**STUDENT GUIDELINES FOR THE COMMUNICATION RESEARCH EXPERIENCE PROGRAM
(C-REP)
FALL 2022**

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

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OVERVIEW

This guide is for students enrolled in at least one course that uses C-REP. This includes courses where participation is a course requirement (COMM 1100 and COMM 1101) and courses where participation is for extra-credit.

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, do alternative written assignments, or complete a combination of studies and papers equaling **FIVE HOURS TOTAL** for each class. Students enrolled in both courses must complete ten hours total.

Although students in COMM 1100 and COMM 1101 are automatically enrolled in the C-REP program, **they are not automatically enrolled on the associated website** (also known as SONA)**.** To enroll, you must

manually set up a user account in order to be able to use the website (see "enrollment" under "procedures" below).

Students participating in research experience are expected to participate in a variety of different types of studies. Accordingly, students **enrolled in in-person or hybrid classes** may earn no more than 50% of their required credits from online studies. The remainder of the credits must be earned through lab studies or written assignments (see more information about this requirement under "Signing up for Studies"). **However, students enrolled in online-only classes may earn all of their research credits from online studies and/or alternative assignments.** If you receive a system message saying that you cannot sign up for a study because it would exceed credit limits, it is most likely because you have completed 50% of your credits in that type of study. For example, if you have completed 50% of your credits through online studies, you will not be able to sign up for more online studies. The other 50% must be completed through lab studies.

Students enrolled in online-only classes may earn all of their research credits from online studies and/or alternative assignments. If you are in an online class, the number of credits that you are allowed to enroll in on the website will be twice the course requirement. For example, in an online course requiring 5 hours of research participation, you will be able to enroll in up to 10 credits on the website. Regardless of the number of credits available to you, you are only required to complete the number of research credits research noted on your course syllabus.

If you are enrolled in COMM1100 or COMM1101, failure to complete this requirement will result 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).

Academic Integrity

All students are subject to the student code of conduct (see http://studentaffairs.osu.edu/resource_csc.asp), including the student code of academic integrity. Violations of the code will result in grade penalties, and all violations will be reported to the Committee on Academic Misconduct. For C-REP, academic dishonesty includes (but is not limited to):

- Having someone else fill out a survey that you will get credit for.
- Having someone else go to a lab session that you will get credit for.
- Plagiarizing alternate assignments. Please see more detail about plagiarizing alternate assignments in the "Alternative Mechanism to Earn Credit" section.

Under 18 Policy

If you are under the age of 18, you must complete alternative writing assignments for the research experience requirement. If you have any questions about this policy, please contact the C-REP administrator at **medero.2@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.

<div align="center">

PROCEDURES

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Enrollment

You must enroll in the system that houses the studies at http://osucomm.sona-systems.com. When you go to this website, you will be prompted to enter your Ohio State username and password and complete dual authentication with Duo. After logging in with Duo, click "request account" on the right side of the screen and fill out the information.

If you do not enter your username correctly, you will be unable to access your account. If you have confirmed that your username is entered correctly, and are still unable to access your account, please email the C-REP administrator at the address shown above.

When you log in 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.
- You will also be asked to select the course or courses to which you would like to assign your C-REP credit. Make sure that you review the course and section/class number to ensure you are enrolling in the correct course. If you need to change your course enrollment during the semester, you can edit course enrollment under "My Profile" by clicking the "Change courses" button.

Signing up for Studies

- Sign-up for studies is done using the website: http://osucomm.sona-systems.com (See Procedures for Managing Sessions on the Web on page 8).
- You will sign on to the website using your Ohio State username and password and dual authentication with Duo.
- **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 unless you are in an entirely online class. 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 online, 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 unless you are enrolled in an online-only class.**

- **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. The extra 0.5 hour is already included in the credit amount listed with the study on the C-REP 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. If you are not, they may start without you regardless of how long the study is or how little you are late. 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. Neither the C-REP administrator nor your instructor can un-enroll you. You must send an email to the researcher identified on on the SONA system.
- 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 and signing 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. This includes both lab-based and online studies.
- It is the student's responsibility to keep track of any participation deadlines. For lab-based studies of synchronous online studies, this means knowing when the appointment in the lab begins and ends. For asynchronous online studies, it means knowing the last day that a study can be completed for credit (indicated by the study end time shown on SONA).
- **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")**
- If you have a restriction on your account due to an unexcused absence, you are still expected to attend other studies for which you have already signed up.

