

STUDENT RESEARCH PARTICIPATION INSTRUCTIONS

A central characteristic of scientific knowledge is that it is based on systematic observations in empirical research studies. This is also true for management/organizational knowledge about human behaviour, which is based on observations from research studies in natural settings and laboratories. To familiarize students with the methods of scientific research studies in management and to provide first-hand experiences with the procedures presented in lectures, MOS 1021 includes a mandatory research experience component. This research experience component requires students to earn **three** research credits.

A research credit can be earned by doing either of the following:

- Participate in one (1) research study that will take no longer than one hour to complete.
- OR
- Complete an article review by reading and answering a series of questions about one (1) research article chosen from a selection available online at the DAN Department website.

Students who fail to earn three credits by 4:00pm on the last day of classes in the term will have 2% deducted from their final grades for each credit that they fail to earn (for a maximum possible deduction of 6% from their final grade).

Students who sign up for a study but fail to attend the study at the required time on two occasions will have no further opportunity to participate in a research study. Instead, the students must complete the article review option or receive a deduction to their grade (2% per credit missed).

Students who disagree with or wish to appeal their research participation grade will have until the date of their final exam in MOS 1021A/B to do so. No revisions to the research participation grade will be made after this date.

Students who do not wish to participate in a research study may earn a research credit by reading and completing a review of one (1) research article per credit from a selection of articles available here: http://mos.uwo.ca/resources/resources_for_students/participant_pool_for_students/student_instructions.pdf

Further instructions about the article review option can also be found on this website.

The following sections include important information on the mandatory research participation component and research article review (for students who do not wish to participate in a research study).

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY RESEARCH PARTICIPATION – HOW IT WORKS

To acquire deeper insights into research methods in management and organizational studies, students enrolled in MOS 1021 are required to complete three (3) mandatory research credits, which they can earn by either participating in research studies conducted by DAN Department of

Management and Organizational Studies professors or by completing article reviews. Studies will take no longer than one (1) hour to complete and students will receive one (1) research credit in return for participating in one (1) research study session. Each article review will earn students 1 research credit.

RESEARCH STUDIES MUST BE COMPLETED ON OR BEFORE 4:00PM THE LAST DAY OF CLASSES EACH TERM. As the number of available research studies tends to be lower at the end of the semester, we strongly recommend that you sign up early to guarantee flexibility regarding the contents and schedules of your desired studies.

SIGN-UP FOR RESEARCH STUDIES

To sign up to participate in a research study, you first need to visit the following website:

<https://uwo-danmos.sona-systems.com>

Students registered in MOS 1021 will receive an email with their login information; we expect that the Research Participation pool will be available shortly after the end of the add/drop period each term, and your instructor will notify you when it becomes available. Once you are on the site please do the following.

Click on “STUDY SIGN-UP” to view a list of studies. Because studies may be added throughout the first half of the semester, you may want to check back periodically. Please note that you may be able to complete some research studies at home (e.g., an online survey), whereas others you will be required to be present at a specific location on a specific date at a specific time. For studies that require your physical presence, you must sign up for one of the available time slots to complete this type of study. To sign up for either type of study, click on the study name to view more details about the study, and if applicable, details regarding open time slots available to participate. Once you have decided on the research study you wish to complete and, if applicable, the timeslot you wish to book, click the “SIGN UP” button beside the study/timeslot to book your appointment.

IMPORTANT: FOR STUDIES THAT REQUIRE YOU TO BE PHYSICALLY PRESENT, RECORD THE TIME, DATE, AND ROOM NUMBER THE STUDY IS TO TAKE PLACE AND ARRIVE ON TIME.

You can check your appointment time by logging in and choosing “MY SCHEDULE AND CREDITS”.

CANCELING YOUR APPOINTMENT

Please note that you can cancel an appointment only until the day before the appointment. To do so, login to the web site and click “MY SCHEDULE AND CREDITS”. Click on “Cancel” beside the appointment. It is not possible to cancel an appointment online on the day of the appointment. If you are ill and need to cancel on the same day, please send an e-mail to the participant pool committee chair at: bonnie.simpson@uwo.ca. Please note that you will not receive your one research credit if you are unable to complete a study due to illness. To receive the research credit you MUST sign up for another study or complete a research article review (see above).

WHAT TO DO IF THE RESEARCHER DOES NOT APPEAR

If the experimenter does not appear, leave a note on the door and report by note to SSC 4330 (DAN MOS Main Office) with your name, email address, telephone number and a description of the research study including the time you were to participate. This is important, so that the researcher can be reminded of his/her obligation to you and so that you will receive your credit. PLEASE DO THIS

IMMEDIATELY! If, after a reasonable amount of time (20 minutes) the Researcher does not show up (meaning that you were unable to participate in the study), you will still be granted the research credit.

RESEARCH ARTICLE REVIEW INSTRUCTIONS

Students who do not wish to participate in a research study may earn a research credit by reading and completing a review of one (1) research article per credit from a selection of articles available here: http://dan.uwo.ca/resources/resources_for_students/participant_pool_for_students/student_instructions.pdf

Please visit this website for specific instructions on the research article requirement.

ALL ARTICLE REVIEWS MUST BE SUBMITTED TO THE DAN DEPARTMENT ASSIGNMENT DROP BOX BY 4:00PM ON THE FINAL DAY OF CLASSES FOR THE TERM.

A FINAL NOTE:

Your participation in Management and Organizational Studies research contributes to our knowledge of human behavior and provides an educational experience for you as an introductory DAN student. As we informed you at the beginning of the year, however, your participation in any specific experiment is completely voluntary. General guidelines regarding the conduct of research with human participants require that participants (including you, as student participants) are free to terminate participation in a study for any reason at any time and still receive research credit for attending. Please note that you **MUST** start the research study and then terminate participation to still receive your research credit. Before you begin a research study, we remind you of this: if any aspect of the study is objectionable to you, you may withdraw without loss of credit for the session.