STUDENT GUIDELINES FOR THE COMMUNICATION RESEARCH EXPERIENCE
PROGRAM (C-REP)
Spring 2016

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E-Mail: dal.1@osu.edu

IF YOU HAVE QUESTIONS, OR EXPERIENCE ANY PROBLEMS WITH AN STUDY OR EXPERIMENTER,
PLEASE CONTACT THE OFFICE.

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OVERVIEW

Course Requirement

The School of Communication requires all students enrolled in COMM 1100 and COMM 1101 to have research
experience as part of the course requirements. The purpose of this requirement is to teach you about the empirical research
that is conducted in the field of communication by giving you first-hand experience as a participant. You must participate
in five hours of studies, write five alternative written assignments (one paper = one hour), or complete a combination of
studies and papers equaling FIVE HOURS TOTAL.

Although students in COMM 1100 and COMM 1101 are automatically enrolled in the C-REP program, they are not automatically enrolled on its’ website. For this, you must manually set up a user account in order to be able to use the
website (see “enrollment” under “procedures” below).

Students in COMM 1100 and COMM 1101 are expected to complete half of their research experience by halfway through the term (see “important dates” below). You are expected to complete 2.5 hours in the first half of the term and 2.5
hours in the second half of the term.

All students participating in research experience are expected to participate in a variety of different types of studies. The
website that manages your research participation will automatically limit you from doing only one type of study (see
“online studies” under “signing up for studies” below).

Failure to complete this requirement results in a 5% reduction of your grade. For example, a person who earned a
93% (A) but did not complete the requirement would get a 88% (B+) instead.
You can only satisfy the C-REP course requirement by participating in Communication Studies Participant Pool studies and/or completing the written assignments. We do not accept your participation in any other studies toward the requirement (including Psychology studies).

**Under 18 Policy**

If you are under the age of 18, you will complete alternative writing assignments to complete the research experience requirement.

If you have any questions please contact the Participant Pool Coordinator Aysenur Dal at dal.1@osu.edu.

**The Studies**

The studies you will participate in are designed and run primarily by Communication faculty, graduate students, and honors students. At times you may also be participating in a study run by faculty and students from other departments that have affiliations with Communication. The data collected are used in journal articles, doctoral dissertations, or honors theses. No identifying information about you will ever be used in connection with your personal results. Participation increases your understanding of how communication research is conducted and helps provide new information and insights about communication studies.

All studies are reviewed and approved by The Ohio State University Institutional Review Board. If you would like more information about this committee, you can call 614-688-8457 or visit their web site at http://orrp.osu.edu/irb/about/.

**Deception Studies:** In some studies researchers cannot reveal the purpose of the study at the beginning or participants’ responses would be invalid. At the end of the study, however, participants are fully debriefed. The term debriefing means that participants are given information on the true purpose of the study, the hypotheses for the study, and why it was considered necessary to reveal the purpose of the study at the beginning. Deception studies of this sort are absolutely critical to the study of Communication so that we can learn how people think, feel, and act naturally without any undue biases affecting the data we collect.

**PROCEDURES**

**Enrollment**

You must enroll in the system that houses the studies at <http://osucomm.sona-systems.com>: click “request account” on the right side of the screen and fill out the information. The system will send the following e-mail. Once you receive this e-mail, you may login to the system. *(Please check your junk folder if you don't receive system e-mails.)*

Your login information for Communication Research Experience Program is listed below.

User ID: <your uniqname>
Password: <system generated>

Please go to http://osucomm.sona-systems.com to login to the system.
If you have any questions, please email dal.1@osu.edu

When you login the first time, you will be requested to complete a background questionnaire.

- You cannot participate in C-REP without completing the background questionnaire. However, you may select “prefer not to answer this question” to any or all of the questions.
- Once you have completed the background questionnaire, you will be given the opportunity to review your answers before submitting. Please be aware that you cannot retake the background questionnaire.
- The information gathered from the background questionnaire may be used in some studies to identify who is eligible to participate (e.g., only females or only males). Please note that skipping answers may preclude you from participating in some studies.
Signing up for Studies

