

DUKE UNIVERSITY PSYCHOLOGY AND NEUROSCIENCE DEPARTMENT
**Undergraduate Research Requirement F.A.Q.
FOR INSTRUCTORS**

Subject Pool Contact Information

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Spring 2008 Instructors:

What courses must include a research participation requirement?

Spring classes 11, 91, 92, 97, and 99 must include a **5 credit hours** research participation requirement. One of the five hours must be completed at the DIISP Labs at Erwin Mill (located just off campus on the corner of 9th and Main Street).

PSY 114, PSY 116, or PSY 119A must include a **3 credit hours** research participation requirement or complete a 3 page research article analysis.

What if a student is taking two psychology courses, both of which require research participation?

If you are enrolled in more than one course this semester with the Course Research Requirement and elect to participate in research, you must fulfill the requirement for all of the courses. However, if you are enrolled in two classes with the Course Research Requirement, you will be required to complete no more than 8 credit hours. (If you are enrolled in two classes that require 5 research hours, you will receive one, non-study credit hour for each class. This will effectively bring your required hours of participation -as shown in the online Experiment Sign-up Program - from 10 credits to 8 credits.)

How do I incorporate this requirement into my grading system?

Simply add a research requirement to your syllabus (see Undergraduate Instructions document available online at <http://pn.aas.duke.edu/undergrad/experiment.htm>).

Suggested syllabus text:

Course Research Requirement:

You must either participate in either **3 hours of research or complete a three-page paper assignment**. The full requirement details are online at <http://pn.aas.duke.edu/undergrad/experiment.htm>. Click on "Course Research Requirement" under the "Students/Participants" heading. You will be responsible for all details as described in the online document. You will be provided an Experiment Sign-Up Program login and password by the Human Subjects Coordinator, Brooke Boyle, no later than January 12th. You must login and declare whether you will be participating in the Research Participation Option or the Paper Option no later than 5pm on Friday, January 25th.

A few additional points:

1. If you do the **Research Participation Option**
2. There is *one research credit immediately available* through online participation on a Pre-screening Questionnaire. Read details at the web site above. This opportunity will expire at midnight on Friday, January 25th.
3. If you are enrolled in more than one course this semester with the Course Research Requirement and elect to participate in research, you must fulfill the requirement for all of the courses. However, if you are enrolled in two classes with the Course Research Requirement,

you will be required to complete no more than 8 credit hours. (If you are enrolled in two classes that require 5 research hours, you will receive one, non-study credit hour for each class. This will effectively bring your required hours of participation -as shown in the online Experiment Sign-up Program - from 10 credits to 8 credits.)

4. If you are in more than one course and elect the **Paper Option**, you must write a different paper for each class. Your paper is due to your instructor on a date individually determined by you and your instructor.

Failure to fulfill the research requirement for this course will result in an incomplete in the course. Incomplete grades are governed by University policies and it is up to your instructor to decide how to handle your final grade if you have not completed the research requirement.

At the end of the semester, you must pull a report for your class from the Experiment Sign-Up Program (ESP) to determine which students successfully completed the course requirement.

Failure to fulfill the research requirement for this course will result in an incomplete in the course.

Note that incomplete grades are governed by University policies and that it is up to you as the instructor to decide how the student will get a final grade if they have not completed the research requirement.

What if the students feel that there is not enough time to meet this requirement?

If students wait until the end of the semester, they might not have enough time or opportunities to earn all of their credits, so they must be certain to start soon, and keep earning credits all semester. A lack of opportunities at the end of the semester is not an acceptable excuse for failing to complete the requirement; there will be more than enough opportunities to earn the required credits plus extra credits (if they so choose), but only if students do not wait until the end of the semester.

What else is important for my students to know about the research participation requirement?

- Students must declare if they will be participating in the research option or the paper option no later than, Friday, January 25th at 5pm.
- **Immediately available credit:** The Prescreen (previously known as the Group Test) is being conducted online this semester. Please let your students know they will receive one credit hour by completing this study and that taking this online prescreen it will provide them access to more studies across the semester. (there are greater details available to them online)
- **GETTING A PENALTY:** So that they don't overlook this rule, please verbalize to students that if they schedule an appointment and then just don't show up, they will get a penalty (a 0.5 negative credit). Tell them to read the instructions about canceling.
- They should be *debriefed* at every experiment, to learn about the purpose of the study.

If you have any further questions about Subject Pool Participation, please direct your questions to the Human Subjects Coordinator and encourage your students to do the same. I am here to support this Undergraduate Research Requirement and you are welcome to defer all questions to me.

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