

## **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 and organizational knowledge about human behaviour, which is based on observations from research studies in natural settings or laboratories. To familiarize students with the methods of scientific research studies in management and to provide first-hand experiences with the procedures presented in the lectures, MOS 1021 includes a voluntary research experience component. This research experience component involves the opportunity for voluntary participation in one (1) research study that will take no longer than one (1) hour to complete, in return for one (1) bonus percentage point in the MOS 1021 course. For example, if you earn a 70 grade in the course, and participate in one (1) research study, you would earn a grade of 71 in the course.

As an alternative, students who do not wish to participate in a research study may earn the voluntary bonus one (1) percentage point towards their final grade 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/research/participant\\_pool/student\\_instructions.pdf](http://mos.uwo.ca/research/participant_pool/student_instructions.pdf). Further instructions about this research article reading task can also be found on this website.

Please note that you must complete the research study or article review by the posted deadline to earn your one (1) bonus percentage point. Failure to complete a research study for any reason (including but not limited to illness, time conflicts, confusion of time, date and/or location of the study) will result in failing to receive the one (1) bonus percentage point. If for any reason you do not complete the study you have signed up for, to receive the (1) bonus percentage point you must either sign up for another research study and complete it, or complete the voluntary research article review that is outlined above.

The following sections include important information on the voluntary 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 offered the opportunity to earn one (1) bonus percentage point towards their final grade by participating in one (1) research study conducted by DAN Management and Organizational Studies professors. Studies will take no longer than one (1) hour to complete and students will receive one (1) bonus percentage point in return for participating in one (1) research study. Each student may participate in only one (1) study, and, therefore, may only earn a maximum of one (1) bonus percentage point.

**RESEARCH STUDIES MUST BE COMPLETED ON OR BEFORE April 6<sup>th</sup>, 2016.** 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 (late January). 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: danpool@uwo.ca. Please note that you will not receive your one (1) bonus percentage point if you are unable to complete a study due to illness. To receive this percentage point 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 bonus one (1) percentage point.

### *RESEARCH ARTICLE REVIEW INSTRUCTIONS*

Students who do not wish to participate in a research study may fulfill the requirement for the voluntary research bonus percentage point by reading one (1) research article published in any one (1) of

various management journals from a selection available online at <http://www.mos.uwo.ca/sona/articles.html>. Please visit this website for specific instructions on the research article requirement. **ALL ARTICLE REVIEWS MUST BE SUBMITTED ON OR BEFORE December 9<sup>th</sup>, 2015.** Please note that this deadline is different and separate from the deadline to complete a research study to allow students who have not had the opportunity to complete a research study to still receive the bonus one (1) percentage point by way of completing the article review assignment.

*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 particular experiment is completely voluntary. General guidelines regarding the conduct of research with human participants require that participants (including you, as voluntary 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 bonus one (1) percentage point. 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.