School of Communication Studies Research Participation System (CSRPS)
How to Use the System (Instructors)

CSRPS/Sona Website: http://ohio-coms.sona-systems.com/
Research Participation Information: https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation
Alternative Assignment Details: https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation/alternative-assignment
Research Pool Administrator: coms-research@ohio.edu

Introduction

Students enrolled in COMS 1010, 1030, 1100, and 2020 are required to participate in a research study or complete an alternative assignment (journal article summary) to earn 2% of their course grade. These students make up the School of Communication Studies Research Pool (hereafter the research pool). Only *in-person* classes (i.e., not online) that occur on the Athens campus are required to participate in the research pool. For Fall 2020, all Athens campus courses that were initially scheduled in-person, but now are online or hybrid, are included in the pool.

Instructors of other courses may voluntarily include their students in the research pool for either course credit or extra credit. Those instructors voluntarily including their students in the research pool must inform the Research Pool Administrator at least two weeks prior to the start of the term in which their students will participate in the pool.

Research participation by students is intended to be a learning experience for them. The research participation requirement (whether it be participation in research or summarizing research articles) is intended to familiarize students with communication research topics and techniques.

This pool is administered via the Internet using Sona-Systems Human Subject Pool Management Software (http://ohio-coms.sona-systems.com/). Relevant documents—including instructions for students, researchers, and instructors on using the software—are available on the School of Communication Studies website (https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation).

Credit

Students earn a total of 2% of their grade for their participation in the research pool. In the first three weeks of the term, students complete a prescreening questionnaire (worth 0.5%). After completing the pre-screening questionnaire, they can choose to participate in an assigned research study or to complete the alternative assignment (both are worth 1.5%). The administrator will assign students who choose to participate in research to a specific research study and researcher. Students will receive reminder emails from the Communication Studies Research Participation System to encourage them to complete the prescreening questionnaire.

Alternative Assignment

At any point that students decide not to participate in a research study, they have the option of completing an alternative assignment (review of a journal article) to earn the same credit they would receive if they participated in the study. Students who are not yet 18 years old will need to

complete the alternative assignment. Alternative assignments are reviewed and given credit by the researcher to whom the student was assigned. If students send you their alternative assignments, send it back to them and ask them to send it to the researcher to whom they were assigned or to the research pool administrator. Alternatively, you can forward the assignment to the administrator who will get it to the appropriate researcher. To provide your students additional direction, you may share the alternative assignment webpage which contains instructions, the relevant worksheet, and the research article selections (https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation/alternative-assignment).

Syllabus Text
There is standard text to include in your syllabus for any class that is participating in the pool (i.e., all 1010, 1030, 1100, 2020, and other courses that are voluntarily participating). This text is available in the Appendix of the To-Do List for Instructors. Please include this text without modification in your syllabus.

Whom to Contact
For instructors, the research pool administrator is the first point of contact for questions about anything related to the pool (e.g., questions about the credit a student has earned). If students have questions about their credit, they should first contact the researcher to whom they were assigned. If the students do not know whom to contact, direct them to the research pool administrator (coms-research@ohio.edu).
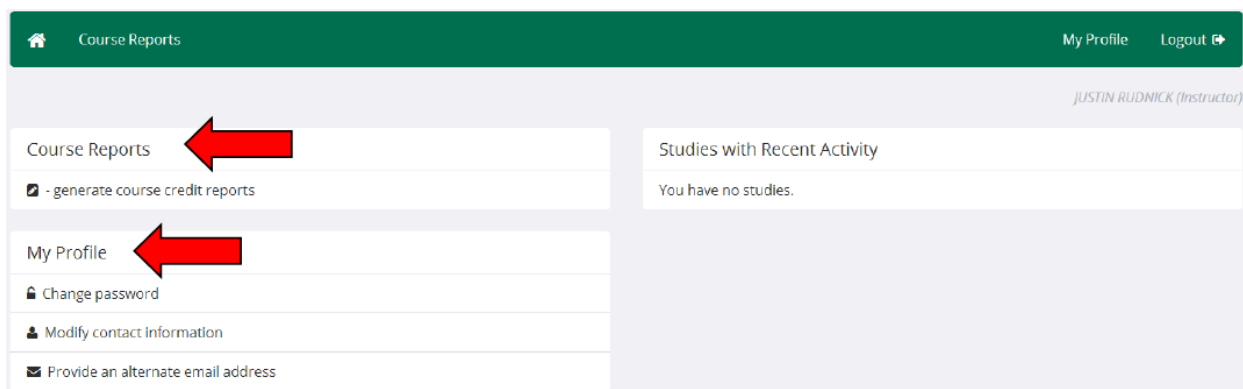
How to Use the System
The Communication Studies Research Participation System (CSRPS/Sona) is used for the scheduling and management of the research pool. As an instructor, your interaction with the system will be minimal. Your primary use of the system will be to check on the credit status of students (participants) in your courses.

