CMST Research Participation System
Participant Instructions

General information

- Website: https://lsuhumanresearch.sona-systems.com/
- System administrator contact: **reserachadmin@lsu.edu**
- Participation deadlines –
    - **Fall 2020 – December 1, 2020**
    - **Spring 2021 – April 20, 2021**

Logging in

- SONA now uses the LSU SSO (single sign-on) which requires users to log in with their myLSU credentials
- If you have an existing account in the research participation system, you should be able to log in using your myLSU credentials
- Note: If you have issues logging in, contact the system administrator at **reserachadmin@lsu.edu**

Requesting an account

- If you do not have an existing account, you will need to create one
- Go to research participation website listed above and click the myLSU Log In button
- After entering in your information, you will be redirected back to the research participation system where you can finalize setting up your account
- Note: Your name and email address will be automatically populated

Beginning of semester requirements

- Choose the CMST course(s) you are enrolled in for the current semester
- If you are enrolled in multiple CMST courses, you can reassign credits earned from one course to another using the Reassign button – however credits can only be reapplied up to the final participation deadline noted above!
- You may have to review and acknowledge the human subject and privacy policy for research - this is needed every 6 months

Signing up for experiments

- To view a list of experiments, click on "Studies" from the top toolbar
    - A brief description of each experiment will be listed. Some experiments are online surveys while others are conducted in person
    - Experiments that have available participation timeslots will have "TIMESLOTS AVAILABLE" listed next to the name of the experiment
    - If no experiments have available timeslots, log in to the system a few days later to see if new timeslots have been added
- To sign up for an experiment, click on the experiment name to view more information.

- Click on View Timeslots for this experiment. You will see a list of available timeslots and a drop-down box "Courses to Credit" which lists the CMST courses that you are registered for
- Choose a timeslot that is convenient for you
- Choose the course that you want the credits to count towards and then click Sign Up
- After you click Sign Up, you will see information displayed confirming the time and location of the experiment you plan to participate in.
  - You will receive an email confirmation as well. You are now signed up for the experiment.
  - You will also receive an email reminder the day before the experiment, reminding you of the location and time of the experiment

Cancelling a sign-up

- To cancel a timeslot, you have signed up for, click on My Schedule/Credits option from the toolbar. You will see a listing of all the experiments you have signed up for, as well as those you have completed.
- The Experiments you have signed up for but not completed will have a Cancel button next to them
- To Click Cancel to cancel your sign-up. You will see a confirmation page. Click Yes to cancel your sign-up, and the sign-up will be cancelled immediately.
- There is a time limit before the experiment is to occur when it is too late to cancel - see description for each individual experiment

Tracking your credit progress

- To track your progress, choose My Schedule/Credits option from the toolbar. You will see the experiments that you have signed up for and the credit status for each, including how many credits you have earned for each course.
- ***After you complete an experiment, wait a week or more for the credit to be granted in the system, and usually AFTER all of the timeslots are complete.*** So if timeslots last until the day before the due date, your credit may not be entered until then.
- Credits cannot be earned or changed between CMST courses after the final participation deadline, so be sure to check your totals before this deadline to ensure that your credits have been counted and to make any necessary changes
- **The research participation is shared with the Department of Psychology however you can only earn credits for your psychology courses by participating in psychology studies!**

Questions

- Your instructor cannot see your RPS credits until the end of the semester, so questions should be directed to **reserachadmin@lsu.edu** regarding login issues or how to connect credits to a class. Because researchers are not required to submit all credits until the due date, questions will NOT be answered about when credits will be entered.

Syllabus Language (CMST 1061, 2010, 1150, and 2060)

The material you will learn in this course is the product of research. The goal of the research learning requirement is to help you to gain knowledge about the process by which scholars attempt to understand communication behavior. All students taking CMST 1061, 1150, 2010, and 2060 must complete a research learning requirement. **For each course in which a student is enrolled, he or she must complete 2 research credits**. You can fulfill your requirements by:

1. **Participating in research studies conducted in the Department of Communication Studies.** All studies that last between 0 and 30 minutes will count as one credit. Any study that lasts between 31 and 60 minutes will count as two credits. Each study will specify the number of credits a student can earn for completion. Surveys and experimental studies are conducted throughout the semester. These studies are held on campus or are administered through online survey software. All available studies are approved by the Institutional Review Board at LSU.

2. **Participating in an organized departmental function such as debate, meeting or public speaking Competition.** Only departmental sanctioned events will count toward a student's research learning requirement; thus, no credit will be given for a student attending an outside speaker or performance.

3. **Serving as a research assistant for a faculty member in the Department of Communication Studies.** The number of units and requirements for those units will be set by the researcher and either accepted or rejected by the student.

The research learning requirement is worth 2% of your total grade; you will receive your 2% if you accumulate 2 research credits during the given semester. *All research learning credits must be completed and allocated by the 11:55pm* the Tuesday prior to the start of the concentrated study period (Spring 2021 – April 20, 2021). Credit will NOT appear in Moodle prior to this date.

ALL available options to earn credit are posted on an electronic bulletin board located at http://lsuhumanresearch.sona-systems.com/. At this website, you can request an account or use an account from previous semesters using your LSU SSO (Single Sign On) which requires users to login using their MyLSU creditials. Once you have secured an account, you will be able to log in and see the options available to you for your various CMST courses. *Please Note: Several LSU departments use the Sona System but ONLY CMST studies available through the Sona System for Communication Studies and Psychology can be used for credit in CMST classes.*

Please be sure to CHOOSE this course AND section when you register or log in for this semester. If you do NOT choose the correct section, your instructor will not see your credits. It is YOUR responsibility to choose the right course and section, so your credits are applied to your class. *Students taking multiple CMST courses with RPS requirements must earn 2 credit per class.*

You are encouraged to create an account during the first week of classes so that any problems that arise can be remedied before it is too late. You are also encouraged to complete your Research Participation EARLY. It is more difficult to schedule a study later in the semester and studies will end BEFORE the final credits are due.

Please note that **various ways to fulfill your research learning requirement will appear on this bulletin board throughout the semester**. You are encouraged to check the system on a regular basis for current credit options that fit your interests as well as your schedule. *Your instructor CANNOT announce Studies available in class, so it is your responsibility to check availability of studies.*

Failure to show up twice during one semester will result in your access to the system being restricted and you being unable to complete your research learning requirement. When you sign-up for a credit option, it is very important that you attend that option or cancel your sign up. Valid excuses for failing to cancel a sign up and missing a credit option are the same as those found in LSU Policy Statement 31.

Your instructor cannot see what credits you have earned until after the deadline, so your credits will NOT be in Moodle until after the deadline. However, YOU can see your credits anytime and you can check earned credits AND allocated to your class anytime. Please note, researchers will not allocate credits to the system until the study time slots are completed.

Detailed instructions on how to request an account and to navigate the system are posted on the homepage of the Department of Communication Studies, http://www.lsu.edu/cmst. Click on RESOURCES and RESEARCH PARTICIPATION SYSTEM. Scroll down to find the document titled "RPS – Instructions for Students."

If you have questions about this requirement or the online system that keeps track of credits, please email researchadmin@lsu.edu.