

TO-DO LIST for 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 3420 are required to *1) complete a prescreening questionnaire during the first **three** weeks of the term, which is worth 0.5% of their course grade and 2) participate in a research study or complete an alternative assignment (journal article summary), which are both worth 1.5%*. 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. 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>).

1. Add standard text to syllabus.

There is standard text to include in your syllabus for any class that is participating in the pool (i.e., all 1010, 1030, 1100, and 3420 or other courses that are voluntarily participating). This text is available on the COMS website (also available in Appendix I at the end of this document). Please include the standard text without modification in your syllabus.

2. Set up Blackboard.

Create a tab/folder for research participation. Upload the web link for students to access Sona system, the guidelines for students, and the student step-by-step instruction sheet.

3. Log in to Sona system.

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.

4. Weeks 1 & 2 Tasks

- Explain research participation requirement to your students.
- Remind students to login to the Sona system and **complete the pre-screening questionnaire before the end of week 3.**

Note: Students must complete the pre-screening questionnaire in order to participate in the assigned research or alternative assignment and earn the rest of 1.5% points. The grades for pre-screening questionnaire will not be updated immediately after students finish the questions. So tell your students to 1) remember if they have completed the questions and 2) be patient. The grades will be granted during weeks 3-4.

5. Week 3 Tasks: Deadline for pre-screening questions

- Remind students that the pre-screening questionnaire is due on the last day of week 3 (Sunday at 11:59 PM).
- You will be able to access your student credit report by clicking on “Course Reports” then selecting the course you would like to view (see Figure 1).

Figure 1: Accessing Course Reports (Prescreen and Research Participation Credit)

The screenshot shows the Blackboard interface for the School of Communication Studies. At the top left is the Ohio University logo (1804). The navigation bar is green and contains a home icon, 'Course Reports' (circled in red with a black arrow pointing to it), 'My Profile', and 'Logout'. Below the navigation bar, the user is identified as 'Carson Kay (Instructor)'. The main content area has two columns. The left column has a 'Course Reports' section with a checked checkbox for 'Generate course credit reports' and a 'My Profile' section with links for 'Change password', 'Modify contact information', and 'Provide an alternate email address'. The right column has a 'Studies with Recent Activity' section with the message 'You have no studies with recent activity.'

6. Weeks 4-6 Tasks: Instructors grant credit and researchers begin to collect data

- Grant 0.5% points for students in your Blackboard gradebook (or whatever you are using to track grades) during week 4-5.
- Around week 5, students will receive an e-mail that tells them to what study they have been assigned. Remind them to check their email or log in to the Sona system to complete their assigned research or alternative assignment.
- If students are enrolled in multiple COMS courses that all require research participation, they are required to complete all of the studies assigned to them on their Sona system in order to get full points for all of the courses. For example, if a student is enrolled in COMS 1010 and COMS 1030 at the same time, this student will be assigned to two different studies and must participate in these two studies (or

complete the equivalent number of alternative assignments) in order to earn full points for both classes.

- If students choose to complete **alternative assignment**, send your students to the assignment webpage (<https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation/alternative-assignment>). They must read one of the articles provided, complete their summary worksheet, and send that worksheet to the researcher to whom they were assigned OR to the research pool administrator (coms-research@ohio.edu). **Alternative assignments will be due on the last day of week 13, Sunday at 11:59 PM.**

7. Week 12 Tasks: Remind students about the alternative assignment deadline

- Alternative assignments must be turned in by the last day of week 13, Sunday at 11:59 PM. No late submissions will be accepted for credit.