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 study researcher can change your credit status for a session. The C-REP administrator does not manage attendance records. You must contact the researcher to contest the credit assignment.
- 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 two business days for your credit to show up. If you still have not received credit after 48 hours, please send an e-mail to the **researcher** and the Participant Pool Administrator at **medero.2@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.

C-REP COMMUNICATION
- The C-REP administrator will send announcements via email throughout the semester. Students are responsible for reading these announcements.
- The C-REP administrator will respond to emails within two business days (e.g., an email sent between 9am and 5pm on Monday should receive a response by Wednesday at 5pm).
- When communicating with researchers or the C-REP administrator about C-REP, please use complete sentences and **include all relevant details** in your email.
- If you would like to meet with the C-REP administrator in person, please send an email including at least three times that you are available.

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 medero.2@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. The administrator will not be able to grant you credit until the information is provided. Articles are handed out one at a time. After you submit a critique, you may send another email requesting another article. The Participant Pool Administrator 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 medero.2@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 two business days, and you

will be sent another e-mail stating that you have either completed or failed the requirement and the amount of credit awarded. See the table below for the last date to submit articles.

The assignment is that you compose an acceptable critique of a specified published research article for each hour of required credit. You may earn 0.25 credits for every 125 words written, not including headings, titles, or references. Thus, a 500-word critique is worth one research credit, 750 words is worth 1.5 credits, and 1,000 words is worth 2 credits. You may earn a maximum of 2 credits per assignment.

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. Absences that are excused require submission of documentation to the C-REP administrator (doctor's note, note from an athletic coach, etc.).

<u>To be acceptable</u>, 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). A summary of the article's main findings is not sufficient. If you have any questions about this requirement, please contact the C-REP Administrator. You can earn up to 2 credits per assignment unless the study you missed offers more than 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.

<u>It is considered unethical</u> to copy or plagiarize abstracts from any source (electronic or non-electronic) such as ProQuest in order to complete the alternative writing assignment. It is also unethical to use someone else's ideas without proper acknowledgement of the source. Any paraphrasing, summarizing, and use of exact quotes need to be properly cited. Any plagiarism will be reported 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 – FALL 2022

August	
Mon 22ⁿᵈ	Deadline to submit C-REP paperwork for first day inclusion in the subject pool, due to Kristina at **medero.2@osu.edu** – **5:00 PM** Requested deadline for course information for enrollment, due to Kristina at **medero.2@osu.edu** - **5:00 PM**
Tues 23ʳᵈ	Classes begin – First day to participate in studies
September	
Mon 5ᵗʰ	Labor Day- NO STUDIES RUN
October	
Weds 12ᵗʰ	Students enrolled in COMM1100 and COMM1101: 9:00pm deadline to complete **half** of their credits
Thur 13ᵗʰ-Fri 15ᵗʰ	Fall Break – NO STUDIES RUN
Mon 17ᵗʰ	New studies start to be added – **8:00 AM**
November	
Fri 11ᵗʰ	Veterans Day – NO STUDIES RUN
Wed 23ʳᵈ-Fri 25ᵗʰ	Thanksgiving Break/Indigenous Peoples' Day – NO STUDIES RUN
December	
Fri 2ⁿᵈ	Last day/time for students email the coordinator to request articles for alternative writing assignments – **9:00PM** deadline
Wed 7ᵗʰ	Last day of regularly scheduled term Last day/time to participate in studies- **9:00pm deadline** Last day/time to email alternative assignments to the coordinator- **9:00pm deadline**
Fri 9ᵗʰ	Deadline for researchers to assign/post all pending credits—**5:00pm deadline**
Mon 12ᵗʰ	Last day/time for changes in credit allotment and course enrollment, etc. – **9:00pm deadline**
Tues 13ᵗʰ	Coordinator to send final C-REP grades to instructors

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 or your course enrollment.

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.
- If you see the message "no studies are available," it is most likely because you have an unexcused absence. Please see the "no show" and "alternative mechanisms to earn credit" sections of the student guide.

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.