

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 do **one** of the following:

- Participate in one (1) research study that will take no longer than one hour to complete.
- 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 Management website.

Either of the above two options will earn students one credit. **Students who fail to earn one credit by 11:59pm on the last day of classes in the term will have 2% deducted from their final grades.**

Students who do not wish to participate in a research study may earn the mandatory one (1) research credit by reading one (1) research article published in any one of a variety of management journals from a selection of articles that are available online:

http://mos.uwo.ca/resources/resources_for_students/participant_pool_for_students/student_instructions.pdf. Further instructions about this article review can also be found on this website.

Please note that you must complete the research study or article review by the final day of classes in the term to earn your research credit. **Failure to complete a research study or article review for any reason (including but not limited to illness, time conflicts, confusion of time, date and/or location of the study) will result in having two (2) percentage points taken off your final MOS 1021 grade.** If for any reason you do not complete the study you have signed up for, to avoid this deduction of two (2) percentage points, you must either sign up for another research study and complete it, or complete the research article review that is outlined above.

Please note that 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 have 2% deducted from their final grades.

The following sections include important information on the mandatory research participation component and the 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 one (1) mandatory research credit by participating in one (1) research study conducted by DAN Management and Organizational Studies professors or completing one (1) article review. 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. Each student may participate in only one (1) study or complete one (1) article review.

RESEARCH STUDIES MUST BE COMPLETED ON OR BEFORE 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. 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 (1) 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 the research article review assignment (please 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 automatically be granted the research credit.

RESEARCH ARTICLE REVIEW INSTRUCTIONS

Students who do not wish to participate in a research study may fulfill the requirement for the mandatory research credit point by reading one (1) research article published in any one (1) of various management journals from a selection available online at:

http://mos.uwo.ca/resources/resources_for_students/participant_pool_for_students/journal_articles.pdf

. Please visit this website for specific instructions on the research article requirement. **ALL ARTICLE REVIEWS MUST BE SUBMITTED ON OR BEFORE 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 MOS 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.