

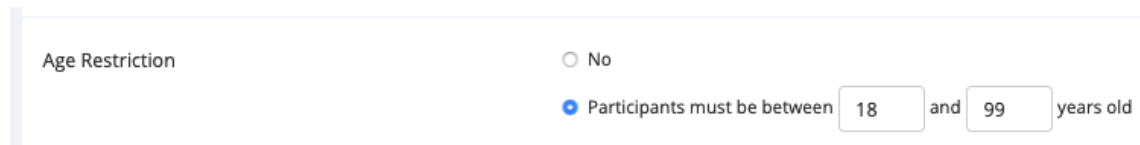
Sona Policies and Regulations

School of Communication Studies

University of Tennessee

Setting up studies

1. Students earn credits proportional to the time required to complete the studies. For example, online studies lasting up to 30 minutes may be awarded one credit.
2. In the “Age Restriction” field, you must require that students be at least 18 years old to participate. Students under 18 years of age cannot participate in research because they are not old enough to provide informed consent.



Age Restriction

☐ No

☒ Participants must be between and years old

3. The default primary investigator is the SONA Administrator. Replace this with whoever is actually the primary investigator. If you are a faculty member, it's you. If you are not a faculty member, it's your advisor or some other faculty member who is collaborating with you on the project.
4. Anyone who is collecting data for the study should be included as a researcher. This will make it easier for me to get in touch with researchers if the need arises.
5. For online studies, documentation on how to set up your study so that participants are automatically granted credit is available here: https://www.sona-systems.com/help/qualtrics.aspx?p_experiment_id=441&p_credit_token=27e3846a47f54e5bba5e9b8b37590a3b

Researcher cancellations

6. If you cancel a study less than one business day in advance, students are entitled to credit.
7. If you cancel a study more than one business day in advance, students are not entitled to credit.

Student cancellations, etc.

8. If students show up late and you cannot run them for whatever reason, invite them to sign up for a later slot.

Granting credit

9. Students who complete the study in the allotted time or less earn the amount of credit advertised. For instance, if it's a 1 credit study but they finish in 25 minutes, they still get 1 credit.

10. Students who opt to quit midway through a study earn partial credit for their participation proportional to the amount of time expended in the study relative to the total advertised in the consent form prior to quitting. For example, in a study advertised to take one hour a student quits before 30 minutes, the student receives one-half credit.
11. If the researcher needs to terminate the session early for any reason (e.g., equipment malfunction), students are entitled to the amount of credit they signed up for.
12. Students who show up for studies, but decline to consent or do not meet the study requirements are made aware of the alternatives. This is to prevent signing the consent form from being an undue incentive to participate in a study they would rather not complete.
13. You should always handle timeslots (i.e., award credit, excused absence, or unexcused absence) within 24 hours of the timeslot.
14. Students wishing to complete a non-SONA alternative assignment will be asked to write a critique (e.g., a recorded speech from the McClung Public Speaking contest). The time required for the alternative assignment will be commensurate with the time required to meet participation requirements.