 0.25 research credits; 30 min. = 0.5 credits; 45 min. = 0.75 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 4 research credits (by participating in research, or alternative assignments, or a mixture of both).

- 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 you get a “no show,” you might be prevented from participating in additional studies.

- What will happen if I fail to participate in studies or do the alternative assignments?
  You will be penalized if participation is required, and this penalty is up to your instructor.

- 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 October 7th).

- 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…

1. Registering with the Experiment Management System (at [http://tamu-commerce.sona-systems.com/](http://tamu-commerce.sona-systems.com/)). You can keep your login information if you already have an account.
2. Scheduling appointments at CHEC for research participation.
3. 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).
4. 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).
5. Keep track of how many credits you need to complete (you can do this on the EMS website).
APPENDIX C

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@tamuc.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

1. Go to http://tamu-commerce.sona-systems.com/
   a. Click on New Participant “request an account here” link on the left of the screen.
   b. 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@tamuc.edu with your full name and a detailed description of the problem.

2. 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.

3. 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
1. Click **Study Sign-Up**. A list of all available studies for which you qualify will appear (only sign up for those prefixed with “CHEC”. 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**.

2. 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.”**

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.
APPENDIX D

Students’ Guide to Research Participation for Extra Credit

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 offers extra credit 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 extra 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, Betty Block (Betty.Block@tamuc.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 15 minutes or less are worth 0.25 credit. For example, a 15 min. study = 0.25 research credits; 30 min. = 0.5 credits; 45 min. = 0.75 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 your instructor will inform you of how many credits are offered for extra credit.

• What if I do not wish to participate in research studies?
  Participation in research is voluntary. Your instructor is offering you the opportunity to earn extra credit by participating in research (and helping psychology).
• **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.

• **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 two ways to cancel an appointment. First, if you cancel 24 hours before a study you can do this in your online account. Second, if it is the same day of the study you can email the experimenter – their contact information will be available online.
APPENDIX E

Research Alternative Assignment

You may substitute 1 research credit by writing 1 review of a journal article. You can mix and match, such that some of your research credits are earned by participating in research and others by writing these journal article reviews.

Guidelines:
1. The paper must be minimum 2 pages, 12-point Times New Roman font, double spaced, 1 inch left and right margins, and .8” top and bottom margins (these margins are usually the presets on word), and saved as a .rtf, .doc, or .docx format.

2. The journal article you review must be published in one of the following journals: (1) Personality and Social Psychology Bulletin, (2) Journal of Personality and Social Psychology, (3) Social Psychological and Personality Science, or (4) Journal of Social Issues. You can pick whatever article you want from whichever of these four journals you want (so browse the titles of some articles and choose one that interests you).

3. The paper should begin with an overview of what the authors did (i.e., question being researched, how they researched it, and what they found), and then give your thoughts, opinions, reactions, implications for your life. Make sure to include the title of the article in the review.

4. The alternative assignment journal article review papers are due by email to the professor the day the research pool closes. This is typically the Friday before finals week. Check your syllabus to be sure.

**HOW TO FIND JOURNAL ARTICLES ONLINE**

1. Go to A&M-Commerce website.
2. Click on “ACADEMICS”
3. Click on “Libraries”
4. Click on “Finding Information”
5. From the dropdown menu choose “Electronic Format”

   Note: If you are off-campus (and thus, off the campus network) you will be asked to sign in using your Leo login and password before proceeding.

6. Type in the name of the journal and click “Search.” In this example I am going to look for the *Journal of Social Issues*, but you can choose any of the four journals I listed in this assignment.
7. You will be presented with different databases where you can see articles from that journal. I typically choose the database that gives me access to the most current articles. In this example, the most current articles can be retrieved when accessing the journal through “Wiley Online Library.” Click on the database name to go to the journal.

Australian journal of social issues (0157-8321) Peer Reviewed ✓ Title details from ulrichsweb.com
from 02/01/1995 to present in SocINDEX with Full Text
from 02/01/1999 to present in Academic Search Complete

Journal of Gender & Social Issues (1813-9892) Peer Reviewed ✓ Title details from ulrichsweb.com
from 12/01/2011 to present in SocINDEX with Full Text

Journal of gender & social issues Title details from ulrichsweb.com
from 12/31/2007 to present in Access World News Research Collection

Journal of Gender and Social Issues (AsiaNet) View Terms of Use
from 12/31/2007 to present in LexisNexis Academic

Journal of social issues (0022-4537) Peer Reviewed ✓ View Terms of Use Title details from ulrichsweb.com
from 02/01/1945 to 1 year ago in SocINDEX with Full Text
from 1997 to present in Wiley Online Library
from 1997 to 09/30/2012 in EBSCOhost EJS
from 03/01/1998 to 1 year ago in Academic Search Complete
from 03/01/1998 to 1 year ago in Psychology & Behavioral Sciences Collection
from 03/01/1998 to 1 year ago in Religion & Philosophy Collection
from 2000 to 2003 in Electronic Collections Online
8. Each journal is a little different in how they present their articles. In this example, I can click on “See all” to see all the Volumes and Issues of the journal, or click on a specific issue to see what articles were published in that issue (e.g., June 2012, March 2012). Click on an Issue and find an article that looks interesting to review.