Logging in
To log in, go to the home page of the Research Participation System (https://ohio-coms.sona-systems.com/). You log in to the system with your typical Ohio ID and password.
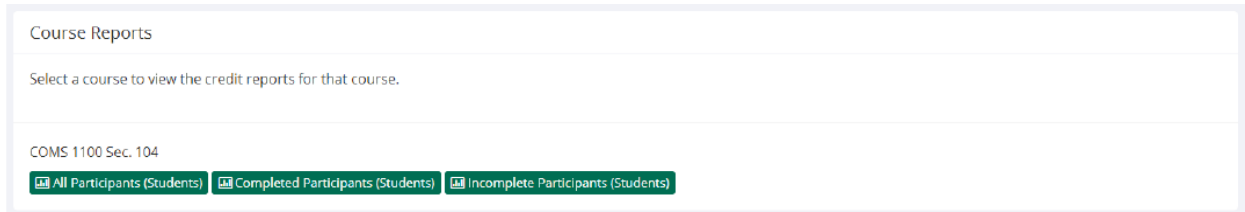
Main Menu
Once you login, you will be presented with a Main Menu with two main options, *Course Reports* and *My Profile*.

Course Reports

When you click on the *Generate Course Credit Reports* option, you will see a list of all the courses for which you are an instructor. If there is a course that you are an instructor for that is not on the list and should be (i.e., is 1010, 1030, 1100 or 2020), please let the administrator know immediately.
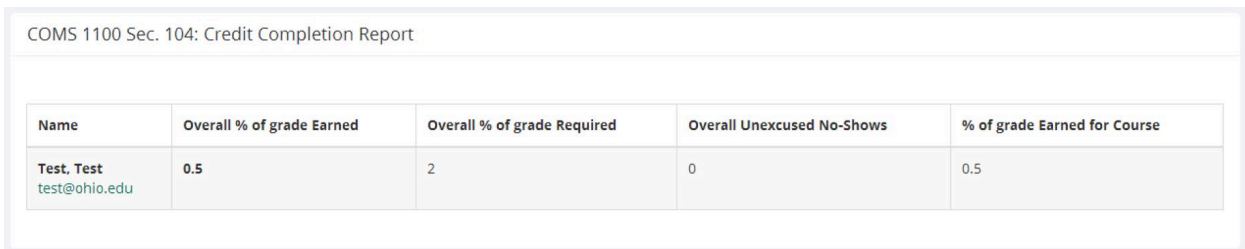
Course Reports

Select a course to view the credit reports for that course.

COMS 1100 Sec. 104

All Participants (Students) Completed Participants (Students) Incomplete Participants (Students)

You have 3 choices for the type of report you would like to generate. *All Participants* will list all participants in the course. *Completed Participants* will list only participants who have met or exceeded their credit requirements. *Incomplete Participants* will list up to 85 participants who have not met their credit requirements. Click the link for the desired report.

The report will be listed in alphabetical order by a participant's last name, and participants that have not completed their requirements will be highlighted in bold (see. For privacy and research ethics reasons, you will never see exactly which studies the students participated in – only a summary of their credit earnings. You should look at a participant's credit for the *course* to determine if they have completed their requirements. If you would prefer to deal with the information in CSV (comma-separated) format (for easy import into a spreadsheet program like Excel), use the CSV link in the middle of the report to generate such a data file.

COMS 1100 Sec. 104: Credit Completion Report

Name	Overall % of grade Earned	Overall % of grade Required	Overall Unexcused No-Shows	% of grade Earned for Course
Test, Test test@ohio.edu	0.5	2	0	0.5

Logging Out

When you are done using the system, choose Logout from the top toolbar to log out. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.