- Sign-up for studies is done using the website: http://osucomm.sona-systems.com/main.asp (See Procedures for Managing Sessions on the Web on page 7).
- You will sign on to the website using your uniqname and the system-generated password (or the password you choose after login). This cannot be done until after you receive the system-generated e-mail with your username and password. You can change your password after you login.
- **Two-Part Studies** - Some studies are two-part studies, where you must sign-up for both parts of the study at once. These studies will be clearly marked.
- **Online Survey Studies** - Some studies may be online survey studies. However, you may not complete your research experience exclusively online: the website will automatically limit the number of these studies that you can sign up for. Once you have completed half of the research experience for your classes, you will no longer be able to sign up for online studies. If you sign-up for an online study, you will be provided a hyperlink to take the survey. You may withdraw from the survey at any time. If you withdraw, you will not be granted credit immediately, but the researcher will be sent a notification and they may grant you credit later. **You can earn a maximum of 50% of your credits for a class in the form of online studies.**
- **On Campus Studies** – Some studies are conducted on campus. You will receive an extra 0.5 hours for these studies for travel to and from the study site.
- Please pay attention to the restrictions.
- Do NOT delete e-mails regarding C-REP without first reading them. All information is disseminated via the web or e-mail.
- You should receive an e-mail reminder of the study the day before. However, system glitches do occur and the messages might not be sent. A lack of reminder is not an excuse for missing a session.
- It is your responsibility to note the date, time, and location of each and every session you sign-up for.
- You may do each study only once. You will be restricted from signing up more than once for a study.
- You must be on time for studies or they may start without you. If that happens, or if you miss an appointment entirely, you will be counted as a no-show (see No-Shows below).
- Study sessions can be 0.25 to 3 hours long in 0.25 hour increments.
- If you are in a multiple session study, you will be given credit for the work completed at the end of each session.

Canceling a Session

- Cancel as soon as possible, so the slot can be available to other students.
- You can cancel a study by clicking on the “Cancel” button on the right hand side of the screen. The system will not allow you to cancel a study less than 24 hours in advance. In this case, you should email the researcher directly. The C-REP office and your instructor cannot un-enroll you. Send an email to the address listed on the C-REP website.
- 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.
- Agreeing to participate in a study is an important commitment. Please regard your sessions as appointments and avoid conflicts with your other commitments. If you show up for a research study, but decide not to participate after reading the consent form, you will not be penalized.

No-Show Policies

- The SONA system allows researchers to record both unexcused and excused no-shows. An unexcused no-show occurs when the student misses an appointment time without notifying the researcher prior to missing the study.

If you are marked as unexcused for a given study, you will no longer have the ability to earn the credits associated with a given study through research participation. For example, a student that misses a study worth 1.5 credits in a course that requires a total of 5 credits will need to complete an alternative assignment worth 1.5 credits. Missing a study does not mean that you have forfeited the ability to earn the credit at all but rather means you need to complete the alternative assignments discussed below. (Please see “Alternative mechanisms to Earn Credit”)
Other Rules

- Studies begin every 15 minutes (15 after the hour, half-hour, 45 minutes after the hour, or on the hour).
- Studies will take place in a University classroom, office, laboratory buildings, or on the web.
- If at any time during the study session you become uncomfortable with the topic, methods, etc., you may stop participating in the study. Please tell the experimenter that you are leaving.
- Only the Communication Office can change your credit status for a session. However, you must contact the researcher to contest the status and have them send the e-mail to dal.1@osu.edu requesting the change.
- If anyone associated with a study behaves inappropriately (e.g., asks you for a date, requests that you participate beyond the scheduled time, etc.), please contact the Communication Office immediately.
- Experimenters will contact you via e-mail if they are cancelling a session. Please check your e-mail prior to attendance of sessions.
- Studies can start at 8:00 a.m. and must end by 9:00 p.m. (unless web-based). Please let the office know if this policy is violated.
- If the experimenter does not show up (please wait 10 minutes), you will get credit for the study session ONLY IF you report it to the Communication Office (3106 Derby Hall) immediately and IN PERSON. If it is outside of business hours, you must report it on the next business day.
- DO NOT go to studies during your class time. Studies are not an excuse for missing class.

Receiving Credit

Credit is not given immediately. Please allow 48 hours for your credit to show up. If you still have not received credit after 24 hours, please send an e-mail to the researcher and the Participant Pool Coordinator at dal.1@osu.edu. Do not forget to include your full name, the study number and the course number for which you want to use your research credit.

Alternative Mechanism to Earn Credit

You can earn equivalent credit by completing a writing assignment for each hour required. You may only receive the alternative writing assignments by sending an e-mail request to dal.1@osu.edu. Be sure to include your name in addition to the course and section number for which you want to use your research credit. Articles are handed out one at a time. After you submit a critique, you may send another email requesting another article. The Participant Pool Coordinator has a list of articles and will randomly assign them to any student who decides to take this option. You do not get to select the article to critique. See the table below for the last date to request or submit articles.

Alternative written assignments may only be submitted via e-mail as attachments to dal.1@osu.edu. An email acknowledgement will be sent to you that indicates that your paper was received, and warn that your requirement is not complete until it is approved. Your paper will be evaluated in 48 hours and you will be sent another e-mail stating that you have either completed or failed the requirement. See the table below for the last date to submit articles.

The assignment is that you compose an acceptable 500-word critique of a specified published research article for each hour of required credit. Thus, a 500 word critique is worth one research credit. The scheme for credits associated with alternative assignments is as follows: 250 words-.5 credits, 500 words- 1 credit, 750 words- 1.5 credits and 1000 words is 2 credits. As mentioned previously students that miss a lab appointment with an unexcused absence will have to complete an alternative assignment that is equivalent to the credits associated with a missed study. Unexcused absences require submission of documentation to the C-Rep coordinator (doctor’s note, note from an athletic coach, etc.) These critiques will be forwarded to the Participant Pool Coordinator for review. The papers will be designated “acceptable” or “unacceptable” in terms of satisfying the requirements.

