

## MEMO

### Research Participation Requirement Program: Study Participation Option

Online Sign-up: <http://unm-anderson.sona-systems.com>

All students enrolled in MGT 306 and MGT 506 are required either to: (a) participate in research conducted by members of the Department of Organizational Studies or (b) review published research in Organizational Behavior (OB). There are important reasons for this requirement.

*The first is educational.* The field of OB is a scientific discipline. The laws of behavior you are studying are based on research findings. Thus, an awareness of the research process is essential to an understanding of the basis of OB. The best way to learn about research is to participate in research directly or to review published research findings. If you choose to participate in one of the approved studies, you will see the process from the inside and can ask questions about research. If you choose to review a published study, you can discover how researchers translate theoretical questions into testable hypotheses while adding new results to the field. Both options are available to you, although most students choose to participate in studies. Either experience will give you insight into the research process.

*The second is scientific.* OB is a rapidly growing field, expanding on many fronts. There are many questions to be answered, hypotheses to be tested, and problems to be solved. Most professors in the Department of Organizational Studies are active researchers, and results from these studies - the very ones you may participate in - shape current and future developments in OB. Your textbook may even include research results from faculty here at the Anderson School of Management. By participating in research you contribute directly to the development of the science you are studying. By reviewing a published article, you see the finished product of research.

*The third is altruistic.* Many students are surprised to discover how research-driven OB is. Formal research in disciplines contributing to the field of OB (e.g., psychology, sociology) extends back to the mid-1800s, and journals publishing research relevant to OB appeared as early as the late 1800s. For the past 100 years, a substantial portion of the published research findings in OB-related fields has come from university students who have chosen to participate in studies. Virtually all principles in OB, both applied as well as theoretical, can be traced to research findings obtained from research labs. Participating directly in the studies should enhance your knowledge of OB while maintaining the continued development of theory in OB.

**Student Protection:**

Experiments are reviewed and approved; articles are from refereed journals. If you participate in one of the approved experiments, you should know that all research conducted in the Department of Organizational Studies has been carefully reviewed by the University Institutional Review Board (IRB). The function of the IRB, in part, is to ensure the safety, rights, and dignity of participants. If you decide to review a published research study, you will be provided with a selection of possible articles to review. These articles have been carefully reviewed by other colleagues in OB prior to publication. Because these journals accept only refereed studies, the studies contain research findings that have followed sound and established principles of science.

**Participation in experiments entails additional safeguards:**

*Withdrawing from an Experiment.* You may withdraw from any study at any time for any reason without penalty, as long as you inform the experimenter of your decision (although you are not penalized, you will not earn credit for any experiment not completed). To withdraw from an experiment, you need to directly contact the researcher who is in charge of the study.

*Informed Consent.* Each posted experiment contains a brief description of what the experiment is about, e.g., whether the study focuses on leadership or organizational culture or group decision-making, etc. When you sign up for a study, you are giving your informed consent to participate in that study. This means that you have willingly selected a study to participate in. Some studies may require an additional consent form for participation. In these cases, the consent form is kept on file in the departmental office. Giving your informed consent does not negate your right to withdraw from any study for whatever reason. If the study includes minors (individuals under 18 years of age), then the researchers MUST obtain parental consent and student assent prior to the minor's involvement in the research project. The only exception is if those individuals are emancipated.

*Confidentiality.* All data collected are kept strictly confidential, to the extent permitted by law. The only persons with access to data are those directly associated with the experiment. Data are typically kept in locked files in locked lab rooms.

**Here's How It Works:**

The requirement is very simple. You must complete the required research credits by the posted close date. Failure to do so will result in a score of 0 for the research participation component of your grade. There are two kinds of research credit, called research participation credit and article review credit, detailed below. Please plan to complete this requirement before the last week of classes.

*Research Participation Credit.* Research participation credit is awarded in units of ½ credit or more. Different experiments award different amounts of credit, roughly 1

credit hour for each hour of participation. You may earn from ½ credit to 2 credits in a single experiment.

*Article Review Credit.* Please see “Article Review Instructions” document for details.

The student has the option to mix these credits, e.g., 1 hour of participation and 1 hour of report credit. What is critical is that they total 2 hours of credit.

### **How to Sign Up For Research Participation Credit**

1. Go to <http://unm-anderson.sona-systems.com>
2. Log in
4. Click on "My Profile." Make sure your information is correct. Click on "Update" if you make any changes.
5. Click on "Studies." Click on a study name to view the description of that study. Click on "View Time Slots" to sign up for the experiment.
6. Click on "My Schedule" to view the experiments you have signed up for and for credits/penalties you have earned.

### **Penalties and the Recording Thereof:**

If you fail to appear at an experiment you signed-up for, you will be penalized an amount equal to the credit offered for that experiment. For example, failure to appear for a 1-credit experiment will result in a penalty of 1 credit. In this case, 1 credit would be added to your requirement, and you would then need to obtain a total of three (3) credits during the semester to avoid receiving a grade of incomplete. Remember that you cannot be penalized if you show at the scheduled time and decline to participate. You can also avoid a penalty by canceling your appointment at least 24 hours in advance (detailed below). If you fail to appear at an appointed time due to a medical emergency, documentation will also result in the penalty being removed.

Sometimes students are unaware that they have earned a penalty. Penalties for failure to appear at an experiment are posted to "My Schedule" at <http://unm-anderson.sona-systems.com>. If you feel that you have been unfairly penalized, contact [asmbehavior@unm.edu](mailto:asmbehavior@unm.edu). If you cannot resolve the problem, discuss the matter with your instructor and/or the faculty member in charge of Human Subjects in the Department of Organizational Studies. Currently, Dr. Ryan Jacobson ([rjacobson@unm.edu](mailto:rjacobson@unm.edu)) is in charge of Human Subjects.

### **Canceling Appointments:**

You may cancel your experiment appointment by logging onto <http://unm-anderson.sona-systems.com>, click on "My Schedule," click on the cancel button next to the experiment that you have signed up for. To avoid a penalty, you must cancel your appointment at least 24 hours prior to the time of the experiment.