

# Rutgers University Linguistics Department Participation Site:

A step by step guide

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## What is the Rutgers University Linguistics Department Participation Site

The Department of Linguistics uses the Sona System to recruit and schedule participants for our studies.

Each study takes about 20-30 minutes to complete and results in **one** extra credit point being added to the student's overall course grade.

Students can usually participate in up to **two** experiments per course, per semester. But make sure to check with your professor about this, as this can be course-specific!

This PowerPoint addresses common questions and concerns regarding student participation.

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## General Questions

I want to sign up for extra credit, but I don't know how to.

I am taking a course that is not listed on my profile.

I got credit but it is not assigned to the course I want it to be.

I cannot make it to the timeslot I signed up for.

The semester is over, and my credit was assigned to the wrong course.

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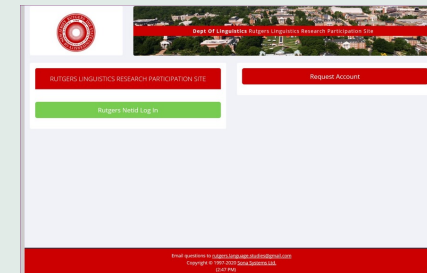
## Logging on

Do not request an account. An account is created for all of you when your professors send me their class rosters.

As the rosters are imported and the studies are made available, you should receive an email through Sona about how to access them and participate.

You will use your netID and password to log on.

The website can be accessed using this link:  
<https://rutgerslinguistics.sona-systems.com/#!/auth.aspx?returnUrl=%2F>

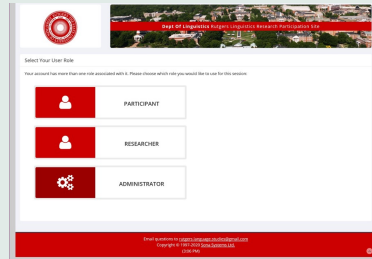


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### First Steps

After logging in you will come to this page.

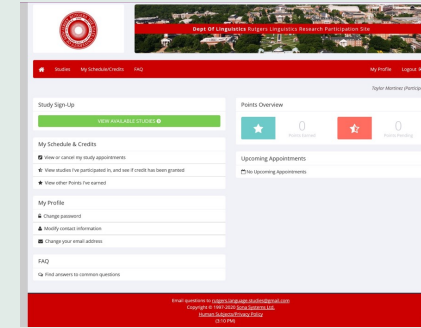
You will only have the **PARTICIPANT** option. Click it.



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### This is your profile

From here you can sign up for studies, see how many points you have earned, how many are pending (# of studies you have signed up for but not completed), your courses, and an FAQ.



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### General Concerns

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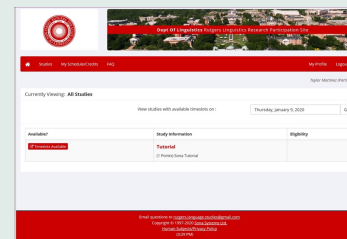
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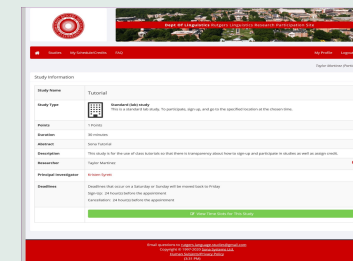
#### Step 1

Click **VIEW AVAILABLE STUDIES**. It will bring you here.



#### Step 2

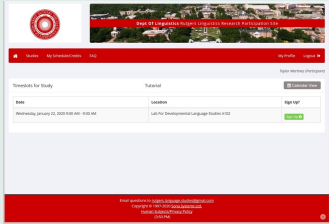
Click **TIMESLOTS AVAILABLE**. It will bring you here.



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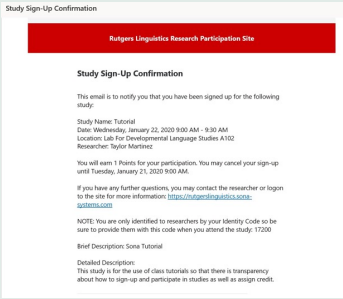
### Step 3

Click SIGN UP.



### Step 4

Check email for confirmation.



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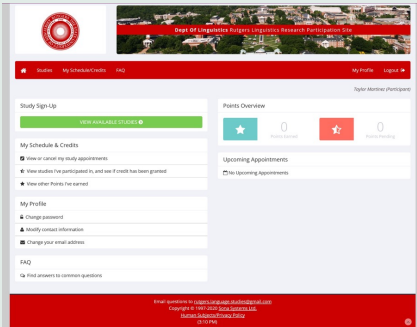
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### Let's go back to Home

Look for MY PROFILE in the top right corner and click it.



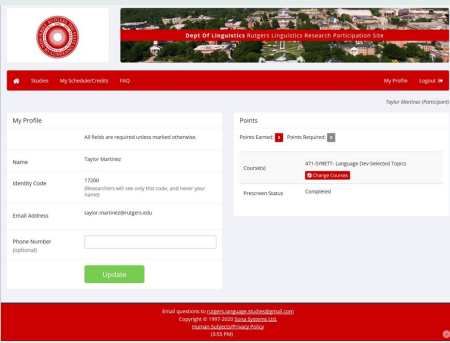
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### So I am signed up to participate in Tutorials

The only course I am currently signed up for is LANGUAGE DEVELOPMENT

Let's say I was also enrolled in SYNTAX and I wanted to add it to my profile.