To be acceptable, the paper must be: 1) a critical review of the study including its methodology and the validity of its conclusions given the methodology used, 2) written in good English, and 3) with appropriate length for the desired number of research credits (250 words-.5 credits, 500 words-1 credit, 750 words-1.5 credits, 1000 words-2 credits)

Submitted papers will be judged “unacceptable” if they are simple summaries and not “critiques” or if they have multiple grammatical errors. Submitted papers are not returned and cannot be corrected if judged “unacceptable” unless they were turned in by the early deadline. It is expected that these assignments will teach you some of the concepts you would have learned from participating in empirical research.
It is considered unethical to copy or plagiarize abstracts from any source (electronic or non-electronic) such as ProQuest in order to complete the alternative writing assignment. Such behavior will be reported to the Dean of Students for appropriate academic discipline and could result in a failing grade in COMM 1100 and COMM 1101 or even dismissal from The Ohio State University.
## IMPORTANT DATES – SPRING 2016

### January

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Mon 11th</td>
<td>Classes begin—Studies may be posted beginning – 8:00 AM</td>
</tr>
<tr>
<td>Mon 18th</td>
<td>Martin Luther King Day - NO STUDIES RUN</td>
</tr>
</tbody>
</table>

### March

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wed 2nd</td>
<td>Students enrolled in COMM 1100 and COMM 1101: 9:00 PM deadline to complete half of their credits.</td>
</tr>
<tr>
<td>Mon 14th – Fri 18th</td>
<td>Spring Break – NO STUDIES RUN</td>
</tr>
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</table>

### April

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Fri 22nd</td>
<td>Last day/time for students to e-mail <a href="mailto:dal.1@osu.edu">dal.1@osu.edu</a> to request article(s) for alternative writing assignment(s) – 9:00 PM deadline</td>
</tr>
<tr>
<td>Mon 25th</td>
<td>Last day/time for students to e-mail their alternative writing assignment(s) to <a href="mailto:dal.1@osu.edu">dal.1@osu.edu</a> – 9:00 PM deadline</td>
</tr>
<tr>
<td>Mon 25th</td>
<td>(Last Day of Class) Last day/time to participate in studies – 9:00 PM deadline</td>
</tr>
</tbody>
</table>

### Dates for First Session Classes ONLY

(7 Week classes that END on Feb 26th)

### January

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### February

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<tr>
<td>Tue 23rd</td>
<td>Last day/time for students to e-mail <a href="mailto:dal.1@osu.edu">dal.1@osu.edu</a> to request article(s) for alternative writing assignment(s) – 9:00 PM deadline</td>
</tr>
<tr>
<td>Fri 26th</td>
<td>Last day/time for students to e-mail their alternative writing assignment(s) to <a href="mailto:dal.1@osu.edu">dal.1@osu.edu</a> – 9:00 PM deadline</td>
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The Website
http://osucomm.sona-systems.com/

The Main Menu and Toolbar
Study Sign-Up/Studies
Click here to begin the process of signing up for sessions

My Schedule and Credits
Shows current credit information and your upcoming schedule of sessions. Refer to this page for the time, date, and location of your sessions. You may also view contact information by clicking on the study name.

My Profile
This page allows you to change your password and enter a phone number.

Procedures for Managing Sessions on the Web

Viewing Available Studies
- Click on Study Sign-Up in the Main Menu or Studies in the top toolbar to view a list of studies. The list will show all studies available, as well as any special requirements that may restrict your eligibility to participate in the study.
  - If the message “No studies are available at this time” appears, you should log on to the system later to see if new timeslots have been added.
  - You may select a specific date to view studies with available timeslots on that date.
  - To view more information about a study, click on the name of the study.

Signing Up for Studies/Sessions
1. To sign-up to participate in a study, click on Study Sign-Up in the Main Menu or Studies in the top toolbar.
2. Click on Timeslots Available or the number of the study.
3. Click on View Time Slots for This Study.
4. Click the Sign-Up button that corresponds to the timeslot you choose.
   a. Please note: If you have already signed up for a study, the message “You have signed up for this study before. Duplicate sign-ups prohibited. View [My Schedule/Credits] for more information” will appear in place of the Sign-up button.
5. The next screen will show “System Message: Signup Successful” and you will receive an e-mail confirmation.

Canceling a Session
If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page.
1. Choose the My Schedule/Credits option from the Main Menu or the top toolbar.
2. Click the Cancel button next to the session you wish to cancel.
   a. You may cancel a session via the system up to 24 hours in advance of the session. This restriction is also listed at the bottom of the page.
3. A confirmation page will then appear.
4. Click Yes to cancel your sign-up, and the sign-up will be cancelled immediately. You will also receive a confirmation e-mail.