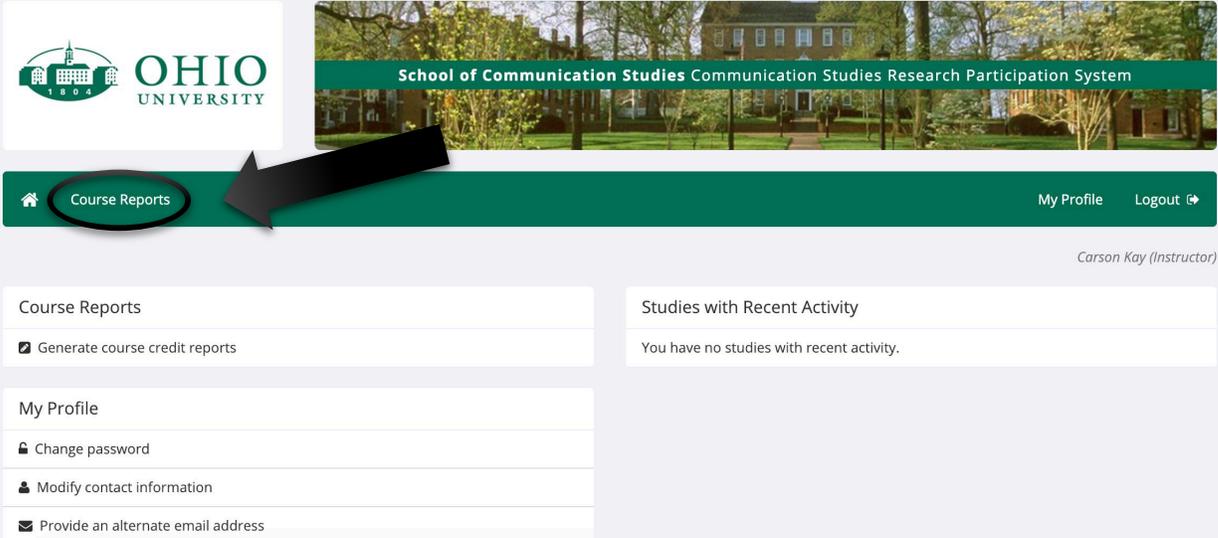
8. Week 14: Grant credits for students

- Final research participation grades will be available on Sona system under the “Course Reports” during Week 14, depending on when researchers finish their data collection. Instructors can see the credits on “Course Reports” before the end of the term. The research pool administrator will send you a copy of the credit report during week 14, as well, with information about interpreting the report.

Course Reports: Accessing for Credit Granting

When you open the Main Menu on Sona and click on the *Course Reports* option, you will see a list of all the courses you are currently instructing (see Figure 3.1). 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 3420), please let the administrator know immediately.

Figure 3.1: Accessing Course Reports (Prescreen and Research Participation Credit)



The screenshot displays the Sona system interface. At the top left is the Ohio University logo (1804). The main header area features a green banner with the text "School of Communication Studies Communication Studies Research Participation System". Below this is a dark green navigation bar with a home icon, "Course Reports" (circled in red with a black arrow pointing to it), "My Profile", and "Logout". The user's name, "Carson Kay (Instructor)", is visible in the bottom right corner. The main content area is divided into two columns. The left column has a "Course Reports" section with a checked checkbox for "Generate course credit reports" and a "My Profile" section with options for "Change password", "Modify contact information", and "Provide an alternate email address". The right column has a "Studies with Recent Activity" section showing "You have no studies with recent activity."

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. 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 only look at the “% of grade Earned for Course” column when granting prescreen and research study participation credit (see Figure 4).** This is how you interpret the numbers in this column.

- **There is a 0**—The student has not completed the prescreen questionnaire nor participated in research or completed the alternative assignment. No credit is granted.
- **There is a 0.5**—The student has completed the prescreen questionnaire, but not (yet) participated in research. Grant 0.5% credit.
- **There is a 1.5**—The student **did not** complete the prescreen questionnaire, but **did participate** in the assigned research or complete the alternative assignment. Grant 1.5% credit only.
- **There is a 2**—The student completed all research participation requirements. Grant full (2%) credit.
- **Remember to convert** – Remember to convert the percentage credit to your grading scale. So if you grade out of 100, students can receive up to 2 points. If you grade out of 1000, students can receive up to 20 points.

Figure 4: Reading Credit Completion Report

Name	Overall % of grade Earned	Overall % of grade Required	Overall Unexcused No-Shows	% of grade Earned for Course	Pending % of grade for Course
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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 at the bottom of the report to generate such a data file.

Questions?

If you or your students have any questions about the research pool and participation process, don't hesitate to contact the research pool administrator (coms-research@ohio.edu).

Appendix I

Instructors using the research pool as a requirement for COMS course(s), place the following text in your syllabus:

Research Participation Requirement. You will earn 2% of your course grade by either participating in a research study or completing the alternative assignment (journal article summary). To complete this requirement, *during the first three weeks of the term*, log into the Communication Studies Research Participation System (CSRPS)/Sona System (<http://ohio-coms.sona-systems.com/>) and complete the prescreening questionnaire (worth 0.5%). You log in to the system with your typical Ohio ID and password. Around the **fifth** week of the term, you will receive an e-mail that tells you what study you have been assigned to for your research participation. You can choose to participate in the research study or to complete the alternative assignment (both are worth 1.5%). The deadline for your research study participation will be set by the researcher running the study. The researcher will contact you directly about your participation. If you choose to complete the alternative assignment, refer to the instructions on the COMS website (<https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation/alternative-assignment>). Please note that this assignment is **not** extra credit, but is part of your course credit. You will need to complete a separate research study or alternative assignment for **each** Communication Studies class that requires a research experience. Questions about the research requirement should be directed to the research pool administrator (coms-research@ohio.edu).

Instructors offering extra credit for research participation for COMS course(s), place the following text in your syllabus:

Optional Research Participation Requirement. You can earn 2% extra credit by either participating in a research study or completing the alternative assignment (journal article summary). To complete this requirement, *during the first three weeks of the term*, log into the Communication Studies Research Participation System (CSRPS)/Sona System (<http://ohio-coms.sona-systems.com/>) and complete the prescreening questionnaire (worth 0.5%). You log in to the system with your typical Ohio ID and password. About the **fifth** week of the term, you will receive an e-mail that tells you what study you have been assigned to for your research participation. You can choose to participate in the research study or to complete the alternative assignment (both are worth 1.5%). The deadline for your research study participation will be set by the researcher running the study. The researcher will contact you directly about your participation. If you choose to complete the alternative assignment, the instructions for the assignment are available on the COMS website (<https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation/alternative-assignment>). Please note that if you are enrolled in other COMS classes that require research participation, you will need to complete a separate research study or alternative assignment for each Communication Studies class that requires a research experience or offers extra credit for a research experience. Questions about the research requirement should be directed to the research pool administrator (coms-research@ohio.edu).