Click CHANGE COURSES.



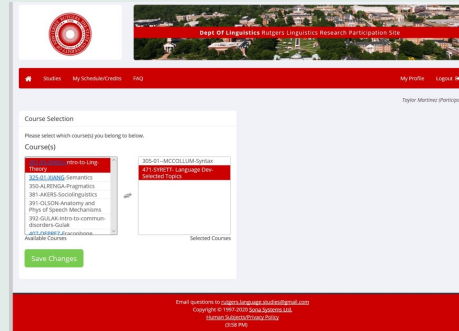
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### Under Course(s)

Find the course you want to add.

In this case I chose SYNTAX and clicked. This moves it over to *selected courses* and will now show up on my profile.

Make sure you **SAVE CHANGES**.



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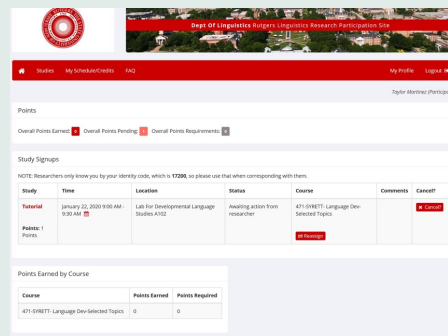
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### Now I have two courses

This means I can reassign credit.

Sona automatically highlights the course that was last chosen.

If you desire to change the assignment click **REASSIGN** under **Course**.



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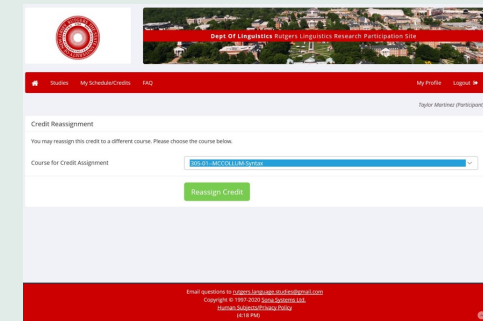
### There is a dropdown menu

This will list all the courses on your profile.

You can choose any of them to reassign credit.

After choosing, click **REASSIGN CREDIT**.

This can be done any time before or after participating until the **LAST DAY OF THE SEMESTER**.



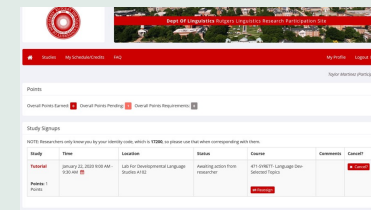
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This is only relevant for studies that are in-person

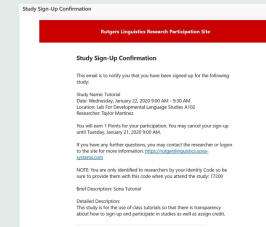


The vast majority of studies this semester are online. So you do not have to worry about this!

However, in the event you are participating in an in person study: if you are unable to make it to your timeslot and it is **24 HOURS BEFORE** your designated timeslot, cancel your sign up on Sona. Do not email the lab coordinator or the lab email. **Remember, this is ONLY in the case of your study being in-person, in the lab on Busch!**

For more exact time consult the confirmation email that was sent after signing up.

Do this by clicking **CANCEL** to the far right.



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I'm sorry....

Remember that Sona automatically highlights the course that was last chosen when assigning credit for participation.

The lab coordinator will send emails throughout the semester to remind you to assign credit to the proper courses.

**THIS IS IMPORTANT: The Linguistics Department has a two credit per course policy, Sona does not know that!**

This means that you could be assigning too much credit for one of your courses and not enough to the other.

It is not the responsibility of the lab coordinator or your professors to change the credit assignments.

Students the day grades are put up: My extra credit isn't right!

The lab coordinator: Try again next semester.



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## Ways to avoid that

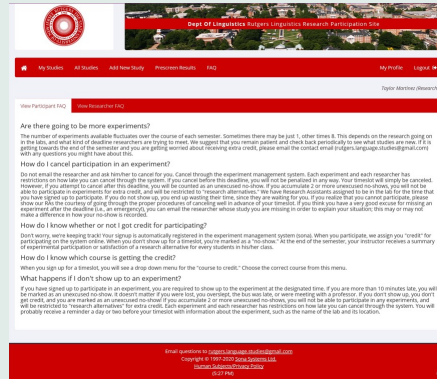
Ask questions early. Do not wait until the last day of the semester to reach out to the lab coordinator or your instructor about your extra credit.

Pay attention to your emails. It may seem tedious, but each email contains important information and updates all to help you.

Go to the **FAQ** on Sona. Most basic questions can be answered there!

As always, if you have questions or concerns reach out to the lab at [language\\_studies@rutgers.edu](mailto:language_studies@rutgers.edu) or the lab coordinator at [navantara.das@rutgers.edu](mailto:navantara.das@rutgers.edu).

**As a note when contacting to the lab coordinator:** Make sure to include your 5-digit Sona ID and full name in your email!



Thank You